

POLICY – Section J – Student Services

Title: J-050 – Guaranteed Retraining Policy

Authority: Executive Director of Student Services/CSSO

Effective Date: May 19, 1993

Revision Date: January 17, 2024

Reviewed Date: December 19, 2007

Related Forms, Policies, Procedures, Statutes:

- Wisconsin Statutes 38.24 (4)
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The occupational education and training offered by the College are designed to enable eligible persons to acquire the skills necessary for full participation in the workforce.

To further assist graduates in obtaining job entry competencies, the College will provide guaranteed retraining for an eligible graduate of a one-year technical diploma, two-year technical diploma, or an Associate of Applied Science degree program who is skill deficient based on employer certification or if the graduate has not found employment within six (6) months of graduation. The retraining is subject to the limitations and guidelines defined in Wisconsin Statute 38.24(4).

POLICY – Section J – Student Services**Title: J-100 – College Admission****Authority:** Executive Director of Student Services/CSSO**Effective Date:** June 18, 1980**Revision Date:** May 11, 2022**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- J-110 – High School Age Students
 - J-150 – Residency Determination For Purposes of Admission and Tuition
 - Wisconsin Technical College System Board Policy 502
 - Wisconsin Technical College System Administrative Code TCS 10
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The College maintains open admission for all Students. Some programs within the College have competency recommendations and course prerequisites. The College accepts applications for admission on a rolling basis. However, there may be published deadlines for particular terms or programs.

The College commits to ethical and impartial treatment of all applicants for admission. In general, admissions are a “non-competitive” process. All Students who satisfactorily complete admission requirements are accepted to a college program of study. Some programs have a petition process for clinical or core coursework managed post-admission. No weight is given in the admissions process to age, gender, race, ethnicity, or first language origin. No Employee will offer or accept any reward or remuneration from a secondary school, college, university, agency, organization, or individual for recruitment or admission of Students.

The College requires that all information any applicant provides be accurate and complete. The signature (or electronic signature) section of the application attests to the accuracy and completeness of all questions on the application. Intentional failure to provide correct information may be grounds for revocation of admission.

POLICY – Section J – Student Services

Title: J-105 – Auditing

Authority: Executive Director of Student Services/CSSO

Effective Date: December 19, 1979

Revision Date: June 29, 2022

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- Wisconsin Statutes Chapter 38.24(4m)
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A Student may audit credit classes with the permission of the Registrar. No one auditing a class shall displace any fee-paying credit Student. Students are only permitted to register to audit a course one week before the start of each semester. Students taking a class for audit may not change to credit or change from credit to audit after the class begins.

When auditing a class, Students participate in the classwork, complete assignments, and meet the instructor's attendance requirements. Students will pay all the regular tuition and fees for audited courses. However, no credit will be granted for the course. An "AU" will appear on the Student's transcript as a grade for the course. Tuition will be waived for Students who are State of Wisconsin residents who are 60 and older. However, all other fees will be charged.

POLICY – Section J – Student Services

Title: J-110 – High School Age Students

Authority: Executive Director of Student Services/CSSO

Effective Date: September 17, 1980

Revision Date: May 1, 2024

Reviewed Date: April 21, 2010

Related Forms, Policies, Procedures, Statutes:

- Wisconsin Statutes 38.001(3)(a) 1 and 2, 38.04(21) and (26), 38.12(8), 38.14(3) and 38.22
- Wisconsin Statutes 118.15(1)(b), (cm) and (d), and (2)(b)
- Wisconsin Statutes 118.34
- Wisconsin Statutes 118.55(7r)
- Wisconsin Statutes 106.13
- Wisconsin Administrative Code TCS 9
- Wisconsin Administrative Code PI 40

The College recognizes and supports the primary responsibility of the local school districts to provide education for all youth under the age of 18 or until the local authority exempts the student per Wisconsin Statutes 38.22, provided the student complies with all administrative and procedural requirements contained in state law and administrative code as may be amended occasionally.

High school-age Students must comply with all college policies and expectations in the College catalog.

POLICY – Section J – Student Services**Title: J-120 – International Students-Student Admission and Enrollment****Authority:** Executive Director of Student Services/CSSO**Effective Date:** September 18, 1991**Revision Date:** October 12, 2022**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- Federal I-20 Form
 - J-100 College Admission
 - Administrative Bulletin 04-02, effective June 2004 Wisconsin Statute 38.22
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The College allows international students to participate in its courses and programs. Students from other nations may enroll in courses or programs with excess capacity. Alternatively, the College agrees to a contract for providing completely dedicated courses at full cost recovery. However, enrollment of international students shall not displace or reduce the instructional access of resident Students.

All international students shall comply with all applicable Department of Homeland Security regulations (I-20 requirements) and all international student admission requirements established by the College for enrollment into a particular course or program. International students shall be charged out-of-state tuition and fees consistent with state statutes and administrative rules related to the charging of tuition and fees. International students are not eligible to participate in the Federal Student Aid Program.

The College requires a \$200 application fee for all international students. In addition, a \$5,000 refundable deposit is required to release the I-20. The \$5,000 is refundable to the international student upon graduation or I-20 termination. The deposit will be applied to any account balance/debt the student has outstanding with the College before issuing the refund.

POLICY – Section J – Student Services**Title: J-130 – Students Called for Active Military Service****Authority:** Executive Director of Student Services/CSSO**Effective Date:** November 21, 2001**Revision Date:** October 21, 2001**Reviewed Date:** January 17, 2024**Related Forms, Policies, Procedures, Statutes:**

- Administrative Rules s. TCS 10
 - Wisconsin Statute Chapter 38.12(13)
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Students who are members of the National Guard or other military reserve units may be called to active duty during the term of their enrollment at the College. Students who are activated for military service shall have the following options:

- Students may be granted a full refund (100%) of all tuition and fees as allowable by Wisconsin Administrative Code TCS 10.08(3)(f). This refund will be approved for all classes the Student is enrolled in during the current term, regardless of the amount of time remaining in the term. Students requesting a refund must do so in writing using the Exception to the Refund form.
- Students who have completed 75.0% or more of a course and worked closely with their instructor(s) may be granted a final grade for their course(s). The decision to issue a final grade rest solely with the course instructor, and consideration is given to the Student's work and academic progress.
- Students who have completed less than 75.0% of a course and are working in close cooperation with their instructor(s) may be permitted to complete course work via independent study, test out, or some other mechanism to be determined by the instructor.

Students previously enrolled at the College will be guaranteed re-enrollment priority upon returning from active duty per the special admission criterion allowable under Wisconsin Administrative Code TCS 10.07(5m). This opportunity is available to Students for up to one year after being released from active duty. Tuition and course fees in effect at the time of re-enrollment shall apply. Students desiring to reenroll should notify the College of their intent as soon as possible upon their return to the area but no later than two (2) weeks before the start of the term. Students desiring to reenroll more than one (1) year from release from active duty shall be admitted using the standard admissions process.

POLICY – Section J – Student Services

Title: J-135 – Recruiting of Service Members

Authority: Executive Director of Student Services/CSSO

Effective Date: July 29, 2020

Revision Date:

Reviewed Date: January 17, 2024

Related Forms, Policies, Procedures, Statutes:

- DoDI 1322.25, March 15, 2011, 3(j) (2,3)
- 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

The College will refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in student recruiting or admission activities or making decisions regarding the award of student financial assistance.

The College will refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (three (3) or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration to secure service member enrollments.

POLICY – Section J – Student Services**Title: J-140 – Approved Tuition Assistance for Service Members****Authority:** Executive Director of Student Services/CSSO**Effective Date:** July 29, 2020**Revision Date:** January 17, 2024**Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- DoDI 1322.25, March 15, 2011, 4(d) (1-2)
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If an eligible Service Member decides to use Military Tuition Assistance (TA) from their branch of service (Service), the College will enroll them only after the individual's Service approves the TA. Service Members will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit the College from pre-registering a Service Member in a course to secure a slot in the course. If the College enrolls the Service Member before the appropriate Service approves the TA, then the Service Member could be responsible for the tuition.

All TAs must be requested and approved before the course starts. The TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Service Member requests. If a military Student "self-identifies" their eligibility and the Service has not approved the funding, then the Service Member will be solely responsible for all tuition costs, not the Service.

MILITARY TUITION ASSISTANCE (TA) ELIGIBLE COURSES

Courses will be considered eligible for TA if they are:

- Part of an individual's evaluated educational plan.
- Prerequisites for courses within the individual's evaluated educational plan.
- Required for acceptance into a higher-level degree program unless otherwise specified by service regulations.

POLICY – Section J – Student Services**Title: J-150 – Residency Determination for Purposes of Admission and Tuition****Authority:** Executive Director of Student Services/CSSO**Effective Date:** January 16, 2008**Revision Date:** March 31, 2021**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- J-150.1 – Residency Determination Appeal and Change
 - Wisconsin Technical College System Administrative Code TCS 10
 - Wisconsin Statutes 38.22
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For admission and fee purposes, any resident of Wisconsin at the beginning of any semester or session for which the person makes an application is a resident of Wisconsin. Additional statutory provisions are included in WTCS 10.03 and 10.04.

WISCONSIN RESIDENCE

The applicant's intent to establish and maintain a permanent residence in Wisconsin is a determining factor in determining the state residence for the semester or session of the application.

In addition, the intent to maintain residence in Wisconsin may be demonstrated by the following:

- Filing of Wisconsin income tax returns.
- Eligibility to vote within the state.
- Motor vehicle registration in the state.
- Possession of a Wisconsin driver's license.
- Place of employment.
- Self-support.
- Signed rental agreement.

COLLEGE DISTRICT RESIDENCE

In determining district residence for the semester or session of application, the applicant's current address and a written declaration of intent to establish and maintain a permanent residence in the District are determining factors.

In addition, district residence before application may be demonstrated by the following:

- Most recently filed Wisconsin tax return.
- Motor vehicle registration.
- Driver's license.
- Bank accounts.
- Voter registration.
- Signed rental agreement.

J-150 – Residency Determination for Purposes of Admission and Tuition, Continued

Wisconsin and College district residences may be established concurrently.

A residency determination may be appealed or changed, as determined by Procedure J-150.1 – Residency Determination Appeal and Change.

PROCEDURE – Section J – Student Services**Title: J-150.1 – Residency Determination Appeal and Change****Authority:** Executive Director of Student Services/CSSO**Effective Date:** March 31, 2021**Revision Date:****Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- J-150 – Residency Determination for Purposes of Admission and Tuition
 - Wisconsin Technical College System 10.03, 10.04, 10.5
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Applicants for admission and Students attending the College shall cooperate with college officials to supply requested residence verification and information as deemed necessary by the College to make the determinations required under TCS 10.03 and 10.04.

Before beginning any semester or session, a person may petition the College admissions office for a reconsideration of a residence determination based on changed circumstances. Upon receipt of such petition, the College shall issue a written decision. The written decision may be appealed to the Executive Director of Student Services/CSSO or designee. A decision made by the Executive Director of Student Services/CSSO or designee shall be subject to review under TCS 10.05.

Any residency determination reached by the College under TCS 10.03 and 10.04 may be appealed, in writing, to the Executive Director of Student Services/CSSO or designee within 30 days after the Student receives the determination. After reviewing the available documentation, the Executive Director of Student Services/CSSO, or designee, shall issue a written decision within 30 days of the date a written appeal is received.

POLICY – Section J – Student Services**Title: J-200 – Tuition and Fees****Authority:** District Board**Effective Date:** November 9, 2020**Revision Date:** March 31, 2021**Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- J-150 – Residency Determination for Purposes of Admission and Tuition
 - Wisconsin Statutes 38.24 (3) (3m) (4)
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All college courses are subject to uniform tuition and fees (per credit) established by the Wisconsin Technical College System Board (WTCSB) and Wisconsin legislature. Rates are subject to change.

Rates reflect different costs for Wisconsin residents as defined in Policy J-150 – Residency Determination for Purposes of Admission and Tuition, and non-resident Students.

Additional information reference:

- Non-resident fees and liabilities; remissions (Wisconsin Statutes Chapter 38.24 (3)).
- Non-resident fee exemption for covered individuals (Wisconsin Statutes Chapter 38.24 (3m)).
- Fee exemptions (Wisconsin Statutes Chapter 38.24 (4)).
- Resident fees.

POLICY – Section J – Student Services**Title: J-210 – Student Activity Fees and Fund Management****Authority:** District Board**Effective Date:** April 17, 1991**Revision Date:** March 31, 2021**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- Wisconsin Statutes 38.12(2), 38.14 (9), 38.145, 66.0607(6)
 - Wisconsin Technical College System Policy Manual – Policy 401
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The College student activity fee is established under Wisconsin Statutes 38.14(9). The fee will be assessed to all Students and used to pay for services and activities that support Students. The District Board may establish a student activity and incidental fees under section 38.14 (9), Wisconsin Statutes, to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction.

In compliance with Wisconsin Statutes 38.12(2), all student activity fees collected shall be deposited in one (1) of the College's designated depositories and disbursed under Wisconsin Statute 66.0607(6). The College is responsible for ensuring that all necessary records are created and maintained utilizing appropriate and sound accounting practices and procedures. The College shall ensure that student activity fee accounts and records are examined and disclosed annually during the District audit process.

According to Wisconsin Statute 38.145, Students, in consultation with the President/District Director or designee and subject to the final disposition of the District Board, are responsible for the disposition of student activity and incidental fees. A designated Employee shall sign payments for any expenditures from student financial accounts.

POLICY – Section J – Student Services**Title: J-222 – Tuition and Fee Refunds****Authority:** District Board**Effective Date:** May 1977**Revision Date:** March 31, 2021**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- Wisconsin Statutes 38.24(2)
 - Wisconsin Administrative Code, TCS 10.08
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Wisconsin Statutes mandate a uniform tuition and fee refund policy for all Wisconsin Technical College System (WTCS) colleges. The Wisconsin Administrative Code outlines standard procedures and refund percentages applicable to all WTCS institutions.

The College shall refund tuition and fees, except where superseded by federal law, under Wisconsin Administrative Code TCS 10.08 provisions and any corresponding provisions of future or amended laws and regulations governing refunds to WTCS students.

Students have the right to appeal any refund decision. The College shall communicate with students annually to inform them of the refund process and appeal procedures.

In certain extenuating circumstances, the President/District Director or designee may authorize exceptions to this Policy. All exceptions shall be approved and documented in writing.

POLICY – Section J – Student Services**Title: J-300 – Education Records, Directory Information, and Privacy****Authority:** Executive Director of Student Services/CSSO**Effective Date:** February 19, 1975**Revision Date:** January 13, 2021**Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- The Family Educational Rights and Privacy Act (FERPA)
 - 20 U.S. Code Section 1232g
 - 34 Code of Federal Regulations Part 99
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The College shall ensure that Student records are maintained in compliance with applicable federal and state laws relating to the privacy of Student records.

The College will implement appropriate safeguards to ensure that Student records cannot be accessed or modified by anyone unauthorized.

Any currently enrolled or former Students has a right of access to all Student records relating to them maintained by the College.

No representative of the College shall release the contents of a Student records to any member of the public without the prior written consent of the Student, other than Directory Information as defined in this Policy and information sought under a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights regarding Student records, including the definition of Directory Information contained here, and that they may limit the information.

RIGHTS UNDER FERPA

FERPA affords Students certain rights with respect to their education records. They are:

- The right to inspect and review the Student's education records within 45 days of the day the College receives an access request.
- Students should submit written requests to the Executive Director of Student Services/CSSO that identify the record(s) they wish to inspect. The Executive Director of Student Services/CSSO will plan for access and notify the Student of the time and place where the records may be inspected. When viewing, the Student will present some form of picture identification, such as a valid driver's license, before being allowed to view the record.
- The right to request the amendment of the Student's education records that the Student believes is inaccurate or misleading.
- Students may ask the College to amend a record they believe is inaccurate or misleading. Students should write to the Executive Director of Student Services/CSSO, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

J-300 – Education Records, Directory Information and Privacy, Continued

If the College decides not to amend the record as requested by the Student, the College will notify the Student of the decision and advise the Student of their right to a hearing regarding the request for amendment. When informed of the right to a hearing, additional information regarding the hearing procedures will be provided to the Student.

- The right to consent to disclose personally identifiable information in the Student's education records, except that FERPA authorizes disclosure without consent (see the section on exceptions below).
- The right to file a complaint with the U. S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

The College will maintain a cumulative record of each Student's enrollment, scholarship, and educational progress.

Education records related to a Student are maintained by the College or by someone acting for the College. Education records are not:

- A personal memory aid is kept in the sole possession of the person who created it. It is not accessible or revealed to anyone except a temporary substitute for the person who made the record.
- Records of a law enforcement unit of the College.
 - Records of a law enforcement unit means those records, files, documents, and other materials created by a law enforcement unit, created for a law enforcement unit, and maintained by the law enforcement unit. Records or law enforcement do not include:
 - Records created by a law enforcement unit and for a law enforcement purpose that are maintained by a component of the College other than the law enforcement unit or,
 - Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.
- Records relating to an Employee that are made and maintained in the normal course of business, related exclusively to the individual in that individual's capacity as an Employee, and are not available for use for any other purpose. However, Student-Employee records remain education records.
- Medical or treatment records of a Student who is 18 years of age or older and is attending the College that are:
 - Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity or assisting in a paraprofessional capacity.
 - Made, maintained, or used only in connection with the treatment of the Student.

J-300 – Education Records, Directory Information and Privacy, Continued

- Disclosed only to individuals providing the treatment. For this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
- Records created or received by the College after an individual left the College are not directly related to the individual's attendance as a Student.
- Peer-graded paper grades before the instructor collects and records them.

RELEASE OF EDUCATION RECORDS

No instructor, official, Employee, or District Board member shall authorize access to Student records to any person except under the following circumstances:

- Education records shall be released under a Student's written consent.
- “Directory Information” may be released per the following information:
 - Student name.
 - Student address.
 - Student phone number.
 - College assigned a Student email account.
 - Date and place of birth.
 - Major field of study.
 - Full-time or part-time status.
 - Dates of attendance.
 - Credits earned toward a diploma.
 - Degrees and awards received.
 - Photos and videos of Students for use in college press releases, publications, and websites.

Students can restrict the disclosure of Directory Information at any time. To limit the disclosure of Directory Information, a Student may file a Privacy Request Form to the Express Services or Registration Offices on the Beloit-Janesville or Monroe Campuses. The request to restrict disclosure of Directory Information will be honored until the Student notifies the Express Services or Registration Offices, in writing, to the contrary.

- Education records shall be released under a judicial order or a lawfully issued subpoena.
- Education records shall be released under a federal judicial order issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Education records may be released to officials and Employees or the Foundation only when they have a legitimate educational interest in inspecting the record.
- Education records may be released to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or State and local educational authorities where that information is necessary to audit or evaluate a state or federally supported educational program or under federal or state law. Exceptions are that when the collection of personally identifiable information is expressly authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of Students or their parents by other than those officials and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

J-300 – Education Records, Directory Information and Privacy, Continued

- Education records may be released to officials of another school, school system, or institution of postsecondary education where the Students seek or intend to enroll or are already enrolled, so long as the disclosure is for purposes related to the Student's enrollment or transfer.
- Education records may be released to agencies or organizations in connection with a Student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those Students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. Insert local procedures or the person responsible for providing such information and defining procedures.
- Education records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies, or institutions to develop, validate, or administrate predictive tests, administer financial aid programs, and improve instruction if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
- Education records may be released to appropriate persons in an emergency if the knowledge of that information is necessary to protect the health or safety of a Student or other persons, subject to applicable federal or state law.
- The following information shall be released to the federal military for federal military recruitment: Student names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degree(s) received, prior military experience, and the most recent previous educational institutions enrolled in by the Students.

CHARGE FOR TRANSCRIPTS OR VERIFICATIONS OF STUDENT RECORDS

Students or former Students may order copies of their transcripts by visiting the College website under Registration and Records.

POLICY – Section J – Student Services**Title: J-320 – Withholding of Student Records****Authority:** Executive Director of Student Services/CSSO**Effective Date:** January 13, 2021**Revision Date:** January 31, 2024**Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- J-650 – Student Financial Obligation
 - D-370 – Tuition/Fee Payment
 - 34 CFR 668.14(b)
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The College may withhold grades, diplomas, and registration privileges from any Student or Former Student who fails to pay a proper financial obligation to the College. The College reserves the right to withhold student transcripts in whole or in part or other student documents until the outstanding financial obligation has been paid, except when prohibited under 34 CFR 668.14(b). The Student shall be given written notification and the opportunity to explain if the financial obligation is in error.

DEFINITIONS

Proper Financial Obligation – Shall include but is not limited to student fees; obligations incurred using facilities, equipment, or materials; library fines; unreturned library books; materials remaining improperly in the possession of the Student; and any other unpaid obligation a student or former Student owes to the College. A proper financial obligation does not include unpaid obligations to a student organization.

POLICY – Section J – Student Services**Title: J-350 – Education Records: Challenging Content and Access Log****Authority:** Executive Director of Student Services/CSSO**Effective Date:** July 21, 2021**Revision Date:****Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- Student and Community Appeal and Complaint Form
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Any Student may request to amend their Student record that the Student alleges is inaccurate, misleading, or violates the Student's rights of privacy by seeking an informal resolution with the Registrar. If a resolution is unsatisfactory, a Student may submit a formal complaint through the online Student and Community Appeal and Complaint Form on the College website.

ACCESS LOG

A log or record shall be maintained for each Student record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their records.
- Parties to whom Directory Information is released.
- Parties for whom the Student has executed written consent.
- Officials or Employees having a legitimate educational interest.

The log or record shall be open to inspection only by the Student and the Registrar and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities to audit the system's operation.

POLICY – Section J – Student Services

Title: J-420 – Enrollment Priorities

Authority: Executive Director of Student Services/CSSO

Effective Date: March 31, 2021

Revision Date:

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- Harry W. Colmery Veterans Educational Assistance Act of 2017
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All courses of the College shall be open to enrollment and subject to the established priority registration dates.

Enrollment in courses and programs may be limited to Students meeting properly established course prerequisites, co-requisites, program requirements, or petition program procedures.

Enrollment may be limited due to the following: course caps, start dates, program caps, and program requirements.

Course enrollment priority dates/timelines are established by the Registrar and are available on the College website.

Current priority levels are established as:

1. Veterans.
2. Continuing Students.
3. New Students.

POLICY – Section J – Student Services**Title: J-450 – Attendance****Authority:** Executive Director of Student Services/CSSO**Effective Date:** March 31, 2021**Revision Date:****Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- J-222 – Tuition and Fee Refunds
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Course attendance is critical to a Student's academic success. Students are expected to be present, prepared, and active participants. Students must discuss absences with instructors. The attendance policy for courses will be shared in class and included in the course syllabus.

If you are receiving financial aid, be aware that failure to attend classes may affect your financial aid.

NON-ATTENDANCE

Failure to actively participate in any course during the first 10% of a course's actual hours of instruction is considered non-attendance. This includes participation in online courses beyond logging into the course. If an instructor reports a Student as non-attending, the Student is removed from the course and notified of their removal via their college Student email. At this point, Students are no longer considered registered in that course and cannot start attending unless written approval from the instructor is received. If permitted, the Student must re-register by contacting Registration and Records. Removal from a course due to not attending may affect financial aid.

Students are responsible for the cost of any course they register for after the start of the semester. Please refer to the College Events Calendar and Policy J-222—Tuition and Fee Refunds for important dates regarding semester deadlines and refund eligibility.

POLICY – Section J – Student Services

Title: J-490 – Course Adds and Drops

Authority: Executive Director of Student Services/CSSO

Effective Date: July 21, 2021

Revision Date:

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- J-490F Add/Drop/Withdrawal Form
 - J-222 – Tuition and Fee Refunds
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A Student can add/drop classes through the Student Portal (until the semester starts) or by completing an Add/Drop/Withdrawal Form and submitting it to Registration and Records within the published timeframe.

POLICY – Section J – Student Services

Title: J-495 – Graduation Requirements for Academic Programs

Authority: Executive Director of Student Services/CSSO

Effective Date: June 29, 2022

Revision Date:

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

The College grants the degrees of Associate of Applied Science, Associate of Arts, Associate of Science, Two-Year Technical Diploma, One-Year Technical Diploma, Short Term Technical Diploma, and Certificates to those students who have completed the curriculum requirements for graduation, including maintaining a cumulative GPA of 2.0 and that 25% or more of the coursework was completed at the College.

The Office of the Registrar establishes and updates graduation requirements annually and publishes them in the Academic Catalog. The Office of the Registrar will audit and verify that all graduation candidates have completed all requirements.

The Program of Record (curriculum and academic year for which a Student is responsible) is established by the Student's matriculation date and subsequent enrollment continuation. The Student is allowed to update the current curriculum at any time.

POLICY – Section J – Student Services

Title: J-550 – Counseling

Authority: Executive Director of Student Services/CSSO

Effective Date: July 21, 2021

Revision Date:

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

The College is committed to providing a supportive environment for all Students.

The counseling services available within the College include at least the following:

- Limited solution-focused counseling and referral services.
- Referrals to community/campus resources.
- Mental Health First Aid.
- Provide educational opportunities for students in the following areas:
 - Drug and Alcohol use prevention (Title IV participation requirement).
 - Sexual Assault Prevention.
 - Diversity and Inclusion.
 - Wellness.

POLICY – Section J – Student Services

Title: J-600 – University and Transfer Center

Authority: Executive Director of Student Services/CSSO

Effective Date: July 7, 2021

Revision Date:

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

The College incorporates the transfer of its Students to baccalaureate-level institutions as part of its mission through partnerships and facilities that support transfer opportunities.

POLICY – Section J – Student Services**Title: J-625 – Student Financial Aid****Authority:** Executive Director of Student Services/CSSO**Effective Date:** August 24, 1977**Revision Date:** April 24, 2024**Reviewed Date:** May 20, 2019**Related Forms, Policies, Procedures, Statutes:**

- J-222 – Tuition and Fee Refunds
 - 20 U.S. Code Sections 1070 et seq.
 - 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
-

The District Board authorizes the President/District Director or designee to apply for and accept funding from federal, state, and private sources to provide financial assistance to qualified Students. The President/District Director or their designee shall ensure appropriate policies and procedures are in place to properly administer, award, and account for all financial aid funds.

The administration of all financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency and incorporate federal, state, and other applicable regulatory requirements. Financial aid programs for Students will include, but are not limited to, scholarships, grants, loans, and work and employment programs.

Financial Aid Employees will be knowledgeable about the current laws and regulations and ensure that College Processes comply with 34 CFR § 668 and applicable guidance. The College shall inform current and prospective Students of financial aid policies and procedures on an ongoing basis via various means, such as the College's website, student handbook, individualized counseling, and information sessions.

The President/District Director or their designee shall establish, publicize, and apply satisfactory academic progress standards for Title IV student aid program participants. The College shall develop and maintain a procedure that refunds unearned aid in compliance with 34 CFR § 668.22.

MISREPRESENTATION

Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in substantial misrepresentation of or fail to make required disclosures related to:

- The College's admissions practices or admissions selectivity.
- The availability of the educational opportunities or support services it provides.
- The nature of its program costs financial charges or student loans.

J-625 – Student Financial Aid, Continued

The employment outcomes or prospects of its graduates.

- The scope and availability of career services support provided by the College.
- The College's institutional or programmatic accreditation.
- The transferability of credits into or out of the College.

The President/District Director or their designee shall establish procedures for regularly reviewing the College's website and other informational materials for accuracy and completeness and for training Employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the College's academic programs, financial charges, and employment of graduates to assure compliance with this Policy.

The President/District Director or their designee shall establish procedures for periodically monitoring Employees' and vendors' communications with prospective Students and community members and taking corrective action where needed.

This Policy does not create a private cause of action against the College, its representatives, or service providers. By enacting this Policy, the College and its District Board do not waive any defenses or governmental immunities.

PROCEDURE – Section J – Student Services**Title: J-625.2 – Federal Title IV Return of Funds (R2T4)****Authority:** Executive Director of Student Services/CSSO**Effective Date:** March 14, 2018**Revision Date:** April 24, 2024**Reviewed Date:** February 1, 2018**Related Forms, Policies, Procedures, Statutes:**

- D-370 – Tuition/Fee Payment
 - J-222 – Tuition and Fee Refunds
 - J-650 – Student Financial Obligation
 - 20 U.S. Code § 1091b - Institutional refunds
 - 34 Code of Federal Regulations §668.22 - Treatment of Title IV Funds When a Student Withdraws
-

This Procedure explains how Title IV federal student aid (FSA) funds are handled when a recipient ceases to be enrolled (100% withdrawal) before the end of a semester. These requirements do not apply to Students who do not actually begin attendance for a semester.

FSA funds (including Pell Grant, Supplemental Education Opportunity Grant (SEOG), Iraq and Afghanistan Service Grant (IASG), and Federal Direct Student Loans (subsidized, unsubsidized, and Parent PLUS) are awarded under the assumption that the Student will complete the entire period for which FSA is being awarded. Based on their withdrawal date, Students who do not complete the whole period may not have earned the total amount of FSA they were initially awarded. The College makes this determination by completing a Return of Title IV Funds (R2T4) calculation, explained below.

For this Procedure, the word “courses” refers to classes required for graduation from a Student’s declared program of study (major) eligible for FSA funding. In other words, if a Student withdraws from all the courses required for graduation from their program but remains in courses that are not necessary, the Student may be 100% withdrawn for financial aid purposes.

TYPES OF WITHDRAWALS

Official Withdrawal – When a Student withdraws from their courses by following the withdrawal Process described in the Student Handbook under “Adding/Dropping Courses”.

Unofficial Withdrawal – When a Student does not officially withdraw but ceases to attend their courses.

Administrative Withdrawal – When the College withdraws a Student from their courses.

J-625.2 – Federal Title IV Return of Funds (R2T4), Continued

WITHDRAWAL FROM A PROGRAM OFFERED IN MODULES

The College offers some courses in modules. Modules are courses that start and end within a semester but are shorter than an entire semester. Suppose a Student enrolled in modules withdraws officially or unofficially from their current courses. In that case, the Student is withdrawn for FSA purposes unless the Student qualifies for one of the R2T4 exemptions listed below or provides the College with written confirmation that they will attend a future module scheduled to begin in the same semester and within 45 days after the scheduled end of the module from which they withdrew. The Student must provide the written confirmation at the time of withdrawal. The Student must also be registered for the future module. If the Student fails to attend the future module, the Student is withdrawn from the semester.

R2T4 Exemptions for Students Enrolled in Modules

A Student who withdraws or ceases to attend during a semester in which they were enrolled exclusively in modules is not considered to be withdrawn for FSA purposes, nor are they subject to an R2T4 calculation if they meet one of the following exemptions:

- They complete all the requirements for graduation*.
- They successfully complete a course or multiple courses that comprise at least 49 percent of the days in the semester.
- They successfully complete a course or multiple courses that comprise at least half-time enrollment within the semester.

** This R2T4 exemption applies to all Students, regardless of whether the Student is enrolled in modules.*

R2T4 Freeze Date – Colleges can utilize a Pell Grant R2T4 freeze date for Students enrolled in modules. The College does not use an R2T4 freeze date.

PERCENTAGE OF FSA EARNED

Except as noted under R2T4 Exemptions for Students enrolled in modules above, when an FSA recipient withdraws from a semester after beginning attendance but before completing 60% of the semester, the College will determine the amount of FSA earned by completing a Return of Title IV Funds (R2T4) calculation. The percentage of earned aid is determined by dividing the number of days the Student completed in the semester by the number of calendar days, including weekends and holidays, and excluding any scheduled breaks of five or more consecutive days. A Student is considered to have earned 100% of their FSA once they have completed 60% of the semester, and no R2T4 calculation is required.

Example: If the fall semester begins on August 21 and ends on December 15, there are 117 calendar days between the two dates. If the semester includes a six-day break from November 21 through November 26, 111 days (117 calendar days – 6 break days) are the denominator in the calculation. If a Student's withdrawal date is October 9 (the 50th day of the semester), the Student has earned 45% (50 days completed ÷ 111 total days) of their FSA.

117	calendar days (8/21-12/15)
- 6	break days (11/21-11/26)
111	days in semester

50 days completed ÷ 111 days in semester = 45% FSA funds earned

J-625.2 – Federal Title IV Return of Funds (R2T4), Continued

WITHDRAWAL DATE

For a Student who officially withdraws, the official withdrawal date is used to calculate the percentage of FSA the Student earned. When a Student unofficially withdraws during the semester, the withdrawal date is the last date of documented academically related activity or the semester's mid-point. If a Student is administratively withdrawn, the withdrawal date is the date of the administrative withdrawal or the last date of academically related activity. Suppose a Student ceases attendance (drops or withdraws) from all their federal financial aid-eligible courses in a payment or enrollment period. In that case, the Student must be considered a withdrawal for FSA purposes.

FSA CREDIT BALANCES AT THE TIME OF WITHDRAWAL

If, at the time of withdrawal, a credit balance of FSA funds exists on a Student's account, the credit balance will be retained on the Student's account until the R2T4 has been completed. After the R2T4 calculation has been completed, any remaining FSA credit balance will be disbursed as soon as possible but no later than 14 days after the R2T4 completion date.

POST-WITHDRAWAL DISBURSEMENTS

Suppose the amount disbursed for a withdrawn Student is less than the amount earned by the Student as determined by the R2T4 calculation. In that case, the Student may be eligible to receive a post-withdrawal disbursement of the earned FSA funds that had not yet been disbursed to the College. Post-withdrawal disbursements of grant funds will be disbursed within 45 days of the date the school determined that the Student withdrew.

The College will offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the Student withdrew. Students have 14 days from the notification date to accept post-withdrawal loan disbursements. Accepted post-withdrawal loan disbursements will be processed no later than 180 days from the date the College determined that the Student withdrew.

All post-withdrawal disbursements will be applied to a withdrawn Student's account first. Suppose a credit balance remains after post-withdrawal disbursement funds have been used toward eligible charges on the account. In that case, the credit balance will be disbursed to the Student as soon as possible but no later than 14 days from the disbursement date.

RETURN OF UNEARNED FSA FUNDS

If FSA funds disbursed to the College for a Student who withdraws exceed the amount earned by the Student as determined by the R2T4 calculation, the College and the Student may be required to return unearned funds to the U.S. Department of Education (ED). As part of the R2T4 calculation, the Student's repayment obligation is determined after the College's share is calculated. The Student is obligated to recoup the College for any unearned funds that the College is required to return on behalf of the Student. As such, withdrawn Students may have payment obligations to both the College and ED and payments for earned Direct Loans.

Unearned Funds to be Returned to ED by the College

The R2T4 calculation determines the portion of unearned funds that the College must return to ED. The College will return an amount equal to the lesser of:

- The unearned FSA funds.

J-625.2 – Federal Title IV Return of Funds (R2T4), Continued

The institutional charges incurred for the semester are multiplied by the percentage of unearned FSA funds.

The College must return this amount to ED even if the Student has already directly received some or all the FSA funds in the form of a refund from the College.

The College will return unearned FSA funds for which the college is responsible within 45 days of the date the school determined the Student withdrew. The College will return unearned FSA funds to ED in the following order, up to the net amount disbursed from each source.

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Pell Grant
5. IASG
6. SEOG

Unearned Federal Loan Funds to be Returned to ED by a Withdrawn Student

If the College determines that a Student (or Parent, for Direct PLUS loan funds) is responsible for returning unearned Federal Direct Student Loan funds to ED, the Student or parent will repay their loan servicer the unearned funds under the terms and conditions of the Master Promissory Note under which the loans were disbursed. The loan balance repayable by the borrower may include both earned and unearned amounts.

The amount of unearned grant funds due from a withdrawn Student is called an “overpayment.” Overpayments are initially calculated by subtracting the amount of unearned Federal Direct Student Loans the Student owes from the total amount of unearned FSA funds due from the Student. Federal regulations limit the amount of grant overpayment due from a Student to the amount by which the original grant overpayment exceeds half of the total FSA grant funds disbursed and could have been disbursed to the Student for the semester. Students are not required to pay any grant overpayment of \$50 or less.

Within 30 days of determining that a Student owes an overpayment, the College will notify the Student by mail of their overpayment and their options for resolving the overpayment. Suppose the Student does not exercise one (1) of the two (2) options listed below within 45 days of the issuance of the notification. In that case, the College will notify ED of the unresolved overpayment and will refer the overpayment to ED’s Default Resolution Group for collection. Students with an unresolved grant overpayment are ineligible to use FSA funds at any institution of higher education.

Within the 45 days following the notification of overpayment status, the Student may take either of the following actions to retain eligibility for FSA funds beyond the 45 days:

- Option 1: The Student may repay the overpayment in full to the College.
- Option 2: The Student may sign a repayment agreement with ED.

BALANCES OWED TO THE COLLEGE

Withdrawn Students are responsible for paying any debit balance on their Student account after the completion of the R2T4 calculation and any consequent return of FSA funds to ED by the College.

PROCEDURE – Section J – Student Services**Title: J-625.3 – Packaging Financial Aid Funds****Authority:** Executive Director of Student Services/CSSO**Effective Date:** March 27, 2019**Revision Date:** April 24, 2024**Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- 20 U.S. Code § 1070b-2, 1091
 - 42 U.S. Code §§ 1087–51-1087–58, 1096
 - 34 Code of Federal Regulations §675.10, 676.10, 685.203, 690.62
-

All federal student aid (FSA) funds are awarded based on federal need analysis methodology. Wisconsin residents and non-residents are included in the same pool for packaging. Applicants are packaged assuming initial full-time enrollment for all academic years.

Funds are packaged in the following order:

- Pell Grant.
- Scholarships.
- Federal Supplemental Educational Opportunity Grant (SEOG).
- State Grants.
- Federal Direct Subsidized Loan.
- Federal Work Study (FWS).
- Federal Direct Unsubsidized Loan.
- Federal Direct Parent PLUS Loan.
- Private Loans.

POLICY – Section J – Student Services**Title: J-650 – Student Financial Obligation****Authority:** District Board**Effective Date:** May 15, 2002**Revision Date:** January 31, 2024**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- D-370 – Tuition/Fee Payment
 - J-320 – Withholding of Student Records
 - 34 CFR 668.14(b)
-

Students are expected to pay all program and material fees, student fees, student loan obligations, or other financial/property obligations a Student owed to the District in full before the first scheduled day of the semester or class. The Student must select an approved payment plan or have accepted their Financial Aid award, which covers their full tuition and fees. Any Student who has not paid his/her financial obligations may have a hold placed on their record and/or may be withdrawn from all classes. A hold will prevent the Student from registering or enrolling in any other program or classes until the past-due obligation is paid. The College reserves the right to withhold Student transcripts in full or in part, or other student documents until the outstanding financial obligation has been paid, except when prohibited under 34 CFR 668.14(b).

After exhausting reasonable efforts to collect past due financial obligations, the District reserves the right to use a collection agency or initiate legal action against anyone with unpaid fees, except when prohibited under 34 CFR 668.14(b).

The College will establish and maintain an accounting system for identifying and tracking student financial obligations. The system shall include procedures for turning past due obligations over to a collection agency or when to initiate legal action.

POLICY – Section J – Student Services**Title: J-670 – Student Financial Aid and Lender Relations****Authority:** Executive Director of Student Services/CSSO**Effective Date:** January 16, 2008**Revision Date:** April 21, 2010**Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- Wisconsin Technical College System Board Policy 503
 - TCS 6.06(1), Wis. Adm. Code
 - Wis. Stats. §19.41, et seq.
 - Code of Ethics for Public Officials and Employees
-

Financial Aid Employees assist Students in making informed decisions regarding their choice of student loan provider. Employees work with lenders to provide information to Students. This Policy governs the ethical conduct of college financial aid staff related to working with student aid lenders.

- The College and its Employees will not:
 - Solicit, accept, or enter into any agreement in which an educational loan lender provides fees, revenue sharing, or material benefits to the College in exchange for the College or its Employees recommending the lender or its loan products.
 - Enter into an agreement with a lender of education loans for or solicit or accept from a lender of education loans any funds allocated or used for opportunity loan pools or similar arrangements.
 - Solicit or accept assistance for call center or financial aid staffing from a lender of education loans.
 - Solicit, accept, or enter into any agreement in violation of the College policy on student financial aid operations and may not engage in conduct that violates the College code of ethics under TCS 6.06(1), Wis. Adm. Code., or any applicable provisions of Wis. Stats. §19.41, et seq., Code of Ethics for Public Officials and Employees.
 - Receive compensation or reimbursement from an educational loan lender for any costs incurred as part of participating on an advisory council of the lender.
- Employees may participate on an advisory council of an educational loan lender to improve student services.
- The College must inform Students in writing, who apply for financial aid:
 - That they may use any eligible lender to make education loans.
 - Students are encouraged to explore and weigh the use of federal loans that are guaranteed, regulated, and may be more advantageous before pursuing private or alternative loans.
 - The availability of federal and state government loans and comparative information on private and government loans.

J-670 – Student Financial Aid and Lender Relations, Continued

- The College may maintain a list, either in print or other media, of educational loan lenders for the benefit of Students, subject to the following:
 - The District will use an evaluative process to include lenders on the list. Information regarding the selection of lenders, the evaluative process used, and the criteria used for such selection will be available to the public upon request.
 - Any college lender list will accompany a statement explaining that Students are not limited to the lenders included.
 - A lender list will include a minimum of three (3) lenders.
 - The College will work with the educational loan lenders on the list to ensure that specific loan information and key details (including, but not limited by enumeration to, the terms, interest rate, and repayment requirements) are available from the lender clearly and understandably.
- The College and its Employees may accept from lenders of education loans:
 - Counseling and educational materials for use by Students and their families regarding student lending laws, education loans, financial literacy, debt management, and other topics relevant to providing Students and their families with financial aid assistance; any such materials must disclose the source of said materials and may not use trademarks, logos, mascots, or other symbols associated with the College or that would suggest any college endorsement of the lender or product.
 - Training Employees regarding student lending laws, education loans, financial literacy, debt management, and other topics relevant to providing Students and their families with financial aid.

POLICY – Section J – Student Services

Title: J-700 – Access and Accommodations Office

Authority: Executive Director of Student Services/CSSO

Effective Date: January 31, 2024

Revision Date:

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- Americans with Disabilities Act of 1990 (ADA), ADA Amendments Act of 2008 (ADAAA), Section 504 of the Vocational Rehabilitation Act of 1973
-

The College maintains a plan for providing programs and services to Students and Guests with disabilities to ensure they have equal access to the College’s programs, services, and learning activities.

The Access and Accommodations Office (AAO) facilitates equal access for Students and Guests with disabilities through appropriate and reasonable accommodations while maintaining the academic standards and integrity of the College. The AAO sets forth provisions for compliance with relevant state and federal laws, including the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Vocational Rehabilitation Act of 1973.

PROCEDURE – Section J – Student Services**Title: J-700.1 – Student Accommodation Planning****Authority:** Executive Director of Student Services/CSSO**Effective Date:** January 31, 2024**Revision Date:****Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- J-700 – Access and Accommodations Office
 - Americans with Disabilities Act of 1990 (ADA), ADA Amendments Act of 2008 (ADAAA), Section 504 of the Vocational Rehabilitation Act of 1973
-

Students seeking disability-related accommodations will provide documentation from a qualified source, e.g., a medical doctor or licensed psychologist, to the Access and Accommodations Office (AAO) verifying the nature of the disability, functional limitations, past accommodations, and/or current need for specific accommodations. Through a review of the documentation and an interactive dialogue with the Student, the Access and Accommodations Coordinator will determine eligibility for accommodations and create an accommodation plan indicating approved reasonable accommodations.

To activate accommodation(s) indicated on the plan, Students will communicate with AAO each semester and complete the necessary forms. Accommodations do not happen automatically and are not retroactive.

Students may initiate a review of the plan if/when additional documentation is provided and/or if additional accommodations are sought. Students may also appeal accommodation decisions by following the Accommodation Appeal procedure.

Students experiencing a temporary disability, i.e., a physical or mental injury/illness that only affects the individual for a limited period, may be eligible for accommodations and will follow the same procedure as those with permanent disabilities.

POLICY – Section J – Student Services**Title: J-750 – Student Equity****Authority:** Executive Director of Student Services/CSSO**Effective Date:** September 22, 2021**Revision Date:****Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- Wisconsin Technical College System
-

The Wisconsin Technical College System (WTCS), the Wisconsin Technical College District Boards Association, and the leadership of all 16 technical colleges have committed to five (5) specific efforts to create greater diversity, equity, and inclusion.

SUSTAINED CONVERSATIONS ON SYSTEMIC RACISM AND POLICY REFORM

The WTCS will support facilitated, sustained space for conversation and policy work on the impact and dismantling of systemic racism, starting internally at each college and the WTCS. While each college must initiate and implement this work, the WTCS will look for ways to support the colleges with facilitation and other resources. For the WTCS, this work will build upon ongoing conversations on diversity, equity, and inclusion.

FOCUS ON EQUITY IN STUDENT ACCESS AND SUCCESS

The WTCS will comprehensively evaluate policies and practices in instruction, student services, and professional development through an equity lens to identify unconscious biases, modify them to enhance empathetic understanding and build emotional intelligence skills and capacity. WTCS will provide facilitation and other resources supporting colleges' evaluation efforts. These evaluations will begin with WTCS law enforcement and correctional service programs but will be undertaken across all instructional areas.

USE DATA TO CLOSE EQUITY GAPS

The WTCS will leverage data and research findings to inform college efforts to close equity gaps in student access and outcomes. This work will build upon the action research agenda of the WTCS Student Success Center and may be supported, in part, by Perkins and General Purpose Revenue (GPR) grant resources.

REVIEW HIRING AND RETENTION POLICIES

The WTCS will identify and take intentional steps to diversify our workforce, including addressing cultural and community issues of equity and inclusion. This work will be led by the Presidents Association's special task force on Workforce Diversity. It will incorporate data from existing WTCS research, including the WTCS System-wide Equity Report, which may be supported in part by Perkins Reserve Capacity Building grant and GPR Professional Development grant resources.

J-750 – Student Equity, Continued

INCREASE TRANSPARENCY

The WTCS will establish clearer, more transparent, and more frequent communication regarding WTCS equity and inclusion initiatives and outcomes. The WTCS will lead this work with college support. This initiative will create a public-facing central messaging hub to share WTCS assessment, research, and outcomes data from the Student Success Center and other diversity, equity, and inclusion resources.

We stand with black citizens who are hurting badly. We stand with diverse communities who, with loved ones and supporters, raise their voices in justified anguish and anger. We stand with our law enforcement faculty, Students, and graduates who chose a law enforcement career for the right reasons and risked their safety to protect and serve Wisconsin communities. We stand firmly against racism, discrimination, oppression, and exclusion of all types. And we stand against damage to property, livelihoods, and communities by a disconnected few.

The WTCS is committed to creating safe spaces to support our Students and colleagues who are suffering; training future law enforcement officers who are prepared to do an increasingly complex, demanding job with compassion, courage, and humanity; delivering educational pathways to economic opportunity for all; and raising our collective voices to oppose injustice in all its forms. Together, we have the power to create a more inclusive and equitable society for each other and the future.

The College is committed to this initiative in both respect and in demonstration of student equity.

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the campus-wide IDEA Committee (Inclusion, Diversity, Equity, and Access).

POLICY – Section J – Student Services**Title: J-770 – Religious Accommodation****Authority:** District Board**Effective Date:** September 15, 1993**Revision Date:** March 30, 2022**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- J-975 – Student and Community Appeals and Complaints
 - J-975.1 – Student and Community Appeals and Complaints
 - Wisconsin Statutes s.38.04 (16)
 - Wisconsin Statutes Chapter 227
 - Wisconsin Administrative Code TCS 4 and 14
-

Recognizing a Student's religious beliefs, the College will provide reasonable accommodations so that an academic requirement does not unnecessarily interfere with a Student's observation of a religious event.

Observing a religious event does not exempt Students from any course requirement but allows them to complete the assignment through an alternate means, as arranged with the course instructors.

Conflicts between a Student's religious observation and completion of academic requirements should be resolved between Students and instructors whenever possible. Unresolved conflicts should be referred to the dean of the academic department responsible for the course offering. If the conflict cannot be resolved at that level, the Student can pursue an appeal by submitting a formal complaint through the Student and Community Appeals and Complaints Form on the website.

POLICY – Section J – Student Services

Title: J-800 – Student Organizations

Authority: District Board

Effective Date: September 17, 1980

Revision Date: December 8, 2021

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- J-210 – Student Activity Fees and Fund Management
 - J-810 – Funding of Non-Instructional Student Activities
 - Student Activities Manual
-

The College is committed to providing co-curricular learning opportunities for all Students. Student organizations enhance student learning, provide professional and personal growth opportunities, and promote a positive image of the College.

The types of organizations that the College will recognize fall into two (2) categories:

- **Occupational Organizations:** Groups representing a particular instructional program or occupational division and providing a service or learning experience to enhance the instructional program and curriculum directly.
- **Special Interest Organizations:** Groups that provide social, recreational, or service activities for Students and help them develop organizational or leadership skills.

To receive official recognition and financial support, an organization must apply for recognition and meet specific criteria set forth by the Student Government Association (SGA). Organizations that fail to comply with SGA rules and the Code of Conduct, engage in unlawful activities, or bring disgrace to the College may lose their official recognition of the organization. Such notice will be provided in writing by the Student Engagement Specialist. Any organization may appeal the decision to withhold official recognition by utilizing the Student and Community Appeals and Complaints process available under student resources on the website.

POLICY – Section J – Student Services**Title: J-810 – Funding of Non-Instructional Student Activities****Authority:** District Board**Effective Date:** September 16, 1987**Revision Date:** March 31, 2021**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- J-210 – Student Activity Fees and Fund Management
 - Wisconsin Technical College System Board Policy 401 and 402
 - Wisconsin Statute 38.145
-

The College offers Students a variety of activities and services that are not directly related to the instructional process.

The College recognizes that some of these activities and services are an integral part of postsecondary education and are necessary for the educational environment to be effective. The cost of providing these activities and services shall be eligible for state aid (aidable).

Other student activities and services are cultural, recreational, and supportive. These activities and services are not aidable. The College student activity fee supports these activities and services.

Section 38.145, Wisconsin Statutes, empowers students to plan the use of student activity and incidental fees (Policy J-210 – Student Activity Fees and Fund Management). This authority is to be exercised in consultation with the President/District Director, and the resulting plans are subject to adoption by the District Board.

The Accounting Guidelines section of the Financial Accounting Manual contains examples of aidable and non-aidable student activities and services.

POLICY – Section J – Student Services**Title: J-825 – Student Organizations Fundraising****Authority:** District Board**Effective Date:** April 20, 1977**Revision Date:** March 31, 2021**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

- Wisconsin Statutes Chapter 38.04(11)2(b) and (bm) and 38.12(2)
 - Wisconsin Technical College System District Board Financial Accounting Manual
-

College-approved student clubs and organizations, such as the Student Government Association (SGA) and Student Activity Fee Allocation Committee (SAFAC), provide valuable experiences to Students by fostering student leadership development, career opportunities, and community relations. These activities are an integral component of the total educational experience at the College.

While student activity fees support these experiences financially, additional funds are often needed to help with educational and social activities. Therefore, the District Board authorizes SGA and SAFAC and sanctioned student organizations and clubs to conduct fundraising projects to supplement funds received from student activity fees.

All fund-raising activities shall be compatible with the College's mission and promote a positive image. The District Board directs the SAFAC, under the supervision of a designated Employee, to establish and publish guidelines governing fundraising activities. All fund-raising projects shall comply with these guidelines and manage funds in compliance with Wisconsin Statutes 38.12 (2).

The District Board further directs that in compliance with Wisconsin Statutes 38.12(2), all proceeds from fundraising activities shall be turned over immediately to the College's Business Office so the funds can be deposited in one of the College's designated depositories. The President/District Director shall ensure that all necessary records, according to Wisconsin Technical College System Board regulations and sound accounting practices and procedures, are created and maintained. The College shall ensure that, as necessary, fund-raising records are examined and disclosed annually as part of the College's audit of student activity accounts.

POLICY – Section J – Student Services**Title: J-850 – Student Organizations Fundraising****Authority:** Executive Director of Student Services/CSSO**Effective Date:** June 18, 1980**Revision Date:** December 8, 2021**Reviewed Date:** April 21, 2010**Related Forms, Policies, Procedures, Statutes:**

The College's Mission and promise to every Student is to provide an opportunity to build a future through flexible education in a supportive environment. In support of its mission, the College seeks to provide the opportunities and protections that best serve the educational process. Students are entitled to basic rights and protections as individual members of society. At the same time, they are also subject to obligations as a College Community member. The College has adopted a Student Code of Conduct that sets forth the standards of conduct expected of students who choose to enroll. Students in violation of The Code of Conduct may face disciplinary action. The Student Code of Conduct is intended for the benefit, protection, safety, and well-being of everyone involved in the learning environment and activities at the College.

Students are expected to know and willingly follow the code in their everyday activities, including college-sponsored activities held off campus. The student conduct regulations are intended to give Students general notice of prohibited conduct. However, they are not meant to define misconduct in every circumstance. The Student Code of Conduct is updated annually and available on the College website.

POLICY – Section J – Student Services**Title: J-950 – Student Travel****Authority:** Executive Director of Student Services/CSSO**Effective Date:** January 16, 2008**Revision Date:** May 19, 2010**Reviewed Date:****Related Forms, Policies, Procedures, Statutes:**

- Student Travel Code of Conduct and Liability Form
 - J-850 – Student Code of Conduct
-

Extracurricular events may be sponsored or co-sponsored by the College student organizations. Students who participate in these events are expected to follow the rules and regulations set forth by the College regardless of whether the events are held on or off campus.

- Participants' behavior traveling to, from, or during the event should always reflect credit to the group/organization, school, and the individual.
- At all times, participants should show respect and courtesy toward others.
- Advisors must be present at all off-campus functions. Students are not allowed to attend conferences or other off-campus events without the presence of an advisor or other designated Employee pre-approved by the Student Services office.
- All individuals (Students and Employees) attending off-campus functions must sign and have on file in the Student Life office the College Extracurricular Travel Liability Waiver form.
- Each participant will always wear conference identification badges or College Student/Employee IDs.
- Participants will dress appropriately for each situation (e.g., no jeans, T-shirts, sweats, etc., at formal get-togethers and banquets).
- Participants must attend all business meetings, workshops, and other scheduled event programs. Please be prompt and prepared for sessions.
- Participants must report accidents, injuries, or illnesses immediately to the advisor or head delegate.
- Alcoholic beverage consumption is not allowed at any conference-related functions. Alcohol consumption outside of conference sessions is allowed only at the advisor's discretion and must adhere to all local, state, and national laws.
- The use and possession of illegal drugs, handguns, or weapons are not allowed.
- Participants responsible for theft and vandalism to properties during the event will be held financially liable and subject to disciplinary action.
- Any long-distance telephone calls, room charges, or other personal expenses are the individual participant's responsibility and cannot be reimbursed using college funds.
- The advisor(s) to the student organization or group participating in the extracurricular travel who accompanies the group shall have total authority over supervising the event and its participants.

J-950 – Student Travel, Continued

- Participants who disregard or violate these rules may be subject to disciplinary action through the Student Code of Conduct and any disciplinary actions acted upon by local, state, or national law enforcement officials.

POLICY – Section J – Student Services

Title: J-975 – Student and Community Appeals and Complaints

Authority: District Board

Effective Date: March 4, 2020

Revision Date: March 20, 2024

Reviewed Date: December 9, 2020

Related Forms, Policies, Procedures, Statutes:

- Student and Community Appeals and Complaints Form
 - J-975.1 – Student and Community Appeals and Complaints
 - Blackhawk Technical College Catalog
-

As a continuous quality improvement institution, the College seeks feedback from stakeholders regarding the quality of offerings and services.

In cases where informal channels are not sufficient, a formal process is needed. The College shall provide a mechanism for Students and the College Community to inform the College of a formal appeal or complaint. The College shall inform Students and the College Community of the opportunity on the College website and provide information within the College Catalog.

PROCEDURE – Section J – Student Services**Title: J-975.1 – Student and Community Appeals and Complaints****Authority:** Executive Director of Institutional Research and Effectiveness**Effective Date:** August 5, 2019**Revision Date:** February 21, 2024**Reviewed Date:** July 29, 2019**Related Forms, Policies, Procedures, Statutes:**

- Student and Community Appeal and Complaint Form
 - Higher Learning Commission Inquiry Form
 - WTCS Student Complaint Form
 - J-975 – Student and Community Appeals and Complaints
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PURPOSE/SCOPE

The College must allow Students and the College Community to register appeals or complaints through a systematic complaint process. The U.S. Department of Education requires the College to keep track of all complaints. The Higher Learning Commission (HLC) monitors the College's Student and the College Community complaint records as part of the re-accreditation process. Reports must be included in the institution's Federal Compliance Filing, and the HLC site visit team will review the institution's procedures and records.

RESPONSIBILITIES

- The Office of Institutional Research and Effectiveness will have the primary role in this procedure.

PROCEDURE**Complaint Procedure – Informal Phase**

The College recognizes that disputes may sometimes arise. Students and the College Community are encouraged to seek informal resolution of their complaints or concerns. The informal appeal or complaint procedure encourages communication between the parties involved to facilitate a mutual understanding of different perspectives regarding the appeal or complaint.

Step 1: Informal appeals or complaints (concerns, expressions of dissatisfaction, or disagreement) should be handled through direct communication (conversation, email, or letter) with the Student, the College Community, and Employees or department/division involved. Most appeals or complaints can be addressed through communication with the individual(s) involved.

Step 2: If the issue remains unresolved, the informal appeal or complaint should be directed to the appropriate department/division supervisor. Students and the College Community may also consult with the Director of Student Services if unsure of where or how to address a complaint or concern. If an appeal or complaint remains unresolved, Students or the College Community will initiate the formal phase of the appeal or complaint process.

J-975.1 – Student and Community Appeals and Complaints, Continued

Complaint Procedure – Formal Phase

If the resolution is not satisfactory at the informal complaint level, a formal appeal or complaint must be submitted to seek a resolution. Formal appeals or complaints must be made in writing and submitted via the online Student and Community Appeal and Complaint Form.

The College will handle appeals or complaints fairly, promptly, and objectively. All appeals or complaints will be handled in strict confidence but shared with any person who may be the subject of an appeal or complaint. Formal appeals or complaints must be filed within 30 college business days of the occurrence prompting the appeal or complaint.

EXAMPLES OF APPEALS OR COMPLAINTS

Academic Complaints

Students with appeals or complaints related to course grades, class conduct, or other course matters should first address those appeals or complaints with the course instructor, as noted under the Student and Community Appeal and Complaint Process.

- Informal Phase. If the Student is unsatisfied with the resolution, the Student may go to the appropriate program dean. If the appropriate program dean does not achieve a resolution, the Student may submit a formal appeal or complaint via the online Student and Community Appeal and Complaint Form on the College's website.

Non-Academic Complaints

As noted under the Student and Community Appeal and Complaint Process – Informal Phase, Students and the College Community who have appeals or complaints related to Employees or services (Financial Aid, Registrar, Library, Academic Advising, etc.) should first address those directly with the Employee. If unsatisfied, the appeal or complaint can be taken to the appropriate department/division supervisor, as noted under the Student and Community Appeal and Complaint Process.

- Informal Phase. If the resolution is not achieved, they may submit a formal appeal or complaint via the online Student and Community Appeal and Complaint Form on the College's website.

PROCEDURES FOR FILING A FORMAL APPEAL OR COMPLAINT

Step 1. The Student and the College Community must seek an informal appeal or complaint resolution of the matter as noted above under the Student and Community Appeal and Complaint Process – Informal Phase before moving to Step 2 below.

Step 2. Complete the online Student and Community Appeal and Complaint Form. The formal appeal or complaint must specifically state the basis for the appeal or complaint (person or area to whom the complainant addresses) and the resolution the complainant seeks. Formal appeals or complaints submitted via the online Student and Community Appeal and Complaint Form are directed to the Office of Institutional Research and Effectiveness. The office does not act as an advocate for any party to an appeal or complaint but facilitates to ensure a fair process.

They will then refer the appeal or complaint to the appropriate Employee for acknowledgment of receipt, review, and resolution.

J-975.1 – Student and Community Appeals and Complaints, Continued

Step 3. The complainant should expect a preliminary response from an Employee within five (5) college business days of filing the appeal or complaint. The appropriate Employee will investigate the appeal or complaint to determine its validity and will include the following:

- Communication with the complainant. Communication with the Employee against whom the appeal or complaint was lodged. In the case of an appeal or complaint regarding procedures, the meeting would be with the Employee responsible for the program or service in question.
- This could include meeting with the complainant or Employee against whom the appeal or complaint was filed.

Step 4. The Employee will respond in writing (via a mailed letter or email) to the complainant within ten (10) college business days from the preliminary response. The response will include:

- A written description of the appeal or complaint, including all pertinent details.
- A statement regarding the action taken.

APPEAL OR COMPLAINT PROCEDURE – OUTCOME APPEAL PHASE

Formal appeals must be made in writing and submitted via the online Student and Community Appeal and Complaint Form located on the College's website.

Phase 1: Vice President of Academic Affairs or Director of Student Services

If the Student and the College Community do not get a satisfactory resolution to their formal complaint, resolution may be sought by appealing to the Vice President of Academic Affairs or the Director of Student Services by submitting a formal written request via the online Student and Community Appeal and Complaint Form located on the College's website. The appeal must be received within ten (10) college business days after the date of the mailed letter or email, as outlined in Step 4 above.

Upon conclusion and investigation of the nature of the appeal or complaint, the Vice President of Academic Affairs or Director of Student Services will respond in writing (by way of mailed letter or email) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, pertinent details, and a statement regarding the action taken.

Phase 2: Complaint Committee

If a satisfactory resolution has not been reached with the Vice President of Academic Affairs or Director of Student Services, the Student and the College Community may appeal to the Complaint Committee by submitting a formal written request via the online Student and Community Appeal and Complaint Form located on the College's website within ten (10) college business days after receipt of the decision notification (the date of the mailed letter or email). The Office of Institutional Research and Effectiveness shall send a copy of the complaint and related documentation to the Academic or Non-Academic Complaint Committee.

The committees will not be standing committees but will be formed by the Office of Institutional Research and Effectiveness when an appeal arises.

J-975.1 – Student and Community Appeals and Complaints, Continued

Academic Complaint Committee

The committee consists of two (2) instructors, two (2) Students, and one (1) Employee for a total of five (5) members. The Academic Complaint Committee will review the complaint and related documentation of receiving said material and, upon conclusion and investigation of the nature of the complaint, will respond in writing (by way of mailed letter or email) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, pertinent details, and a statement regarding the action taken.

Non-Academic Complaint Committee

The committee consists of one (1) instructor, one (1) Student, and three (3) Employees for a total of five (5) members. The Non-Academic Complaint Committee will review the complaint and related documentation of receiving said material and, upon conclusion and investigation of the nature of the complaint, will respond in writing (by way of mailed letter or email) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, pertinent details, and a statement regarding the action taken.

If the complaint is still unable to be resolved in a manner acceptable to all parties, the Student or member of the community may appeal to the President/District Director by submitting a formal written request via the online Student and Community Appeal and Complaint Form located on the College's website within ten (10) college business days after receipt of the decision notification (the date of the mailed letter or email). The Office of Institutional Research and Effectiveness will forward the complaint and related documentation to the President/District Director.

Phase 3: President/District Director

If the Complaint Committee has not reached a satisfactory resolution, the Student and the College Community may appeal to the President/District Director by submitting a formal written request via the online Student and Community Appeal and Complaint Form located on the College's website within ten (10) college business days after receipt of the decision notification (the date of the mailed letter or email).

Once the President/District Director receives the formal complaint, they have five (5) college business days to reply in writing (via mailed letter or email) a preliminary response to the complainant. The President/District Director, upon conclusion and investigation of the nature of the complaint, will respond in writing (by way of mailed letter or email) to the complainant within ten (10) college business days after the date the preliminary response was received (the date of the mailed letter or email).

The response will include a written description of the complaint, pertinent details, and a statement regarding the action taken. The decision is final once the President/District Director decides on the appeal and no further appeal is heard.

RECORDS

The Employees supervising the area where the complaint is filed shall keep all documents associated with the complaint as part of the College's files. The records may be subject to public disclosure laws and will be kept according to the state records retention laws.

J-975.1 – Student and Community Appeals and Complaints, Continued

To comply with federal regulations, the College will maintain a record of formal complaints and their resolution, including those complaints reported to external agencies. The record will be housed within the Office of Institutional Research and Effectiveness office and made available to the Higher Learning Commission peer reviewers for review.

COMPLAINTS TO THIRD PARTIES PROCEDURE

If an issue cannot be resolved internally, Students and the College Community may file a complaint with the Wisconsin Technical College System (WTCS) and the Higher Learning Commission (HLC). These agencies should be contacted only after the Student and the College Community have utilized the established informal and formal complaint process.

Wisconsin Technical Colleges System
Attn: Student Complaint Resolution 4622 University Avenue
PO Box 7874
Madison WI 53707-7874

The Higher Learning Commission
230 South LaSalle Street Suite 7-500
Chicago IL 60604

DISTANCE LEARNING STUDENTS

The College is a State Authorization Reciprocity Agreement (SARA) member. SARA is an agreement among member states, districts, and territories establishing comparable national standards for interstate offering post-secondary distance education courses and programs. If you are a Student living outside of the State of Wisconsin, you may also file your complaint with the state where you reside (see Student Complaint Information by State).