

**Western is accredited by the Higher Learning Commission (hlcommission.org) a regional accreditation agency recognized by the U.S. Department of Education**

## **ACADEMIC FACULTY COACH**

Once you are enrolled in a program and have started college, you will be assigned a faculty member who will serve as your faculty coach. Your coach will help you with your goals, share helpful resources, problem solve, schedule the right classes, and generally help you be successful.

## **ACADEMIC GRADE APPEALS PROCESS**

The following steps are designed to provide a means for students to seek review of final course grades alleged to be subjective or inconsistent. If a student files a written request for review, the student is expected to abide by the final disposition of the review.

For the most up-to-date information regarding College policies and procedures, please consult the student handbook.

In situations where the appeal is based on allegations of harassment: physical, sexual, or emotional, misconduct or discrimination based on any protected characteristic, the student should immediately contact the Dean of Students/Title IX Coordinator to initiate the harassment and non-discrimination process, rather than file a grade appeal.

### **Informal Process**

The student should contact the instructor to request a grade change via College email. Prior to filing a grade appeal, a reasonable effort should be made to discuss the grade concern amicably with the instructor in an informal manner. If the student has not heard from the instructor within two (2) business days, or the student does not feel comfortable discussing with the instructor, the student can then begin the formal process.

### **Formal Process**

1. The student must submit a written statement no later than 15 business days after the grades are posted. The request must detail the basis for the allegation a grade was improper and the result of subjective or inconsistent grading and must present the relevant evidence. An appeal may be dismissed if it was not made within the 15-business day timeframe. The dean reserves the right to extend deadlines, but only in extraordinary circumstances should the appeal be extended beyond the first regular term.
2. The division dean or designee review the findings to date and act as mediator. The dean may request to meet individually or collectively with those involved in the process and may choose to continue mediation efforts. Each party may bring another person with them as support at any stage in the process. The student or instructor has the option of meeting with the dean without the other party present. If it is resolved to student satisfaction, as a result of mediation, no further additional steps need to be taken. If unresolved, the appeal is transferred to a new dean or designee for consideration.
3. The dean or designee reviews all pertinent information. The information includes any documentation submitted by the student, any information

shared by the student during an appeal meeting, the established grading procedure for the course, and any pertinent student assessments for the course using the criteria established by the instructor to make a final appeal decision. The dean's decision may be to deny a request for a grade change or uphold the request for a grade change.

4. The student and the instructor shall be notified in writing of the dean's decision within one week of the appeal meeting. If the dean determines that the course grade was based on factors other than the student's academic performance, the dean may direct the instructor to re-evaluate the student's work, administer a new paper/exam, a change of the student's registration process (i.e., withdraw, audit, dropped).

The decision of the dean is final. Should the student have evidence of an error, omission, or bias in the formal grade appeal process, they may petition the dean of students to have their appeal heard by the vice president of academics. In such instances, the student shall file the written appeal with the dean of students, stating the grounds upon which the appeal is based no later than ten calendar days from the date the written decision was delivered.

## **CLOSING THE COLLEGE**

The College's general procedure is to remain open at all times as scheduled. At the same time employees and students may experience emergency situations or conditions independently affecting the College as a whole. In these instances, employees and students should not put themselves in peril to come in to work or class. Supervisors and faculty should be understanding and flexible regarding an employee's or student's individual needs during inclement weather. There may be a few situations where it will be deemed prudent to close the College or cancel classes. The College has a prescribed method for evaluation and communication of these changes to staff, faculty, and students.

Students and employees are encouraged to sign up for RAVE, Western's Emergency Notification System at [www.getrave.com/login/westerntc](http://www.getrave.com/login/westerntc).

If all Western locations will be closed, an announcement will be made on RAVE, as well as the website ([westerntc.edu](http://westerntc.edu)), Western's official Facebook page ([facebook.com/westerntc](https://facebook.com/westerntc)) and official Twitter account ([twitter.com/westerntc](https://twitter.com/westerntc)), and the following TV and radio stations:

### **Television Stations**

WXOW – TV 19

WKBT – News 8

WLAX/WEAU FOX

### **Radio Stations**

La Crosse Radio Group (Classic Rock 100.1, Eagle 102.7, 1490 WLFN, Magic 105, Kicks 106.3)

Magnum Broadcasting (Mix 96.1, 94.5 WTMB, 1460 WBOG)

Midwest Family Radio (Z-93, 94.7, WIZM, 95.7, KQ98, WKTY)

WCOW 97.1

WDKM Radio WCWI 106.1

WHTL Radio 102.3

WPR Radio - 88.9

WRJC 92.1 FM and 92.9 Smash Country

WVRQ 102 FM and 1360 AM

If Western chooses to close one or more of the regional locations, an announcement will be made on the website, on Western social media channels, and on local radio stations.

If there is no announcement, the assumption is that school is in session as usual. If the college remains open, most instructors will notify you if individual classes are canceled. If you have concerns about classes or events being canceled, check your instructor's Blackboard page or contact your instructor directly. For more information, review the Emergency Closing Policy and Procedure (A0206 and F0200p2) on [www.westerntc.edu](http://www.westerntc.edu).

## **COURSE DELIVERY METHODS**

Western students may choose to enroll in classes offered in a variety of delivery formats. In addition to the traditional (face-to-face) classroom environment, students may enroll in online courses, blended or hybrid courses (that combine classroom time with an online component), computer conferencing (using web-based software over real-time instruction) and IDL (Interactive Distance Learning) courses. All of these formats could also be delivered in a compressed format where classes are delivered in less than the standard term length, which requires an increased workload over a shorter amount of time.

The first time you enroll in an online, blended, or hybrid course, you'll be asked to complete some online training modules before the start of the term to help ensure your success in the online environment. Once you register, information about the one-time training will be emailed to you during the weeks prior to the start of the term.

Additionally, you can visit the website [www.westerntc.edu/getready](http://www.westerntc.edu/getready) to access some resources you can use to help you make your online learning experience successful.

## **FOREIGN LANGUAGE**

### **Foreign Language Retroactive Credit**

Western Technical College may award retroactive credit for foreign language studied. You are eligible to earn a maximum of one semester (4 credits) of retroactive credit if you meet the following conditions:

- You are enrolled in a second level language course (Spanish 2).
- You earned grade of 'B' or better in the course.

*No letter grade is given for retroactive credit.*

*Native speakers are not eligible to earn retroactive credit*

### **Foreign Language High School Credit**

If you took one full year of foreign language at high school and earned a grade of 'C' or better, you can receive four hours of credit for Western's foreign language requirement (Credit for Prior Learning). You must have successfully completed the foreign language course within the last three years.

### **Foreign Language Course Placement**

If you took Spanish in high school and did not earn a C or better, or if you only took Spanish for only half a year, you may take the college-approved Spanish Placement Test to determine which course (i.e., Spanish I or Spanish II) is most appropriate for you.

## STUDENT GRADING SYSTEM

Western Technical College uses the following grading scale:

A = 90–100

B = 80–89

C = 70–79

D = 50–69

F = below 50

Courses will use the approved grading scale except in specific programs as recommended by a certified credentialing/accreditation body or for other similar reasons approved by the vice president of learning. Approved programs will use a modified version of the grading scale.

Programs using the modified version of the grading scale include:

- Dental Assistant
- Health Information Technology
- Medical Assistant
- Medical Coding Specialist
- Medical Laboratory Technician
- Nursing,
- Nursing Assistant
- Occupational Therapy Assistant
- Phlebotomy
- Physical Therapist Assistant
- Radiography
- Respiratory Therapy
- Surgical Technology
- Paramedic Technician
- EMT-Paramedic
- EMT-Basic
- EMT-Advanced
- EMR

Pre-program courses that will also use the modified grading scale include:

- General Anatomy & Physiology
- Advanced Anatomy & Physiology
- Microbiology
- Anatomy & Physiology
- Anatomy & Physiology II

A = 90–100  
B = 80–89  
C = 78–79  
D = 50–77  
F = below 50

Grades will be submitted online by faculty according to the deadline set by the registrar. Students can view grades online in MyWestern Self-Service.

In circumstances where a student does not earn a letter grade, the following grades will be used:

|     |   |
|-----|---|
| AUD | Given to students who audit a course and do not take the class for credit.  |
| CI  | Given to students during times of catastrophe that prevent them from completing a course.   |
| CR  | Given to students who earn credit through Credit for Prior Learning.  |
| I   | A temporary grade that may be given at the instructor's discretion under the guidance provided by the College.                        |
| PCR | Given to students who satisfactorily complete a course with a pass/fail grading. The student must earn a "C" grade or better to pass. |
| T   | Indicates transfer credit.  |
| TN  | Given to high school students who took contract classes but did not pass.   |
| UW  | Given to students who stop attending at any point during the term. Will appear on the transcript as an "F".                           |
| W   | Given to students who withdraw after 11% of the class meetings have met.  |
| [ ] | Designates course repeat.   |
| NR  | Given to students when an instructor does not report a grade.   |

|     |   |
|-----|---|
| CIP | Given to students enrolled in non-credit courses and have not completed the course by the end of the academic term. |
|-----|---|

Grades for all classes (7-week, 15-week, and other lengths) are due at 4:00 p.m. on the Monday following the week class ends.

### **Term Grade Point Average**

A student's Grade Point Average is determined by multiplying the corresponding grade point for each course's letter grade by the number of credits for the course. The credit points received for all courses are added together. The sum is divided by the number of credits taken to get the average.

### **Cumulative Grade Point Average**

The cumulative grade point average is determined by dividing the total number of grade points earned by the total number of credits in courses taken at Western Technical College. When a course is repeated for credit, the highest grade will be used in computing the cumulative GPA.

## **GRADUATION REQUIREMENTS**

Students will be charged a \$.45 per credit graduation fee to all degree, diploma and certificate program courses at registration to cover the cost of the diploma and graduation ceremony. All potential graduate names will be included in the graduation program.

An associate degree is awarded to students who have completed the curriculum requirements of the Wisconsin Technical College System and who have completed the following program requirements:

1. A minimum of 60 credits with a cumulative GPA of 2.0.
2. All required program course grades (including General Studies) applied toward graduation must be recorded as a "C or better" or as "Pass" (in the case of Pass/Fail) grades.
3. Student must take at least 25 percent of the credits at Western.

A technical diploma is awarded to students who have completed the curriculum requirements of the Wisconsin Technical College System and who have completed the following program requirements.

1. All required program course grades (including General Studies) applied toward graduation must be recorded as a "C or better" or as "Pass" (in the case of Pass/Fail) grades.
2. Student must take at least 25 percent of the credits at Western.

## **HONORS LIST**

Students in an associate's degree or technical program who take 6 credits or more per term at Western, may be named to the Presidents List of High Distinction for having a grade point average (GPA) of at least 3.5 or higher. A list of recipients can be found at

[www.westerntc.edu/presidents-list](http://www.westerntc.edu/presidents-list).

From here, students on the list can print an official letter for their portfolios.

## HONORS AT GRADUATION

An associate's degree or diploma with honors is granted to graduates with a program 3.0 to 3.49 GPA. An associate's degree or diploma with high honors is awarded for a program GPA of 3.5 or higher. Grade point average is calculated as of the end of the previous term.

## HONORS PROGRAM

The Honors Program is a community of students and faculty committed to being part of an active learning community that encourages critical thinking, while stressing growth through academics, community service, social and cultural experiences, and leadership development. The a la carte design of the program provides plenty of options for students: special honors assignments in select courses, community service opportunities, attending musical and/or theatrical performances, taking on leadership roles in the college community, discussing a book or movie with other students and faculty, and other opportunities to enhance your education—and your resume. To learn more, visit the program's website at:

<https://www.westernnc.edu/honors-program>.

## INCOMPLETE COURSES

### Incomplete Course Procedure

#### Eligibility

- Students are eligible to request an Incomplete if they have made progress in an enrolled course by successfully completing some course requirements and competencies leading to a reasonable possibility that a passing grade will result from the completion of the outstanding work within the allotted window of time granted for Incomplete course grades.

#### Timing of Request

- Requests for an Incomplete grade may not be submitted until the last week of the course, regardless of its length, but not beyond the last day of the course. Until that time, students are encouraged to be in communication with their instructor regarding their situation and develop an agreed-upon learning plan to continue making progress or complete the course.

#### Overview of Process

- The student and the instructor will create a learning plan that specifies the student's current earned grade, what work remains, how it is to be completed, and a mutually agreeable timeline for completion.
- Student work must be submitted by the last day of the 7-week session following the course, and faculty may require intermediary milestones within the learning plan.
- It is the student's responsibility to turn in all required work within the designated time.

#### Grade Conversion

- When the allotted time expires, the "I" grade will convert to the earned grade.

#### Ability to Progress

- When a student has an incomplete grade in a prerequisite course, the prerequisite must be completed before the student can enroll in the subsequent course, unless approved by the department chair or dean.

## **PROGRAM/COURSE WITHDRAW**

Students may drop a class online at MyWestern Colleague Self-Service. It is important to go through the formal procedure for dropping a class as soon as a student decides to drop a class. Students should speak with their instructor, college advisor and/or counselor. A student using financial aid or VA education benefits should receive consultation on the impact of withdrawal to aid or benefits. If a student does not officially drop, the earned grade will be assigned, and the student may forfeit a refund.

An official drop before 11% of total class meetings have met will be classified as a registration adjustment and the course will not be recorded on the student's permanent record. Students are not permitted to officially withdraw during the last 25% of total class meetings.

The student may receive a refund of fees paid if the student withdraws within the stipulated allowable time frame. If the fee has been paid for supplies, equipment, and/or software, the student will not receive a fee refund for that portion of incurred costs.

In the event a student fails a pre-requisite, subsequent courses may be dropped from the student's schedule. Students who stop attending a class should officially drop the course online through Colleague Self-Service, or in person at the Welcome Center located in the Student Success Center at the La Crosse Campus, or at one of Western's Regional Learning Center offices. Faculty may assign an F1 UW grade for students who stop attending a course. However, the College reserves the right to drop a student for attendance related issues at any time during the term if it is felt to be in the best interest of the student or the College.

Students who do not begin attending class during the first week of the term will be dropped from the course. Western maintains a record retention schedule of seven years for drop/add. Students are encouraged to review their transcript for accuracy at MyWestern through Colleague Self-Service. Students have the right to request corrections on their transcript by contacting the registrar ([registration@westerntc.edu](mailto:registration@westerntc.edu)) or college advisor. Failure to comply with the withdrawal procedure may result in a failing grade and/or negatively affect future registration and/or financial aid eligibility. Non-notification of withdrawal does not absolve an individual's responsibility for fee payments. Drops and withdrawal for military-connected students, see E0203p Military-Connected Students Procedures.

## **PROGRESS REPORTS**

If you are doing unsatisfactory work in a course, you may receive a mid-term notice from your instructor. This notice is sent so you will seek help from your college advisor, instructor, or counselor.



# REPEATING A COURSE

To be eligible for graduation, all courses required for successful completion of a certificate or degree program must be repeated if failed (“D” or “F”) or withdrawn (“W”).

When a course is repeated, both the original and repeated grades will be on the student’s transcript. The highest grade earned in the course will be calculated in the student’s grade point average.

Students who are repeating a course in which they previously earned a passing grade are encouraged to consult with financial aid to determine eligibility of aid for the course.

Refer to divisions for additional repeat policies:

General Studies Division Course Repeat:

- Any student who does not successfully complete (“C” grade or better) any of the following English or Math courses (see below) will be assigned to the Personalized Applied Learning Strategies (PALS) program, administered through the Learner Support and Transition (LST) Division, to identify strategies and techniques for successful completion. If the student is unsuccessful on their second attempt, the LST instructor will work with the student on a revised plan that must be approved by the dean of LST or designee and communicated to the student’s academic advisor.
  - English courses include English Comp 1 or English 1
  - Math courses include College Mathematics, Math with Business Applications, or College Tech Math 1A

Health and Public Safety Division Academic Policies:

To address the needs of students, the division has established the following policies and procedures:

General Policy

- Students whose actions significantly endanger patient safety (which includes, but is not limited to, alcohol/drug usage or sexual misconduct) will be dismissed from the course, program, and/or clinical/internship site immediately.
- All repeat courses must be successfully completed prior to completing sequential courses in the program.
- Students who receive a total of three (3) or more failing grades (“D” or “F”) in program core and/or science courses will be dismissed from the program.
- Students who receive a total of two (2) or more withdrawals from the same program core and/or science course will be considered as earning the equivalent of a failing grade leading toward dismissal from the program.
- Students may appeal their dismissal to the dean of Health and Public Safety for course and/or program re-entry.

- All re-entry is based on program and/or class capacity.

#### Procedure for Health Science Course Repeat:

- Any student who does not successfully complete (“C” grade or better) the Health Science courses of General A&P, Advanced A&P, Microbiology, Anatomy and Physiology 1, or Anatomy and Physiology 2 on their first attempt will be assigned to a Personalized Applied Learning Strategies (PALS) program, administered through the Learner Support and Transition (LST) Division, to help identify strategies and techniques for successful completion. If the student is unsuccessful on their second attempt, the LST instructor will work with the student on a revised plan that must be approved by the dean of Health and Public Safety, or designee, and communicated to the student’s academic advisor.

#### Procedure for Program Course Repeat:

The Health and Public Safety Division staff supports cooperation between faculty, college advisors, and students to promote an environment in which students can succeed. In keeping with this philosophy, the division staff use student success plans as an integral part of supporting student’s learning needs.

- Students wishing to enroll in a course for a second time must work with the faculty to create a student success plan.

The re-entry success plan will address the factors contributing to the lack of success and the action plan for the student, which may include the behavior the student is expected to demonstrate and the time frame for the student to progress.

Health and Public Safety Division/Program Re-entry Policy and Process

Students failing a Health and Public Safety Division program may appeal to the dean of Health and Public Safety. Students will follow the re-entry process and recognize that the dean reserves the right to deny the student program re-entry.

Students requesting program re-entry are required to follow the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
  1. Contact information: name, program, student ID number, address, phone, and email;
  2. an examination of the student’s choices and behaviors that prevented successful completion of courses/program;
  3. the student’s plan for change and improvement for program success; and
  4. the student’s professional goals.
2. Send the letter of intent by USPS mail or email to:

Dean of Health and Public Safety, Western Technical College

400 7th Street North

PO Box C-0908

La Crosse, WI 54601-0908

Send email to: [bergp@westerntc.edu](mailto:bergp@westerntc.edu)

3. The division will contact the student to schedule an appeal meeting with the dean of Health and Public Safety or designee.

4. The student will be notified of the dean's decision by letter (USPS mail or email).

Program re-entry is always dependent on space availability. When re-entry is granted, the dean may refer the student to meet with program faculty to develop a program success plan. The success plan may include but is not limited to the following:

1. Additional courses for remediation
2. Competency demonstration
3. Required meetings with Western faculty or staff.

## REFUND POLICIES

Except in the case of cancellation or discontinuance of courses, you must drop a class within the stipulated refund period to receive a refund of refundable fees. In extenuating circumstances, Western may make discretionary judgments and exceptions. The district may also establish a charge per course to be deducted from any refund to defray processing costs.

Refunds are based on the beginning date and scheduled length of classes and the date the class is officially dropped. Refunds are not based on whether or not you attended class.

Student refunds are distributed from the Western Cashier's Office approximately 14 days after the class has been dropped.

The refund for all courses, regardless of length, is:

- 100% if the district cancels the course.
- 100% of refundable fees if the student drops the class before the first class meeting.

The refund for all courses is based on the number of class meetings since the first instructional day of the term.

- 80% if less than 11% of total class meetings have met.
- 60% if 11-20% of total class meetings have met.
- No refund after more than 20% of total class meeting have met.

If financial aid or agency funding pays your fees, other refund procedures may apply. Please contact the Financial Aid Resources and Planning Services or the appropriate funding agency.

For more information, review the Fee Refund Policy and Procedure (B0204 and B0204p) on

[www.westerntc.edu](http://www.westerntc.edu).

## SUCCESSABILITIES

Western believes in every student's potential to positively influence our community. Through extensive research, wide stakeholder involvement, and the stated expectations of the community, the College has refined its focus on student growth and success. To accomplish this, Western has incorporated aspects of soft-skills, employability skills, and college and career readiness skills in the creation of our *SuccessAbilities*. These *SuccessAbilities*, are integrated throughout the curriculum with student assessment occurring as appropriate to the technical program.

Western prepares students for success in a free-enterprise society through human experiences that integrate:

### **Living Responsibly**

Challenges you to adapt to change, respect yourself and others, value the environment, accept ownership of your actions, and grow your community. You will be successful as you:

- Develop Resilience
- Embrace Sustainability
- Foster Accountability

### **Refining Professionalism**

Challenges you to think and communicate as a professional, value collaboration and diversity, and behave ethically. You will be successful as you:

- Improve Critical Thinking
- Practice Effective Communication
- Participate Collaboratively
- Act Ethically

### **Cultivating Passion**

Challenges you to find your purpose and be curious, practice self-reflection, and genuinely connect with others. You will be successful as you:

- Expand a Growth Mindset
- Increase Self-Awareness
- Enhance Personal Connections

## **AUDITING CLASSES**

A student may audit a course (take a course, but not for credit). Students auditing courses must meet the attendance requirements in a course, but are not required to complete assignments, take examinations, or meet other class requirements. The fees for auditing a course are the same as taking the course for credit. Under Section 38.24 (4m), Wis. Stats., an individual age 60 or older may be exempt from program fees for auditing a course. Students eligible for a program fee audit exemption are still required to pay material fees and all other applicable student fees. To audit a course, the course must be marked "audit" at the time of registration and will appear as such on your transcript. You must register in person to audit a class. For registration information, please contact Enrollment Services at [registration@westerntc.edu](mailto:registration@westerntc.edu). For audit course fee information, please contact the Cashier's Office at [cashiersoffice@westerntc.edu](mailto:cashiersoffice@westerntc.edu).

## **CHANGING YOUR PROGRAM**

You may change from one program to another if admission standards are met and space is available in the program. Contact your College Advisor.

## **CREDIT FOR PRIOR LEARNING**

Pathways to earn credit for prior learning, knowledge, and experience:

### **Credit by Challenge Exams**

Students can show the level of knowledge they have acquired in different subject areas through standardized tests developed by Western Technical College and potentially earn credit for class equivalency. Think of it as taking the final exam without

taking the course. Challenge Exams are available to students with previous knowledge in a subject area based upon a non-college training program, job experience or self-learning. The exam may be a written, oral, performance-based or practical test, interview or any combination of the above. Not all Challenge Exams are available for every course.

Challenge Exams are graded as pass/fail and students must earn a passing grade to be awarded credit. If a student fails a Challenge Exam, the student can either register for that particular course at Western Technical College or wait and retake the exam in one year. If a student successfully passes a Challenge Exam, the grade of CR (credit) is shown on the student's transcript, but it is not used to calculate the GPA.

Students do not need to be enrolled in the course in order to take the Challenge Exam. If a student passes the Challenge Exam, it is the student's responsibility to officially drop the course. The student may be eligible for a program/material fee refund/deduction based on Western Technical College's refund policy. For more information, review the Fee Refund Policy and Procedure (B0204 and B0204p) and the Credit for Prior Learning Procedure (D0106p) on [www.westerntc.edu](http://www.westerntc.edu).

Challenge Exam non-refundable assessment fee: \$50

**For a list of Challenge Exams visit: [www.westerntc.edu/credit-prior-learning](http://www.westerntc.edu/credit-prior-learning).**

Contact the Adult Learning Specialist to confirm eligibility and help with preparing for the exam:

[panzerk@westerntc.edu](mailto:panzerk@westerntc.edu); (608) 785-9873

### **Credit by Portfolio**

Students can document and submit college-level learning through a portfolio. Portfolios are supporting documentation of college-level knowledge, competency and ability, and proves the students understanding of course competencies. Supporting documentation might include but not limited to:

- Résumé, awards, computer code, videos and written narrative
- Training or industry certificates and documentation
- Supervisor verification written on company letterhead
- Other appropriate forms of verified learning

Credit by Portfolios are graded as pass/fail and students must earn a passing grade to be awarded credit. If a student fails a Credit by Portfolio, the student can either register for that particular course at Western Technical College or wait and resubmit another Credit by Portfolio in one year. If a student successfully passes a Credit by Portfolio, the grade of CR (credit) is shown on the student's transcript, but it is not used to calculate the GPA.

Students do not need to be enrolled in the course to earn Credit by Portfolio. If a student passes the Credit by Portfolio, it is the student's responsibility to officially drop the course. The student may be eligible for a program/material fee refund/deduction based on Western Technical College's refund policy. For more information, review the Fee Refund Policy and Procedure (B0204 and B0204p) on [www.westerntc.edu](http://www.westerntc.edu).

Credit by Portfolio non-refundable assessment fee: \$90

Contact the Credit for Prior Learning and Transfer Specialist to confirm eligibility and help with developing portfolio preparation: [panzerk@westerntc.edu](mailto:panzerk@westerntc.edu); (608)

**785-9873**

### **Credit for Military Training**

Students with military service may be eligible for academic credit. Western evaluates military training and experience according to the American Council on Education (ACE) standards for recommended college credit. Determination of credit awards is based on equivalent course competencies and approved by college content experts. Students need to submit a Transfer Credit Evaluation request form, official military transcripts, and schedule an appointment to meet with the Veterans Specialist. Military transcripts will be reviewed for possible credit upon admission to the college and declaring a program of study.

Contact the Veteran Military Center to determine military transfer credits and more information: **[SchultzDustin@westernnc.edu](mailto:SchultzDustin@westernnc.edu); (608) 789-4767**

### **Credit by Standardized Tests**

Students can submit other forms of testing and placement as part of credit for prior learning. Some Standardized Tests include:

- Advanced Placement Tests (AP Courses)
- College Level-Examination Program (CLEP)
- DSST Exams

Contact the Credit for Prior Learning and Transfer Specialist for more information: **[panzerk@westernnc.edu](mailto:panzerk@westernnc.edu); (608) 785-9853**

### **Credit Transfer**

Students who have earned credits from other educational institutions can request Credit Transfer which can help you save time and money. Credit Transfer from another regionally accredited college, technical college, high school transcribed credit, or university may be awarded for course work when earning a C or higher. Students who wish to transfer credits must be admitted to Western Technical College.

In order to receive credit for a course, request official transcripts from any/all prior educational institutions attended and have them sent directly to:

Western Technical College  
Admissions Office  
400 7th St N  
La Crosse, WI 54601

Western Technical College determines what credits are counted toward program requirements and notifies the student with a Credit Transfer report.

Contact the Transfer Credit/Graduation Assistant for assistance with Credit Transfer:

**[allent@westernnc.edu](mailto:allent@westernnc.edu); (608) 785-9221**

For more information, review the academic Credit Transfer Policy, which can be referenced here:

**<https://info.westernnc.edu/sites/AcademicPolicies/SitePages/Home.aspx>**

### **Credit for Prior Learning Appeals Process**

The following steps are designed to provide a means for students to seek review of credit for prior learning decisions:

1. The student must submit a typewritten statement to the transfer evaluator no later than 14 business days following the communication of the decision. The request must detail the basis for the allegation that the decision regarding credit for prior learning was arbitrary and capricious and must present the relevant evidence.
2. The division dean or designee will review the student's statement and may request to meet with the student to gain further information.
3. The dean will make a final decision after full consideration of the information. Within one week of receiving the student's appeal, the dean will communicate the final decision regarding the request for credit for prior learning to the student and the transfer evaluator.
4. The decision of the division dean is final. A student who files a written request for review shall be expected to abide by the final disposition of the review and may not seek further review of the matter under any procedure within the Western Technical College.

For more information, review the Credit for Prior Learning Procedure (D0106p) on [www.westerntc.edu](http://www.westerntc.edu).

## DROPPING OR ADDING A COURSE

Enrollment is not allowed in a class that has started unless authorized by the dean of the division in which the course is offered.

Before you drop a course, you should first talk with your college advisor or instructor.

If you officially drop a class during the first 10% of the class meeting time, it will not be recorded on your permanent record. If you drop after 10%, but before the last 25% of the course, you will receive a W (withdraw) grade. No student is allowed to officially drop a class with less than 25% of the class remaining, unless such drop or withdrawal is authorized by the dean of the division in which the class is offered. **Faculty will not drop a student for nonattendance, but may assign a failing grade.** However, the College reserves the right to drop a student for attendance related issues at any time during the term if it is determined to be in the best interest of the student or the College.

**Failure to comply with the withdrawal procedure may result in a failing grade and/or negatively affect future registration and/or financial aid eligibility. Non-notification of withdrawal does not absolve an individual's responsibility for fee payments.**

### PRIVACY OF RECORDS

You have certain rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) concerning your school records. The College must have written permission from the student to release any information from the student's educational record except directory information or for identified exceptions under the law. Western has designated the following information as directory information:

- Name
- City
- State
- Dates of attendance
- Credit load

- Previous colleges and schools attended
- Program of study
- Awards, honors, and degrees conferred including dates
- Address (limited directory information only)
- Phone (limited directory information only)
- Email address (limited directory information only)

Currently-enrolled students can withhold directory information by filing a Request to Withhold Directory Information form available on the Western website or in the Welcome Center. This request is valid until you notify the Registrar's Office in writing that it is revoked. Students have the right to inspect and review their records. All requests must be made in writing. All requests will be responded to within 45 days. Contact the Registrar's Office in the Welcome Center.

Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. If you would like additional information released to specific parties (e.g. information concerning your financial aid, tuition, or educational records released to parents, guardians or third parties), a Release of Information Form should be submitted to the Welcome Center. The release is valid until it is revoked in writing.

**Limited Directory Information Designation:**

Western does not disclose directory information for marketing or solicitation purposes. Western designates address and phone numbers as limited directory only. This information is only eligible for release to Western Technical College Foundation-related activities and/or local, state or federal law enforcement agencies for safety and/or criminal investigative purposes; or as required for compliance with the Solomon Amendment.

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older. Western is required to release data included in the list of "student recruitment information," which may or may not match Western's identified directory information. If a student has submitted a Request to Withhold Directory Information Form, then no information from the student's educational record will be released under the Solomon Amendment.

Additional information about the Solomon Amendment and the definition of "student recruitment information" can be found at <https://www.westernnc.edu/ferpa>.

## REGISTRAR'S OFFICE

The Registrar's Office, in the Welcome Center, is responsible for scheduling registration each term and helping you get credit for previous educational and/or work experience. The Registrar receives and verifies forms about changes in classes, certifies enrollment, and does a final review to make sure you have met all graduation requirements.

**The Registrar also:**

- Provides official transcripts (copies of your grades),
- Completes forms to help you qualify for special discounts on car insurance, (enrollment verification),
- Processes name and address changes



- Verifies status concerning out-of-state tuition,
- Permanently maintains student records.

The cost for an official transcript is \$8.25. Official transcripts are not released if the student has an outstanding financial obligation.

## RETURNING TO COLLEGE

If your attendance is interrupted for two consecutive terms or more, you must file a change or add program application for admission. The application is available via Western's website by clicking "Apply Now". When you return, you will have to meet the program requirements in effect at the time you are admitted to the program.

## TRANSFERRING CREDITS TO OTHER COLLEGES AND INSTITUTIONS

Many students will start their college journey at Western with the ultimate goal of finishing it somewhere else. There are many ways that students can use Western as a "stepping stone" toward their academic future. There are many direct transfer agreements, called articulation agreements that allow students to complete a program at Western and then transfer those credits to another institution.

Another option may include taking general classes and building a college GPA at Western, then transferring to your decided school. With this option, the more you can tell us about your plan, the more we can help you make sure your classes will move you in the direction you want to go.

Western has entered into numerous transfer agreements with area colleges and universities to support our students' continuing education. Students interested in transferring credits to other colleges or universities are strongly encouraged to check with the receiving institution prior to enrolling in coursework at Western and to work with an ASLA College Advisor to assist in determining what the best option may be.

For information about specific transfer agreements, articulation agreements and course equivalencies including the Associate of Arts/Science degree with Viterbo University and the Associate of Science Liberal Arts Transfer degree with UW-La Crosse, visit the transfer webpage at [www.westerntc.edu/university-transfer](http://www.westerntc.edu/university-transfer). **Also, under the UW Transfer Information System heading, information can be found if** interested in transferring credits from Western to a UW System school. Course transfer information applies to most students, but may vary based upon specific majors or programs. You are strongly encouraged to discuss your specific circumstances with your program faculty mentor and to check the University Transfer webpage for periodic updates.

## WITHDRAWAL FROM COLLEGE

If you are considering withdrawing, please take the time to talk to your College Advisor. A variety of services are available to help you through academic, social, emotional, and financial hardship.

If you want to withdraw from college before the end of a term, you need to drop your classes. In addition, you are encouraged to communicate with your instructor and your college advisor.

If you withdraw from school during the first 10%, the courses will not be recorded on

your permanent student record. If you withdraw after the first 10%, but prior to the last 25% of the term, your record will indicate a W grade in each course in which you are enrolled.

Failure to comply with the withdrawal procedure may result in failing grades and/or negatively affect future registration and/or financial aid eligibility. Non-notification of withdrawal does not absolve an individual's responsibility for fee payments.

## ACCESS SERVICES

Access Services is committed to providing students with a level of personal service that makes Western a college of first choice. The college has a long history of serving students with a wide variety of disabilities, working to ensure each student has the reasonable accommodations and services they need to enjoy academic success. We are located on the second floor of the Student Success Center on the main campus in La Crosse. We provide services to all of our regional locations as well. Students should contact us to set up an appointment to discuss possible accommodations.

### Examples of accommodations may include:

- Test Accommodations
- Distraction reduced – Extended time – Alternative format – Computer read
- Assistive Technology or equipment
- Coordination of services with faculty
- Peer note-takers
- Alternative format textbooks
- Sign Language Interpreters
- Speech-to-text captioning
- Assistive technology
- FM system
- Amplified stethoscope
- Digital stethoscope
- Multimedia captioning
- Priority registration

## CAVALIER CAMPUS SHOP – SPIRIT STORE

The Cavalier Campus Shop-Spirit Store is located on the first floor of the Kumm Center. Visit us in-store for a wide array of apparel, supplies, gifts and more! Didn't have your size? Can't make it during business hours? Browse apparel online by visiting: <https://westerntc.excelimages.com/>

The Western Technical College Official Online Bookstore is found at <https://westerntc.ecampus.com/> Here you will find all course materials and textbooks needed for your classes. New, used, rentals and online textbooks will be available for purchase through the eCampus website.

ADDITIONAL APPAREL available for purchase 24hrs a day at <https://westerntc.excelimages.com/>

OFFICIAL ONLINE BOOKSTORE available 24hrs a day at <https://westerntc.ecampus.com/>

## CAVALIER CAMPUS SHOP RETURN POLICY

Returns of items in original condition/packaging are accepted within **30 days** of purchase **with receipt**.

**\*\*Cash will NOT be refunded on purchases made on Credit/Debit cards or Financial Aid. \*\*\*RECEIPT MUST ACCOMPANY ALL REFUNDS. NO EXCEPTIONS.\*\*\***

For more information, review the Safety and Security Policy and Procedures (F0205, F0205p1, F0205p2, F0205p3, F0201, F0201p, C0103, C0103p) on [www.westerntc.edu](http://www.westerntc.edu).

# CAMPUS COMMUNITY SAFETY

## Campus Safety Department

The Campus Community Safety Department is located on the La Crosse Campus in Coleman Center, Room 131. The phone number is **(608) 785-9191 (59191** on any campus phone). Campus Safety is staffed 24 hours a day, 7 days a week, including holidays. Our goal is to promote a safe and welcoming environment to improve the quality of campus life for everyone learning and working at Western Technical College. We do this by working in partnership with the campus community to provide the most professional and effective campus safety services possible.

The Campus Community Safety Department has jurisdiction to operate on Western owned or controlled properties and have the authority to enforce all campus policies. The Campus Safety Department also work closely with federal, state, and local law enforcement agencies to address any concerns at any Western campus location.

### Reporting Crimes and Other Emergencies

All students, employees, and visitors are encouraged to report all crimes and other emergencies occurring on any Western campus, in any Western operated facility, or on public property around any campus to Campus Safety **(608.785.9191)** and/or local law enforcement/emergency services in a prompt and accurate manner.

La Crosse Campus: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify Campus Safety **(608-785-9191)**. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the Campus Community Safety Department, Coleman Center, Room 131, **(608) 785-9191**, any day, all hours. Campus Safety officers are available on the La Crosse campus 24 hours a day, 7 days a week. Campus Safety staff will respond in a timely manner to the incident location to determine if there is a serious or continuing threat to the campus community, and to begin the information collection procedure to investigate the incident. In situations in which local emergency personnel have responded, Campus Safety staff will work as liaison for the College.

Separate Campus locations: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify the main office staff of that campus. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the main office staff of that campus who will contact the Campus Community Safety Director and/or the Campus Community Safety Coordinator. The Campus Community Safety Director and/or Campus Community Safety Coordinator will work with the main office staff and/or Campus Coordinator

to determine if there is a serious or continuing threat to the campus community, and to begin the information collection procedure to investigate the incident. In situations in which local emergency personnel have responded, the main office staff and/or Campus Coordinator will work as liaison for the College.

The main office is staffed during all open hours of the campus. Campus Safety officers are not on duty at the regional locations. Contacts for the regional locations are as follows:

- Black River Falls – Front Desk or **715-284-2253**
- Independence – Front Desk or **715-985-3392**
- Mauston – Front Desk or **608-847-7364**
- Sparta Public Safety – Front Desk or **608-269-1611**
- Tomah – Front Desk or **608-374-7700**
- Vehicle Technology Center – Front Desk or **608-785-9175**
- Viroqua – Front Desk or **608-637-2612**

**Confidential Reporting Procedures:** If you are a victim of a crime and do not want to pursue action within the College conduct system or local judicial system, you may still consider making a private report to the Student Life Office, Kumm Center Room 100, La Crosse Campus, or **(608) 785-9445**. The purpose of a private report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of yourself and others, and for statistical inclusion in the annual security report. Reports can be made through private reporting and/or the online Incident Report Form: ([westerntc.edu/student-rights-and-concerns](http://westerntc.edu/student-rights-and-concerns)).

### **Annual Security and Fire Report**

In compliance with the Students Right-to-Know and the *Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990*, Western annually publishes its Annual Security and Fire Safety Report and Policy Statement.

For more information, review the Annual Security Reporting (Clery Act) Policy (F0203) on

[www.westerntc.edu](http://www.westerntc.edu).

The full report can be viewed at:

<https://www.westerntc.edu/sites/default/files/student-rights/documents/AnnualSecurityReport.pdf> (you may request a hard copy version in the Student Life Office, Room 100 of the Kumm Center, La Crosse Campus).

This report will inform you about:

- Procedures to report incidents and crimes
- Emergency response procedures
- Campus Safety policies and procedures
- Policies and programs related to crime prevention, alcohol prevention, sexual assault/domestic violence/dating violence/stalking response, and campus emergencies
- Crime and fire statistics for the last three years for each of Western's campus locations

Western is dedicated to partnering with students, staff and faculty to ensure a safe and secure campus. Everyone plays an important role in preventing and reporting

crime.

**Timely Warning Notifications:** In the event that a situation arises, either on or adjacent to campus, that, in the judgment of the President and/or members of the Emergency Operations Team (EOT), constitutes a serious or continuing threat to personal safety, a campus-wide Timely Warning Notification will be issued.

A Timely Warning Notification is issued to all members of the campus community when a specific crime, as defined by the Clery Act, has occurred on or in close proximity to any Western owned or operated property and could be a serious or continuing threat to the campus community.

The issuing of a Timely Warning Notification is decided on a case-by-case basis based on all the facts of the crime incident, including the nature of the crime, the continuing risk to the campus community, and the location of the incident. Timely Warning Notifications will be distributed as soon as pertinent information is available, in a manner where the names of victims are withheld in order to protect confidentiality, and with the goal of helping to prevent similar occurrences. The EOT is responsible for developing and reviewing the criteria regarding Timely Warning Notifications.

Timely Warning Notifications will typically include the following information, unless issuing any of this information would compromise law enforcement efforts: date and time of incident; location of incident; nature of the crime; crime prevention and safety tips; Campus Safety contact information; and other information deemed appropriate based on the incident. Western is not required to issue a Timely Warning Notification for crimes reported to a professional counselor.

For issues or crimes that do not rise to the level of serious or continuing threat to the campus community (ex. pattern of minor thefts or vandalism) but may impact the campus community, Campus Safety Notifications may be issued by the Campus Community Safety Director, Campus Community Safety Coordinator, or their designees.

Notices are typically issued to all students and employees through any one or combination of the College e-mail system, computer announcements, TV monitor message boards, text messaging, public address announcements, social media platforms, classroom/office space announcements, and/or College website ([www.westerntc.edu](http://www.westerntc.edu)) depending upon the circumstances. All students and employees receive the same notification regardless of their campus of attendance or employment. Timely Warning Notifications will specify which campuses are impacted by the crime incident.

Any person on any Western campus with information warranting a Timely Warning Notification should report the circumstances to Campus Safety, by phone (**608-785-9191**) or in person at Coleman Center, Room 131 (La Crosse campus), and/or the campus front desk/all other campus locations.

For more information, review the Annual Security Reporting (Clery Act) Policy (F0203) on [www.westerntc.edu](http://www.westerntc.edu).

### **Security Procedures Education**

Western Technical College provides information to students and employees about College Campus Safety procedures and practices, encourages them to be responsible for their own safety and the safety of others, and informs them about crime prevention through the following programs and publications:

**Programs:**

- a. Campus Escort Service available daily
- b. Bi-annual Night Walk Lighting Survey
- c. Security surveys
- d. Daily patrols of College facilities by Campus Safety staff at the La Crosse campus
- e. Sexual assault, dating violence, domestic violence, and stalking awareness programs throughout the academic year
- f. Alcohol and Other Drug Prevention programs throughout academic year
- g. New student orientation sessions prior to the beginning of each term
- h. Residence Hall Orientation at the beginning of each term
- i. New Employee Orientation program at the beginning of each term
- j. CPTED evaluations of each facility
- k. Upstander Intervention training

**Publications:**

- a. Employee Handbook
- b. Student Handbook
- c. Residence Hall Handbook
- d. Student Organization Handbook
- e. Handouts from La Crosse Police Department
- f. College website
- g. Safety emails sent to students, staff and faculty each term

All crime prevention and Campus Security awareness programs encourage students and employees to be responsible for their own safety and the safety of others. Participants in these programs are encouraged to be aware of their surroundings, recognize safety or suspicious issues, and call Campus Safety to report suspicious or concerning behavior. For additional questions regarding crime prevention, contact the Campus Community Safety Director at **608-789-6165** or the Campus Community Safety Coordinator at **608-789-6151**.

**Missing Persons Procedure**

If a member of the Western community has reason to believe a student may be missing or is concerned for a student's safety, the community member should contact Campus Community Safety (**608-785-9191**). All possible efforts will be made to attempt to locate the student, including but not limited to, contacting the student directly, asking local law enforcement for a check of their welfare, and communicating with known friends and family.

Students residing in campus housing will be informed annually that they each have the option to identify a person to be designated as a confidential missing person contact to be notified by Western no later than 24 hours after the time the student is determined to be missing by the designated College officials authorized to make that or the local law enforcement agency in which the student went missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law en-

forcement, and that it may not be disclosed outside of a missing person investigation.

### **Safe Walk Service**

A staff member or Campus Safety officer is available for any student wishing to be accompanied to their vehicle for safety reasons. If you would like this service, call **(608) 785-9191**, or contact the main office on any other Western campus.

### **Incident Reporting**

All students and employees are encouraged to report incidents that occur on or about any Western location. To report non-urgent situations, employee or student injury, allegation of student conduct, minor crime, suspicious activity, safety concern, or other issue, student may complete one of the online reporting forms ([westerntc.edu/student-rights-and-concerns](https://westerntc.edu/student-rights-and-concerns))

Every submission will be reviewed and appropriate action taken.

### **Lost and Found**

Lost and found is located in the Student Life Office, Kumm Center, Room 100, La Crosse Campus **(608) 785-9445**. Staff will try to locate owners of items labeled with names. At the end of each term, usable items that have not been claimed will be donated to charity.

### **Parking and Permits**

Parking in Western lots is available on a first-come, first-serve basis with a valid parking permit. To park in any stall in a Western lot, including spots designated for people with disabilities, you will need to purchase a permit. During construction on campus, parking may be limited. A parking permit gives permission to park on campus but does not necessarily guarantee an available spot.

All permits are available throughout the year in the Student Life Office, Kumm Center, Room 100 or [online through the Campus Shop Bookstore](#). Permits can be purchased by the term or for the full academic year. All permits are non-transferable. Any vehicle parked in Western lots without a valid parking permit will be ticketed. Parking permits are required in all La Crosse campus parking lots and the ramp from 7:00 a.m. to 4:00 p.m., Monday thru Friday.

- Overnight parking is not permitted in any Western parking lots or the parking ramp, with the exception of the Western Residence Hall lots with valid Residence Hall permit. Unauthorized vehicles parked overnight will be ticketed.
- Students living in the Residence Hall are required to purchase a reserved parking permit that is valid in Residence Hall parking only.
- Student and visitor parking with valid permit is available in all lots except the Residence Hall lots and any specially designated spaces (visitor parking, 15-minute parking, loading, etc.). Employee parking is available in specific lots only.

<https://www.westerntc.edu/parking-map> A map of parking lot designations is available on the college website ([westerntc.edu/parking-permits](https://westerntc.edu/parking-permits))

- Student Parking Permit Costs for 2022-2023:
  - Student Annual permit - \$35.00
  - Student Fall Term or Spring term only permit - \$25.00
  - Student Summer term only permit - \$10.00
- Day permits are available to park in general lots at a cost of \$2 per day.

- If you have an appointment on campus, please check with the Student Success Center for a temporary permit.

Parking is only allowed in valid parking stalls. Vehicles parked in fire lanes and other non-designated spots will be ticketed.

Motorcycles and scooters may park free of charge in designated motorcycle parking areas in lot C only. Motorcycles or scooters parking in regular stalls are required to display a permit. Motorcycle-specific permits are available upon request with the purchase of a parking permit.

Permits are to be hung from the rear view mirror and must have the number visible from the outside of the vehicle. Failure to properly display permit will result in vehicle being ticketed. There is a \$10 replacement fee for lost parking permits.

Because space in the parking lots is limited, many students park on city streets. The [parking map](#) shows which streets are pay-to-park, 2-hour free parking and unlimited free parking around campus. If you do park on the city streets, please remember to abide by city parking laws and be respectful of our neighbors.

### **Parking Appeals**

If you feel you have received a parking citation (ticket) in error, you may have grounds to appeal the citation to the Parking Appeals Board. To appeal a parking citation, you must submit an online appeal form within 15 calendar days of the date the citation was issued. More information can be found on the Parking Appeals page on the college website ([westernnc.edu/parking-appeals](http://westernnc.edu/parking-appeals)).

## **CAREER SERVICES**

Career Services assists students from the very beginning of their educational experience, throughout their time at Western, and even after graduation as alumni. If you're unsure about what field you want to go into, or even what career options are out there, Career Services is a great place to start. We also offer:

- Résumé/Cover Letter/Portfolio Critiques
- Job Search Assistance
- Interview Strategies/Perfect Interview™
- Career Fairs and Networking Tips
- Mentoring/Job Shadows/Informational Interviews
- Career Advising and Assessments/College Transfer Advising
- Handshake Job and Internship Board
- Non-Traditional Occupations
- LinkedIn Profile Creation and Review

### **Handshake**

Handshake, Western's job and internship posting platform, is used statewide by all 16 technical colleges. All Western students and alumni can create an account at [www.joinhandshake.com](http://www.joinhandshake.com) using their Western student email address.

**The Career Services Office** is in the Student Success Center, room 222. Office hours are Monday, Tuesday, Thursday, and Friday from 8:00 a.m.-4:00 p.m., and Wednesday 8:00 a.m.-6:00 p.m. For more information, please call **(608) 785-9440** or visit us at [www.westernnc.edu/career-services](http://www.westernnc.edu/career-services).



## CARE TEAM

Western is committed to serving students in extreme distress or engaging in harmful behaviors through a lens of support, advocacy, and well-being. The purpose of the CareTeam is to provide a centralized system for faculty, staff, students and parents to refer high-risk student situations. The ultimate objective is to assist students and the Western campus community to move from a state of distress and increased risk to a condition of safety and security.

Students in distress can look a variety of different ways. Some examples of students who might benefit from a CareTeam intervention are students who are experiencing pain, anxiety, sorrow or struggling with sadness, depression, suicidal thoughts or actions, thoughts of harming others, repeated classroom disruption, and those exhibiting signs of an eating disorder or threatening behavior. Again, distress can look different for every individual, so it's best to reach out if you sense something. Call Western's Counseling and Case Management Department at **608.785.9553** if you believe a student is in distress and needs assistance and complete the CareTeam referral at <https://www.westerntc.edu/care-team>.

## CASHIER'S OFFICE

The Cashier's Office, located in the Welcome Center, is responsible for student billing. All student billing is generated electronically. Western Technical College does not send paper bills. Students may view their student account balance and statements in Self-Service. Go to [www.westerntc.edu](http://www.westerntc.edu) and click on Current Students, MyWestern and then login to Self-Service and click on the MyWestern links and the Direct Deposit Information link.

The Cashier's Office is also responsible for collecting tuition payments. You can make tuition payments in-person, via mail, via the drop box located outside the Student Success Center or via the internet ([www.westerntc.edu](http://www.westerntc.edu)), click on Current Student, MyWestern and then login to Self-Service and then click on the Finances and Make a Payment links. Western accepts cash, checks (a \$30 fee will be charged for each returned check), credit cards (Visa, MasterCard, Discover, or American Express) or online ACH payments from checking or savings accounts.

The Cashier's Office also distributes all student refunds. Student refunds are distributed on a weekly basis. Students may elect to receive an electronic refund deposited directly into their bank account. To receive an electronic refund, students need to complete a Direct Deposit Authorization Form. Go to [www.westerntc.edu](http://www.westerntc.edu) and click on Current Students, MyWestern and then login to Self-Service and click on the Direct Deposit Authorization link. Students who do not complete a Direct Deposit Authorization Form will receive a paper check mailed to the current address on file in the student information system.

If you have questions regarding your student account, billing, payments or the distribution of student refunds, call the Cashier's Office at **(608) 785-9121**.

**Cashier's Office Hours:** Monday – Thursday 7:30 a.m. – 5:30 p.m. and Friday 7:30 a.m. – 4:00 p.m.

### ATMs

An Automated Teller Machine (ATM) is located outside the Western Campus Shop, Kumm Center, Room 104.

## COMPUTER LABS

Western Technical College has both PC and Mac computers with a variety of software and program-specific applications. Scanners and color printing are available in some locations. The Learning Commons has several computers with the specialty software which is used for the Business Education and Integrated Technology programs, in addition to Mac computers. Hours vary during the summer and school breaks. Hours are posted on the door or call **(608) 785-9142** or online at [www.westerntc.edu/learning-commons](http://www.westerntc.edu/learning-commons).

The Coleman Center has two computer labs available for students to use: C-120 is located on the first floor, while C-261 is located directly above it on the second floor. These labs each have several PC computers, a printer, and are unstaffed.

The Health Science Center, located on the UW-La Crosse campus on the corner of La Crosse and Badger Streets, has a computer lab on the second floor in room H-2058. PC computers and a printer are available.

Registered students have access to computers and a Wi-Fi hotspot at all Western regional locations. Please call ahead for operating hours and to ensure that the computers are not reserved for testing.

## COUNSELING AND CASE MANAGEMENT SERVICES

Counseling and Case Management Services consist of trained professionals who are committed to helping you reach your goals at Western. The counselors provide assistance for:

- Personal or emotional difficulties, such as stress, anxiety, and depression
- Balancing school and life
- Family or relationship issues
- Career counseling; transitioning to Western
- Academic challenges
- Assistance and referrals made for alcohol or drug issues

If the Western counselors feel that more services or resources are needed, we are fortunate to have a network of community partners available to make a referral to the appropriate agency

Counseling Services are located in the Student Success Center. For more information or to make an appointment with a counselor, call **(608) 785-9553**. Visit us at [www.westerntc.edu/counseling-and-case-management-services](http://www.westerntc.edu/counseling-and-case-management-services) to learn more.

### ELIGIBILITY

To request accommodation services, schedule an appointment with the Manager of Access Services. You will need to bring documentation of your disability (see guidelines below). At this meeting, you will discuss the classes you have registered for and the accommodations you need. It is recommended that you contact Access Services at least three weeks prior to the start of your course(s).

#### Documentation Guidelines:

1. A diagnosis of your current disability; the date of the diagnosis.
2. A description of the diagnostic criteria and/or diagnostic test used. Scores must

be included if applicable.

3. How your disability affects a major life activity.
4. How the disability affects your academic performance.
5. A description of the expected progression or stability of the impact of the disability over time.
6. A history of previous accommodations, assistive devices, auxiliary aides and their impact.
7. The credentials of the diagnosing professional(s).

**CONTACT:**

**Kris Follansbee,**

**Access Services Manager**

**Academic Resource Center**

**608-785-9875**

**[follansbeek@westerntc.edu](mailto:follansbeek@westerntc.edu)**

**[www.westerntc.edu/access-services](http://www.westerntc.edu/access-services)**

## **EMERGENCY NOTIFICATIONS AND PROCEDURES INFORMATION**

Western has designated procedures to follow in case of most emergencies that could happen on campus. Although not every conceivable situation is addressed, the guidelines below can assist students, staff, faculty and visitors cope with most campus emergencies. All students, staff faculty and visitors are expected to follow the established procedures to the best of their ability. Copies of the Emergency Procedures Guide are located in every classroom and office on all Western campuses and are published annually in coordination with emergency drills. Western maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies.

Upon the confirmation of an emergency event that involves an immediate threat to the health or safety of members of the Western community, the College will immediately notify the campus community of the significant emergency or dangerous situation. Notifications may be withheld if they would compromise the efforts to safely contain the emergency or assist victims. The notification will be issued through any one or combination of the College e-mail system, computer announcements, TV monitor message boards, text messaging, public address announcements, classroom/office space announcements, College website ([www.westerntc.edu](http://www.westerntc.edu)) and social media platforms, and/or local media agencies, depending upon the circumstances. Face-to-face communication may also be used to communicate emergency information.

([www.westerntc.edu](http://www.westerntc.edu)) and/or local media agencies, depending upon the circumstances.

Students and staff/faculty are encouraged to update personal contact information with the College, including cell phone numbers in order to be included in the RAVE alert emergency notification system. Students and employees can register their cell phones and/or home phones to receive emergency communications at: [www.getrave.com/login/westerntc](http://www.getrave.com/login/westerntc).

Western will initiate a test of its emergency response and notification procedures on at least an annual basis. Documentation of the test and/or any drills will be maintained in the Campus Community Safety Office (Coleman Center, Room 131).

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

## **EMERGENCY RESPONSE**

In all life-threatening emergencies, 911 should be notified first with a follow up call to Campus Safety **(608) 785-9191**. Emergencies occurring at campuses other than La Crosse, notification to the main office staff should be made after contacting 911.

Upon report of an emergency event, Campus Safety will act as first responders at the La Crosse, Apprenticeship and Industry Training Center, and Vehicle Technology Center campuses. At the remaining campuses, the Campus Coordinator or designee will act as a first responder in consultation with the Campus Community Safety Director or Coordinator. The role of the first responder is to confirm there is a significant emergency.

In the event of an emergency:

- Take note of safety signs and evacuation routes
- Follow instructions of supervisors, faculty, and/or emergency response teams.

### **A. ACTIVE SHOOTER – “RUN-HIDE-FIGHT”**

**Run** – If it is safe to do so, the first course of action that should be taken is to run out of the building and move far away until you are in a safe location. Students and staff should be trained to:

- Leave personal belongings behind.
- Visualize possible escape routes (including physically accessible routes for students and staff with disabilities and others with access and functional needs).
- Avoid elevators.
- Take others with you but do not stay behind if others will not go.
- Call 911 when safe to do so
- Let emergency responders know where you are located.

**Hide** – If running is not a safe option, hide in a safe as place as possible. Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock the doors or barricade the doors with heavy furniture;
- Close and lock the windows, and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices.
- Remain silent.
- Use strategies to silently communicate with first responders, if possible.
- Hide along the wall closest to the exit but out of the view from the hallway.
- Remain in place until given an all clear by identifiable law enforcement.

Fight – If neither running nor hiding is a safe option, as a last resort consider trying to disrupt or incapacitate the armed intruder by using aggressive force and items in your direct environment such as fire extinguishers, chairs, etc. Note: confronting an active shooter is never a requirement of any campus employee's job. How each individual chooses to respond if directly confronted by an armed intruder is up to that person.

#### **B. BLOODBORNE PATHOGENS EXPOSURE**

- Contact the Campus Safety office at **59191 from a college phone** or **(608) 785-9191**
- Don't touch it. Treat all human blood and bodily fluid as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- Always wear gloves when touching blood or bodily fluids, mucous membranes or non-intact skin of an individual or when handling items or surfaces with blood or bodily fluids.
- If exposed to blood or bodily fluids, wash the exposed body part with soap and water or flush with water for 15 minutes if exposed to eyes, nose or mouth.
- Appropriate personnel will be called for clean-up and disposal of contaminants.
- Report the incident to superior or instructor. Complete an online incident report form.

#### **C. BOMB THREAT**

- Call Campus Safety at **59191** (college phone) or **(608) 785-9191**
- If you receive a call, try to keep caller on the line and note everything you hear and are told.
- If you find a document or graffiti that communicates a threat, do not touch or move it.
- If a suspicious object is found and there is possible imminent danger, CALL 911, follow evacuation procedures and do not move, jar or touch the object.
- Immediately report the location and description of the object to Campus Safety at **59191** (college phone) or **(608) 785-9191**.
- Information about the College's response to the threat will be communicated to students and staff in the most appropriate media (i.e. email, text message, website, etc.)

#### **D. CHEMICAL SPILL/LEAK/ODORS**

Known or Unknown Substance Spill

- Avoid direct contact with the material.
- Evacuate the area/building.
- Contact Campus Safety at **59191** or **608-785-9191**.

Natural Gas Leak or Unknown Odor

- Follow evacuation procedure to evacuate the building.
- Call 911 and report the incident.
- Contact Campus Safety at **59191** or **608-785-9191**.

#### **E. EVACUATION**

An evacuation occurs when a building/fire alarm sounds or is announced via phone system, emergency notification system, email, website or other communication device.

**Leave the building immediately by the nearest marked exit and alert others to do the same.**

- Close, but do not lock the doors.
- Turn off the lights.
- Take any personal belongings such as purses or backpacks with you.
- Assist people with disabilities in exiting the building.
- Do not use elevators to exit the building.

**Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.**

**Do not return to the building unless instructed to by authorized personnel.**

**If you are unable to leave the building due to a physical disability:**

- Go to the nearest inside area where there are no hazards.
- Call 911 or contact Campus Safety at **(608) 785-9191**.
- If possible, signal out the window to on-site emergency responders.

**To evacuate persons who are mobility impaired:**

- Inform individual of situation.
- Always ask how you can help.
- Move debris if necessary/possible to allow safe escape route.
- If unable to exit, move individual to designated evacuation location and inform emergency personnel.

## **F. FIRE EMERGENCY**

1. Call 911 and give exact location
2. Pull nearest fire alarm to evacuate building
3. Immediately evacuate the building by the closest available exit
4. DO NOT use elevators
5. If stairway contains smoke or fumes, use an alternative stairway exit
6. Once outside move to a clear area at least 500 feet from the affected building
7. DO NOT RE-ENTER building until an "all clear" signal is given

### **NOTE:**

If you become trapped in building and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor as the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location.

## **G. LOCKDOWN**

A lockdown will be announced via phone system, emergency notification system, email, website or other communication device.

- Go into a room (or stay in your classroom/office).

- Close and lock all doors and windows – interior and exterior. If you cannot lock the door, barricade it with desks, chairs, etc.
- Turn off all lights.
- Move all persons away from windows and doors.
- Occupants should be seated below window level (if possible).
- Remain silent. Turn off all radios and other devices that emit sound. Silence cell phones.
- If possible, one person in each room should write down the names of everyone present in that room.
- Everyone is to stay in their room and remain quiet until all clear notification is given by law enforcement, emergency management and/or college staff.
- DO NOT SOUND FIRE ALARM. Once in a lockdown, if the fire alarm sounds, DO NOT EXIT your safe area unless there is obvious danger from smoke and/or fire in your location. A hostile intruder may use the alarms in order to increase the amount of victims.

## **H. MEDICAL EMERGENCY**

### **In the event of a severely injured, ill, or unconscious student:**

- Call 911. Always err on the side of safety.
- Notify Campus Safety at **59191** (college phone) or **(608) 785-9191**.
- If possible, have someone meet and escort emergency responder to the scene.
- Automated External Defibrillators (AEDs) are available in each building and with Campus Safety personnel.

### **Questionable severity:**

- If you are not sure how ill or injured a person is, call 911 immediately, then notify Campus Safety at **59191** (college phone) or **(608) 785-9191**. Always err on the side of safety.
- A person may refuse transport in an ambulance without incurring a cost, and if so must sign off with the ambulance personnel.
- If a person refuses transport and signs off with the ambulance personnel, but still needs transportation to a medical facility for treatment; only a friend, classmate, family member, taxi cab, or Western Campus Safety personnel may transport to the medical facility. Once a person signs off with ambulance personnel, there is no longer considered to be a medical emergency.
- (EXCEPT: If a student/visitor is a minor (under 18 years of age), call 911 for any medical situation.)

### **Person is conscious and alert but may need minor medical attention:**

- Ask if student needs an ambulance, if person says no, encourage the person seek medical follow-up.
- A friend, classmate, family member, taxi cab, or Western Campus Safety personnel may transport to the clinic.
- Notify Campus Safety at **59191** (college phone) or **(608) 785-9191**.
- (EXCEPT: If a student/visitor is a minor (under 18 years of age), call 911 for any medical situation.)

## I. SEVERE WEATHER/TORNADO

When it has been determined that severe weather is in the area (emergency notification such as siren), please follow the emergency procedure outlined below.

- Close all doors and proceed to the nearest designated shelter in your building.
- Assist people with disabilities to designated shelter
- **DO NOT USE AN ELEVATOR**
- **DO NOT OPEN WINDOWS OR GO OUTSIDE**
- Keep away from windows and doors and any glass fixtures
- Sit as low to the ground as possible and cover your head
- Wait for an announcement of the “all clear” before returning to your work area or classroom

**Tornado Watch:** Conditions are right for a tornado. Continue with normal activities, but monitor the situation.

**Tornado Warning:** A tornado has been sighted. Move calmly to the designated shelter area.

## J. SHELTER-IN-PLACE

Shelter-in-Place is used when chemical, biological, or radiological contaminants may have been accidentally or intentionally released into the environment. A Shelter-in-Place will be announced via phone system, emergency notification system, email, web site, or other communication device.

- Do not leave the building.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- When possible, move to an interior room above the ground floor with the fewest windows or vents. Avoid overcrowding a room or selecting a room with mechanical equipment such as a venting system or pipes.
- If you are told there is a danger of explosion, close the window shades, blinds or curtains.
- Write down the names of everyone in the room/facility.
- Listen for an official announcement from college or emergency personnel officials and stay where you are until you are notified all is safe or you are told to evacuate.
- Wait for an announcement of “All Clear” before returning to your work area or leaving the building.

## K. THREATENING/VIOLENT BEHAVIOR

Immediate Threat (violent outbursts, weapons seen, physical altercation, etc.):

- Call 911 – give name, location and description of situation
- Call Campus Safety **59191** from college phone or **(608) 785-9191**
- Calmly describe persons actions and appearance
- Do not personally intervene
- If possible, keep others from entering area
- Campus Safety personnel or designee will immediately report to location



**Moderate Threat (raised voices, verbal altercation, suspicious behavior, etc.):**

- Call Campus Safety **59191** from college phone or **(608) 785-9191**
- Report incident with specific location and what is occurring
- Calmly describe person's actions and appearance
- Do not personally intervene
- Campus Safety personnel or designee will immediately report to location

**Concern of Potential Threat or Violence:**

- Contact Campus Community Safety Director at **608-789-6165** or Campus Safety at **608-785-9191**
- Or, meet with Campus Safety, Coleman Center Room 131
- Describe incident and/or concern
- Or, submit Care Team referral at <https://www.westerntc.edu/care-team>

All incidents or reports of threatening/violent behavior will be investigated and assessed with appropriate actions taken.

## **FINANCIAL INFORMATION**

### **Fee Payment**

#### **Degree Classes**

**Fall 2024 Term:** Payment for classes is due in full on October 4, 2024. A \$35 late fee will be assessed on any past due balance over \$50.00.

**Spring 2025 Term:** Payment for classes is due in full on February 7, 2025. A \$35 late fee will be assessed on any past due balance over \$50.00.

**Summer 2024 Term:** TBD

**Professional Development Classes:** Payment is due in full at time of registration.

#### **Student Activity Fee**

Every student pays an activity fee calculated at 5.6% of tuition. The Student Government determines annually the distribution of these fees, which are used to support student programs such as the Wellness Center, Student Government, athletics, professional organizations, and campus events.

#### **Graduation Fee**

A graduation fee of \$0.45 per credit will be charges on all degree classes. This fee helps cover the cost of graduation.

#### **Health Services Fees**

Every student pays a health services fee calculated at 1.4% of tuition. This fee helps cover the cost of preventative health services at the Student Health Center.

#### **Security Fee**

Every student pays a security fee calculated at 2.5% of tuition. This fee helps cover the cost of campus security.

#### **Student Accident Insurance Fee**

Every degree seeking student pays an accident insurance fee of \$4.50 per term. This fees covers a student in the event of any accident on campus, attending a practi- cum or clinical program, or attending a recognized student activity.

## **Financial Aid**

### **Application Process**

Complete the Free Application for Federal Student Aid (FAFSA) at

<https://studentaid.ed.gov/sa/fafsa>

To electronically sign the FAFSA, students (and parents if applicable) will need to create an FSA ID at <https://studentaid.gov/fsa-id/>

- Financial aid years run fall, spring, summer. A new FAFSA must be completed annually.
- The FAFSA is available beginning October 1 for the following fall term.
- Submit all documents requested by the Financial Aid Resources and Planning Services. Students will be notified of documents needed through the financial aid portal, MyFinAid, which can be accessed by logging into your MyWestern.

### **Student Eligibility**

- To qualify for financial, students must:
- Have a high school diploma, GED or HSED certificate, or complete a high school education in a home-school setting that is treated as a home-school under state law.
- Be accepted in a program as a regular student working toward an associate degree or technical diploma in a financial aid eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid social security number.
- Meet satisfactory academic progress.
- Not be in default on a federal student loan nor owe a federal student grant repayment.
- Register with Selective Service (if applicable).

### **Financial Aid Payments**

#### **Textbook / Supply Charging**

Students who have been awarded financial aid, accepted financial aid and have enough funds available to cover the student's account balance will be allowed to charge their require textbooks and supplies through ECampus using financial aid funds. The student must also authorize Western to use any credit balance from financial aid funds in excess of tuition/fees, room/board to pay for other educational institutional charges by answer "yes" to the first question on the MyFinAid Questionnaire. If the student accepted loans, they must also complete the Master Promissory Note for a Sub/Unsub Loan (MPN) and Entrance Counseling. Textbook/supply charging will start approximately two weeks before the beginning of each term. Eligible students can charge through 3:00 p.m. the Date of Record (Census Date) which is the 2nd Friday of the term. For additional information about charging textbooks/supplies visit [www.westernnc.edu/charging-books](http://www.westernnc.edu/charging-books).

#### **Financial Aid Online Services**

Students can access their financial aid portal, MyFinAid, 24/7. Information regarding documents requested, the Master Promissory Note for a Sub/Unsub Loan (MPN), the Entrance Counseling, and student awards is available in MyFinAid. Student may also visit [www.westernnc.edu/financial-aid](http://www.westernnc.edu/financial-aid) for additional information on federal and state financial aid.

## **Satisfactory Academic Progress Requirements for Financial Aid Recipients**

Federal regulations require that colleges monitor the academic progress of students. Continued eligibility for financial aid for each academic term is based on the following satisfactory progress standards of Western:

- Successfully complete 67 percent of cumulative credits attempted.
- Successfully maintain a cumulative grade point average (GPA) of 2.0 or higher
- Successfully complete the program before attempting more than 150 percent of the credits required for graduation.

### **Financial Aid Warning**

Students will be placed on warning if their cumulative GPA falls below a 2.0, or if they do not successfully complete at least 67 percent of all credits attempted. Student will be removed from warning at the end of the following term if they attain a cumulative GPA of 2.0 or higher and successfully complete at least 67 percent of all credits attempted. Students may apply for and receive financial aid, if eligible, while on warning.

### **Financial Aid Suspension**

Students will be suspended if, following a warning term, their cumulative GPA is below 2.0 or they have not successfully completed at least 67 percent of all credits attempted. Once a student is suspended, they are ineligible to receive financial aid unless an appeal is granted.

### **Financial Aid Appeal Process**

Students who believe their circumstances merit reconsideration may appeal their suspension by submitting a Financial Aid Appeal. Students will receive an e-mail with the decision of the appeal and further instructions. If the Financial Aid Appeal is approved, the student will be placed on probation.

**Return of Title IV Funds** - Federal Regulation 34 CFR 668.22 specifies how a school must determine the amount of Title IV program assistance a student earns if they withdraw from school. The Title IV programs offered by Western Technical College that are covered by this law are as follows: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG). For more information, visit [www.westerntc.edu/eligibility](http://www.westerntc.edu/eligibility).

**Satisfactory Academic Progress (SAP)** - Federal regulations require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy. Title IV financial aid programs include: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct Parent PLUS Loan, and Federal Work-Study. The requirements of this policy apply to all students as one determinant of eligibility for financial aid. For more information, visit [www.westerntc.edu/eligibility](http://www.westerntc.edu/eligibility). Students will receive an email notifying them of failure to meet SAP standards.

### **Maximum Length of Financial Aid Eligibility**

Student eligibility for aid is related to the number of required credits to earn their degree. Maximum eligibility for financial aid is determined by taking the number of required program credits X 150%. (Example: an associate degree requires the completion of 64 credits.  $64 \times 150\% = 96$ . Students are not eligible for aid at the point when the remaining credits needed for graduation exceeds 96 less all attempted

credits.) Credits transferred from other colleges toward a program at Western will count toward the maximum number of attempted credits.

### **Scholarships**

More than 500 scholarships ranging from \$150 to \$2,500 are available for qualified students through Western Technical College Foundation. Some are program-related and others are open to all students. Western also provides access to many other scholarships granted by local and regional organizations. Online application submission and more information is available at [www.westerntc.edu/scholarships](http://www.westerntc.edu/scholarships).

For assistance or more information, contact Western Foundation Office at [foundation@westerntc.edu](mailto:foundation@westerntc.edu), (608) 785-9261 or Coleman Room 130.

## **FOOD PANTRY – CAVALIER CUPBOARD**

Located in the Learning Commons, this food pantry is meant to supplement what individuals are able to purchase on their own or receive from other community assistance programs. The Cavalier Cupboard provides students with access to hygiene baskets (in the 1st and 2nd floor female identifying restrooms of the Student Success Center), snack baskets (in The SPACE, Learning Commons, Student Life, General Studies, Sparta Public Safety Training Facility, & the Vehicle Technology Center), donated perishable and non-perishable food items, hygiene items, school items, diapers, and information on local food programs/resources. This service is open to all registered Western students with a valid student ID. Students are able to choose their own products each visit based on their personal and household needs. We encourage students to meet with our Basic Needs Resource Navigator to learn about other community food programs and resources.

The Cavalier Cupboard is affiliated with the Hunger Task Force of La Crosse. To learn more about the Cupboard, please visit <https://www.westerntc.edu/food-pantry>.

### **How to use the Cavalier Cupboard**

- First-time users need to register using a client in-take form at The SPACE in the Student Success Center, Room 222.
  - The personal information in this form will be kept confidential. We will only report utilization of the pantry to gain future donations.
- After the in-take form is completed, a staff member will walk with you to the Cavalier Cupboard to gain entry.
- Student IDs will be activated by the Student Life Office within a couple of days. If it has yet to be activated or if you have issues accessing the Cupboard, please come to The SPACE.

Students who have registered and have access via their student ID can swipe into the Cavalier Cupboard during business hours. You MUST have your student ID card with you to swipe into the Cavalier Cupboard. The Cavalier Cupboard is open 8:00 a.m. - 4:00 p.m. Monday through Friday, evening access is only granted to those students who have already completed the sign-up process. If you have questions about our service, you may contact us at [CavalierCupboard@westerntc.edu](mailto:CavalierCupboard@westerntc.edu), 608-785-9594, or visit us in The SPACE (located on the 2nd floor of the Student Success Center, room 222). Please visit <https://www.westerntc.edu/life-resources>

for more information about community resources in La Crosse and the surrounding areas.

## FOOD SERVICE

**The Union Market** is located on the first floor of the Kumm Center and handles all of Western's on campus food service to staff, students, and faculty. Our goal is to serve a wide variety of fast, fresh, made-to-order food to meet everyone's dietary needs. Whether you're on the run between classes, or have some time to stop and watch TV in our dining area, we are confident that there is something for everyone. The Union Market is comprised of five restaurants under one roof along with our wide variety of made-in-house grab-n-go options. Options include Hub's Burgers and Sandwiches, Cavalini's Pizza, Chop's Mongolian Grill, Erbert and Gerbet's Sandwich Shop (Bistro), and 7th Street Burrito's. For menu options and hours, visit [www.TheUnionMarket.com](http://www.TheUnionMarket.com).

### Market Money

Market Money is a pre-paid debit account that can be accessed with your Western ID Card to purchase food and beverages from the Union Market. To make a deposit, simply go to our campus card center website at <https://westerntc.campuscardcenter.com> and follow the easy steps to deposit money into your account. Once the deposit is processed, your funds are available immediately and your balance will be available until you are no longer a student at Western. All students receive a 5.5% tax savings on all purchases using your Market Money account in the Union Market.

## HEALTH SERVICES

### Cavalier Student Wellness

The Cavalier Student Wellness engages students to live a healthy, active, and fulfilling lifestyle that supports holistic well-being. The Cavalier Student Wellness Program emphasizes the eight dimensions of wellness that includes social, spiritual, physical, financial, occupational, Intellectual, environmental, and emotional. Students have a variety of ways to engage in student wellness activities via resources guides, workshops, health promotion activities and events.

Want to learn more about the Cavalier Student Wellness Program? Follow the Cavalier Student Wellness program on Engage.

### Student Health Center

The Student Health Center, located in the Health Science Center, corner of Badger and 13th Streets in La Crosse, provides comprehensive primary care services for Western students with a valid student ID. Services include primary care for illness or injury, care for chronic health problems, minor surgical procedures, medical management of mental health concerns, obstetric (limited) exams and gynecological services, immunization and TB testing, physical exams, reproductive services, basic lab services, allergy injections, STI testing, physical therapy services, consultation and referral. Cost of this service is provided by student activity money with the exception of a \$10 per visit co-pay. Students may be responsible for the cost of additional services such as, but not limited to, ongoing therapy, medications, x-rays, and comprehensive tests. Any charges are billed directly to the student account. Eligibility guidelines for Student Health Center Services follow:

### Fall and Spring Term

Enroll for six credits or more **OR** enroll for at least one credit and pay a \$100 fee

## **Summer Term**

Enroll for six credits or more **OR** enroll for at least one credit and pay a \$50 fee; **OR** enroll for spring term and fall term, but not summer term and pay \$50 fee. Appointments are recommended; please call **(608) 785-8558**. Visit [www.uwlax.edu/StudentHealth](http://www.uwlax.edu/StudentHealth) for more information.

## **Student Accident Insurance**

Students enrolled in degree classes will be automatically enrolled in the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. The cost of this plan will be \$4.50 per term and will automatically be assessed to the student at the beginning of each term. This coverage is secondary to any other insurance coverage students may already have.

This Accident Only Insurance Plan covers the student when an accident occurs while on campus, attending a practicum program, or attending a recognized student group activity approved by Western Technical College. Coverage is in place while on school premises when school is in session and during College-approved activities. Coverage is in place to and from a Western Technical College sponsored event within the state of Wisconsin, and up to 2 hours from the Wisconsin state border.

The plan offers comprehensive benefits that include hospital room and board, inpatient and outpatient surgical procedures, labs and x-rays, physician office visits, ambulance, durable medical equipment, emergency care, and prescription drugs as related to the accident. There are no deductibles and the maximum benefit allowed for each accident is \$100,000. Students are responsible for processing their own claims.

## **Student Health Insurance**

Western Technical College DOES NOT carry health insurance to cover students while attending classes at the College. This means that each student is responsible for their own coverage in case of an illness that might require medical attention. Students who are not covered under a parent's, an employer, or a personal policy are encouraged to consider applying for personal coverage. Coverage options are available at [www.healthcare.gov](http://www.healthcare.gov).

## **Wellness Center**

The Western Wellness Center assists students in achieving health and wellness goals that enhance their academic, professional and personal development. The Wellness Center is housed in the lower level of the Administrative Center, located at the corner of 7th and Main Streets and is open over 75 hours per week during the academic year.

Students taking three or more credits have free use of the Wellness Center that provides access to state-of-the-art equipment including cardiovascular machines, strength training equipment, free weights, and a gymnasium. Full shower facilities include free locker and towel use. The Western Wellness Center provides an array of services to support your health and wellness journey including free group fitness classes, personal training, health coaching, and massage therapy. Additional programs include intramural sport leagues and tournaments. Students have the opportunity to participate in an assortment of team and individual sports regardless of skill level or experience. The Wellness Center also serves the campus by coordinating a number of wellness programs throughout the year, such as health promotion initiatives, tabling events, and other special events.

For more information, visit the Wellness Center website at:

[www.westerntc.edu/wellness-center](http://www.westerntc.edu/wellness-center)

## HOUSING ON-CAMPUS/HOUSING OFFICE

Western has a 200-bed, suite-style residence hall, which provides on-campus housing. Western Residence Hall is located at 820 La Crosse Street in La Crosse.

The Student Life Office also maintains information regarding off-campus housing resources. The Student Life Office is located in Kumm Center, Room 100, **(608) 785-9445**.

Visit [www.westerntc.edu/housing](http://www.westerntc.edu/housing) for more information.

## INSTRUCTIONAL MEDIA CENTER (IMC)

Services available to students include:

- Digital still-camera checkout with student ID
- Color photocopying
- Use of media equipment as authorized by instructors

The IMC is located at the in room 300 of the Coleman Center on the La Crosse campus. The IMC hours are 7:00 a.m.-8:00 p.m., Monday-Thursday, and 7:00 a.m.-4:00 p.m. on Fridays. For more information, call **(608) 785-9107**.

## LEARNER SUPPORT AND TRANSITION DIVISION

The Learner Support and Transition Division serves students at eight District locations including all Western campuses. The unit offers four major academic programs and a variety of specialized services supporting unique student populations. The four academic program areas are:

- Adult Basic Education (ABE)
- Developmental Studies – math, reading, writing, chemistry, and biology
- High School Credential – GED, HSED
- English Language Learning (ELL)

For more information, please contact the Learner Support and Transition office at **(608) 785-9535** or the Learner Support instructor at your local Western campus.

## LOCKERS

A limited number of lockers are available for enrolled students on a first-come, first-serve basis, but you will need to provide your own lock. Lockers are to be used for academic purposes only. At no time should food or illegal materials be stored in campus lockers.

All locks must be removed at the end of the spring term. Notice will be given one month in advance of the final day of the term. After that time, locks will be removed by Western staff. Personal items will be placed in storage for 90 days. After 90 days, the contents will be disposed of.

## MILITARY RELATED PROCEDURES

**Military/Active Duty Orders:** Any student being placed on Military Orders must provide those orders to the School Certifying Official in the Weber Family Veteran Military Student Center. Notice should also be given to all faculty. Any student going on Military orders for less than 2 weeks will be given the option to make up the missed work if it is reasonable to make it up. If missed work or class is not reasonable to make up students are protected by law and can withdraw without penalty. Students that are placed on orders for more than 30 days should see the School Certifying Official about their options for withdrawal and readmission rights.

**VA Related Appointments:** VA medical appointments are an excused absence from class. Prior notice should be given to faculty.

**Tuition Payments:** Per State and Federal Law, the college is required to wait for payment from the VA for tuition and fees paid by the Post 9/11 GI Bill and Chapter 31, Vocational Rehabilitation Program. No late fees, no holds on registering or any other punitive action will be imposed on the student for up to 90 days after certification. All tuition and fees for non-VA payments will be the responsibility of the student and failure to pay that portion can result in punitive action for nonpayment.

**Priority Registration:** State law gives all Veterans, Reservists and Active Duty Soldiers priority to register one day before all other students in their same registration status.

**Requesting Military (CPL) Credit for Prior Learning Steps:** 1. Meet with Veterans Specialist in the VMC to discuss military training and experience, request transcripts and complete paperwork. Call (608) 785-9436 to set up consultation appointment. 2. The Joint Services Transcript (JST) may be requested electronically at <http://jst.doded.mil> for Army, Coast Guard, Marine Corps, and Navy veterans or service members. For U.S. Air Force: Community College of the Air Force (CCAF) – transcripts may be requested at <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp> 3. Feedback is provided upon completion of transcript evaluation. Results will be emailed to student. Registrar will post awarded credits to Western Technical College transcript.

**NEW-Credit for Prior Learning Waiver:** State and Federal Law requires the college to evaluate Military transcripts for credit. Credit can be waived per the student's request, please contact the Weber Family Veteran Military Student Center for more information

**Application Fees:** Application fees are waived for Veterans, Military family members, Reservists and Active Duty soldiers.

## THE SPACE – THE STUDENT PLACE OF ACTION, CULTURE, AND EMPOWERMENT

The Student Place of Action, Culture, and Empowerment (The SPACE) is housed on the second floor of the Student Success Center in Room 222. The Departments of Equity, Inclusion, & Community Engagement and Career Services are housed in The SPACE.

Services Offered Include:



- Intercultural Programming
- Cavalier Cupboard (Food Pantry)
- Volunteer Opportunities
- Workshops & Trainings
- Strengths Coaching
- Individualized Support and Advocacy
- Career Coaching
- Resume and Cover Letter Assistance
- Job Search Assistance
- Mock Interviewing
- Internship/Job Shadow Support

The physical space offers a relaxing atmosphere to socialize, meet new folks, and study. We offer board games, puzzles, , free printing, snacks, and coffee. For more information, please visit

<https://www.westerntc.edu/equity-inclusion-communityengagement> or <https://engage.westerntc.edu/organization/thespace>, call 608-785-9594, or email [TheSPACE@westerntc.edu](mailto:TheSPACE@westerntc.edu).

## MYWESTERN

Western’s student information system is located at [www.westerntc.edu/current-students](http://www.westerntc.edu/current-students). Click on the MyWestern link for the many services available to students online.

- Self-Service
- MyFinAid
- My Book List
- My Schedule
- My Course Drop Dates
- Refund Policy
- Print Balance

Click on the Self-Service link for additional services available to students online.

- Registration
- Search for Classes
- Academic Plan
- Grades
- Finances

## NAME-IN-USE (PREFERRED NAME)

Western Technical College is committed to being a safe, inclusive, and accessible space for all people, free from discrimination and harassment. The College is legally required to use a student’s or co-worker’s legal name. However, Western recognizes that students and co-workers may choose to identify themselves with a name in use – differing from their current legal name – where feasible.

In accordance with the College's harassment and nondiscrimination policy, the following guidelines shall be followed, subject to laws, regulations, procedures, and policies of those entities of Western Technical College:

1. Name-in-use may not be used for the purpose of impersonating, deceit, misrepresentation, or fraud.
2. Western reserves the right to remove a name-in-use if it contains inappropriate language, hate speech, or will cause harm to another person or group of people.
3. Requesting a name-in-use change is not the same as a legal name change through the court system.
4. Western will attempt to display the name-in-use to the College community where feasible and appropriate and make a good-faith effort to update reports, documents, and systems accordingly.

### **Procedure:**

1. Name-in-use option will be included in the application to Western Technical College.
2. Name-in-use will be updated upon completion of Name-in-Use Change Request form (completed form emailed to [registration@westerntc.edu](mailto:registration@westerntc.edu)) on:
  - a. Student database used by staff, instructors, and administrators.
  - b. Email/Outlook accounts
  - c. MyWestern
  - d. Student ID cards (Western will cover the cost)
  - e. Display and username for Blackboard
  - f. Class rosters
  - g. Academic certifications or diplomas
  - h. Residence Life rosters
  - i. Faculty/staff directory
  - j. Certain internal communication from the College
3. Legal names will be used for legal purposes, which include, but are not limited to:
  - a. Official Transcripts
  - b. Enrollment verification
  - c. National Student Clearinghouse
  - d. Tax forms
  - e. Medical records
  - f. Financial aid documents
  - g. Employment records
  - h. Federal Request for Information
  - i. Federal Immigration documents
  - j. External communications (i.e. mailings, President's List announcements, etc.)
4. Co-Workers: To change name-in-use or pronouns, co-workers must complete the Personal Information Change form found on the HR intranet

page. Any questions can be directed to the Manager – Employment, Compensation, and Compliance.

## NON-TRADITIONAL OCCUPATIONS

Non-traditional careers are occupations where less than 25% of the workers are of one gender or the other. For example: women enrolled in biomedical electronics, electrical engineering, construction, welding or many more. Or, men enrolled in nursing or early childhood along with many other programs that are categorized as non-traditional occupations (NTO) by the Department of Labor.

Caitlin Locy, Manager of Outreach and Admissions is located in the Student Success Center. Please call **(608) 789-6022**, email [locyc@westerntc.edu](mailto:locyc@westerntc.edu), or visit [www.westerntc.edu/nto](http://www.westerntc.edu/nto) to learn more.

## Private Wellness Rooms for Personal Needs

Western has designated Wellness rooms for personal use, including lactation (breast pumping). Under Wisconsin law, women may breastfeed their child in any area where the general public is allowed to go.

- **Baby Changing Stations**
  - Kumm Center First Floor North (both restrooms)
  - Kumm Center Second Floor (both restrooms)
  - Kumm Center Third Floor (both restrooms)
  - Kumm Center Fourth Floor (both restrooms)
  - Coleman Center First Floor (both unisex and family restrooms)
  - Lunda Center (all four restrooms)
  - Student Success Center First Floor Family Restroom on main corridor
  - Integrated Technology Center second floor unisex/gender neutral restroom
  - Black River Falls (both restrooms)
  - Sparta (women's restroom by Room 125)
  - Mauston (women's restroom by Room 148)
- **Nursing/Lactation Rooms**
  - Administrative Center Room 219
  - Coleman Center Room 252
  - Student Success Center Room 110
- **Family Restrooms**
  - Coleman Center First Floor
  - Student Success Center First Floor (three near Welcome Center, one inside Learner Support Testing Center)

## ALL-GENDER RESTROOM LOCATIONS

- Administrative Center (3): First, Second, and Third Floors

- Coleman Center First Floor (2): By C-100 and across from C-124
- ITC Second Floor: Across from T-209
- Residence Hall (2): First Floor Near Vending
- Sparta: Shooting Range Building
- Student Success Center (4): 3 by Welcome Center, 1 in S-156
- Automotive (2): North End of Main Corridor and Within Bay B
- Diesel: South Locker Room
- Viroqua: Across from 105

## SERVICE ANIMAL ON CAMPUS

### Policy

**The College prohibits the presence of any animal in college controlled and managed facilities, except under the following exemptions:**

1. Service animals specially trained for and under the control of an individual with a disability
2. Emotional support animals as permitted only in the residence hall with an approved housing accommodation request, in accordance to the Fair Housing Act
3. Registered therapy animals brought on campus by approved handlers for college approved events or programming
4. On-duty police K-9 or rescue dogs
5. Teaching animals as specified in program curriculum and approved by the Vice President for Academic Affairs or designee

Any permitted animal must remain under the control of the handler at all times and is solely the handler's responsibility. Western reserves the right to exclude an exempted animal whose behavior poses a disruption to the learning environment and/or a threat to the health or safety of others.

### Procedure

The purpose of these procedures is to ensure that students with disabilities who have service animals can participate in and benefit from district services, programs and activities, and to ensure that the district does not discriminate on the basis of disability as identified in Titles I and III of the Americans with Disabilities Act (ADA).

### Definition of Service Animal

The Americans with Disabilities Act (ADA) defines a service animal as a dog (or miniature horse) that is individually trained to respond to an individual's needs and to do work or perform tasks for the benefit of an individual with a disability. An animal that is used to provide only an emotionally supportive therapeutic service for a student does not meet the definition of a Service Animal.

### Definition of Emotional Support/Comfort Animal

Any animal used as part of a medical treatment plan to provide companionship and help with issues such as depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist an individual

### USE OF SERVICE ANIMAL ON CAMPUS

#### Students

Western encourages, but does not require, students to make themselves known to

the college through Access Services should they desire to have a service animal accompany them in academic classes, activities, or services on campus.

If a student plans to have their service animal live with them in the residence hall or is requesting use of an emotional support animal, you must provide notice to Access Services and complete the required accommodation request for on-campus housing.

### **Employees**

Employee requests to have a service animal at work, shall be coordinated through the Director of Human Resources.

### **Visitors**

Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public. Specific questions related to the use of service animals on the campus by visitors can be directed to Access Services.

### **Restrictions**

There are certain areas that may be considered unsafe for the service dog and its handler, or where the presence of an animal might interfere with the safety of others, such as, but not limited to, chemistry labs, industrial labs, or surgical suites. Exceptions will be made on a case-by-case basis with consultation to Access Services. If it is determined that an area is unsafe, reasonable accommodations will be provided to assure equal access to the student.

### **Guidance and Responsibilities of Handlers of Permitted Animals:**

- The handler must be able to provide proof of current rabies vaccinations.
- The service animal is in a harness or on a leash at all times.
- The service animal is under control at all times.
- The supervision of the service animal is the responsibility of its handler.
- Regular bathing of the service animal is expected to avoid odor and shedding.
- The service animal must be toilet trained; the handler is responsible for the cleanup of animal waste.
- The handler must use appropriate toilet areas for the service animal.
- The handler is financially responsible for any property damage, bodily injury, or personal injury caused by the service animal

Allergies and fear of dogs are not considered valid reasons under the ADA for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

Under what circumstances can a service animal be asked to leave or not allowed participation on campus?

- If a service animal is found to be disruptive in the classroom;
- If a service animal shows aggression towards their handler or other members of campus or the community;
- If a service animal is physically ill;
- If the service animal is unreasonably dirty;

- Any place on campus where the presence of a service animal causes danger to the safety of the handler or other students/member of campus; or
- Any place on campus where a service animal's safety is compromised

### **Appeals and Grievances**

Anyone who believes the College did not follow the established procedure regarding animals on campus or discriminated against him or her in denying an animal on campus, may file an appeal/grievance with the College. For students or visitors, grievances can be filed online at [https://cm.maxient.com/reportingform.php?WesternTC&layout\\_id=1](https://cm.maxient.com/reportingform.php?WesternTC&layout_id=1).

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **Alumni Association**

When you graduate, you are automatically a member of the Western Alumni Association, and it's free! Its mission is to celebrate and build traditions while promoting high quality education by engaging alumni and students. Events, communications, and services are provided to support your career and bring your college experience with you no matter where you live. Some benefits include admittance to athletic events, eligibility for special insurance products, an Alumni Association scholarship, and even keeping your Western email.

### **Alumni Office**

Colman Center, Room 130

Phone: **608-789-6083** or Email: [alumni@westerntc.edu](mailto:alumni@westerntc.edu)

[www.westerntc.edu/alumni](http://www.westerntc.edu/alumni)

### **Campus Events**

The Campus Events Committee is involved in bringing high quality entertainment to campus to ensure that your stay at Western is not only educational but fun! Most events are held in the Union Market and include musical performers, variety acts, comedians, and lecturers. Look for posters around campus throughout the year advertising upcoming events.

### **Intramural and Rec Sports**

Western Technical College combines efforts with Viterbo University to bring an Intramural & Rec Sports program that offers students and staff the opportunity to participate and compete regardless of skill level or experience. A variety of sport leagues, one-time tournaments, and special events are offered throughout the year.

Visit the Wellness Center website at

[www.westerntc.edu/wellness-center](http://www.westerntc.edu/wellness-center) for current offerings.

### **Western ENGAGE**

Western ENGAGE is the college's online student engagement plan for Western community members to find ways to get involved, build community, learn about campus resources, and find events specific to their interests/needs. For upcoming events and involvement opportunities like student clubs/organizations, please visit <https://engage.westerntc.edu>.

There are many churches in the La Crosse area from which to choose. A list can be found at the La Crosse Area Visitor's website. The SPACE or Student Life Office staff may also be able to provide suggestions for cultural preferences.

Wisconsin state law ensures the College will make reasonable accommodations for

any students' sincerely-held religious beliefs for the purpose of scheduling examinations and other academic requirements. Please see your instructor to make alternate arrangements.

Should questions arise, contact the vice president for learning on the second floor of the Administration Center.

### **Student Government**

As a student, you can help make important decisions about campus life by participating in Western's Student Government. All students may participate in Student Government as members at large or as an elected representative from a student club or organization. Student Government is the official voice of the students at Western and maintains a liaison with organizations and with Western's administration. This group sets the budget for allocation of student activity fees and also funds campus events that occur during the year.

The Executive Board, which includes the president, vice president, treasurer, parliamentarian, press secretary, and campus events coordinator, is elected in the spring for the following school year. Elected in the fall, is the secretary position.

Student Government's general assembly meetings are held on the first and third Mondays of each month during the open hour, 11:30 a.m.-12:30 p.m. Current issues, concerns and events relating to students and the college are discussed at these meetings. For more information about Student Government stop by Kumm Center, Room 100, call **(608) 785-9444**, or visit [www.westernsg.org/about](http://www.westernsg.org/about)

### **Recreational Activities**

Western Technical College offers an array of Recreational activities including varsity athletics, intramural, extramural, and club sports that offer students the opportunity to participate and compete regardless of skill level or experience. A variety of open recreation, sport leagues, one-time tournaments, and special events are offered throughout the year. Visit the Wellness Center website at [www.westerntc.edu/wellness-center](http://www.westerntc.edu/wellness-center) or visit the Western Wellness Center on engage for more information.

### **Varsity Athletics**

Varsity offers an array of varsity athletics teams that allow students to compete at a high-level including team and individual sport offerings. Team sports include men's baseball and women's volleyball. To be eligible for the athletic competition in varsity the varsity team sports, you must meet the regulations of the National Junior College Athletic Association, be enrolled in a minimum of 12 credits. Individual sports include clay target, esports, and powerlifting that are open to all students regardless of the number of credits, geographic location, and skill level.

For more information and to join a team, go to [www.westerncavaliers.com](http://www.westerncavaliers.com)

## **STUDENT E-MAIL ACCOUNT/MYWESTERN**

**All students at Western have an email account through the college where information about financial aid, billing, official college announcements, class notifications and student events will be sent. The email address assigned to the student will be sent in an email and is also posted in their 'My Western' account. The initial password will be sent to the student's personal email address on file, if no personal email address is on file an account is not generated. To access your student email account, click on the 'Current Student' link on the**

home page (<http://www.westerntc.edu>) and then click the 'Student Email' link from the home page (<http://www.westerntc.edu>) or directly at: <http://outlook.com/students.westerntc.edu>. The username for email is your full email address (xxxxx@students.westerntc.edu). The username for 'MyWestern', computers and Blackboard is the student ID number. The password for student email, 'My Western', Blackboard, and campus computers may be reset at: <https://kb.westerntc.edu/88343> If unsuccessful, please contact the help desk at (608) 789-6266 or email: [pcservice@westerntc.edu](mailto:pcservice@westerntc.edu).

Microsoft Office software is also available for download and installation through the student email account. A link in our Knowledge Base to instructions on how to obtain Office 365 can be found here: <https://kb.westerntc.edu/88343>

## VOLUNTEER OPPORTUNITIES/COMMUNITY ENGAGEMENT

Community Engagement supports student success, advising them throughout various volunteer, service learning, community-based learning, or civic engagement opportunities. If you are looking for volunteer service opportunities in the local area, go to [www.westerntc.edu/Ugetconnected](http://www.westerntc.edu/Ugetconnected) to view a list of non-profit organization needs. Log in to Western's UGetConnected website by entering your Western email and password. Students can use this platform to track their service hours and download their volunteer resumes. For more information about Western's UGetConnected or community-related opportunities, contact The SPACE at [TheSPACE@westerntc.edu](mailto:TheSPACE@westerntc.edu).

## WEBER FAMILY VETERAN MILITARY STUDENT CENTER (VMC)

The VMC provides assistance with processing Federal and State VA educational benefits for military-connected students, evaluates military training and experience for possible academic credit and provides a one-stop center for resources and referral. The VMC Military Student Lounge provides a place for all military connected students to build comradery, enjoy the coffee bar, study and relax.

## WESTERN LEARNING COMMONS

The Western Learning Commons, located on the second floor of the Student Success Center, provides free, individualized guidance from instructors and peer tutors. The LC is a welcoming, student-centered space where staff are happy to direct students to a variety of resources such as academic support, social and emotional support, the food pantry, and other services.

Further information is available at (608) 785-9198 and on the Learning Commons website at

[www.westerntc.edu/learning-commons](http://www.westerntc.edu/learning-commons).

### Library Services

The Learning Commons houses physical and electronic sources as well as other items for checkout. Western students with valid College IDs have access to a number of sources and services, such as:

- Print and electronic materials
- Course reserve (textbook) collection
- Interlibrary loan
- Study and collaboration spaces
- Computers, black/white and color printing, and photocopier
- The library services web page is available 24 hours a day at



[www.westerntc.edu/library](http://www.westerntc.edu/library)

The library services web page is available 24 hours a day at [www.westerntc.edu/library](http://www.westerntc.edu/library)

### **Math Center**

The Math Center offers free walk-in tutoring to all Western students for any course involving mathematics. Students seeking to improve their skills in mathematics have access to a variety of services and resources within the Math Center, including:

- Knowledgeable staff
- Assistance with math questions or concepts
- Development of math study skills and strategies
- Test and quiz review
- Calculators
- Computers
- Course textbooks
- Workshops for select topics or study skills

We are here to support your success! No appointments are necessary, and all students are welcome!

### **Writing Center**

Communications (reading, writing, and speech) at the college level can be challenging and stressful. Thankfully, we have professionals to support you in all aspects of communications. We offer writing and speech support, such as:

- Brainstorming topics and organizing ideas for any writing project or speech
- Researching and writing across the curriculum
- Implementing MLA, APA, or other citation styles/ formatting
- Grammar and punctuation assistance
- Resume and cover letter support
- Job and scholarship applications
- Study strategies and test preparation

Reading at the college level is much different than reading for enjoyment. If you find yourself not understanding what you are reading, let us know so we can provide you with suggestions and strategies to help you now and in your future career choice.

### **Online Writing Center**

Want some help with that paper but can't make it to the Writing Center in person? Submit your work to an online tutor for feedback. The Online Writing Center is a free service to all enrolled Western students. Visit Western Technical College's Online Writing Center, a site designed to help students build their writing skills; find links to research and writing resources on the web; read about the process and the mechanics of writing; read a journal of outstanding student work, or work with your instructor to submit your own writing to the journal; Visit us today at [www.westerntc.edu/online-writing-center!](http://www.westerntc.edu/online-writing-center)

### **Peer Tutoring**

There is no substitute for attending class, completing all the assignments, and

speaking to your instructors to ensure you reach success in all your classes. Nevertheless, there are times when some parts of the class seem to really be a challenge. If that is the case, a peer tutor may benefit you! Peer tutors are trained by the Learning Commons staff, and have met specific qualifications to be hired. Stop on in and talk with us about whether a peer tutor is the right strategy for you.

We are always looking for peer tutors to help out other students. If you want to earn a little extra cash, want to support other students, and received an "A/B" or better in the course, we are looking for you! Come talk with us. Not only will you learn more about the subject you tutor, but you will learn more about learning strategies for your own success. Plus, it looks great on your resume!

### **Personalized Applied Learning Strategies (PALS)**

Welcome to college! You are not in this alone. Students who feel they need something extra in order to help guide their journey through college can self-refer for a FREE personalized applied learning strategies (PALS) workshop or course in the Learning Commons. Instructors, advisors, and program chairs may also refer students for a PALS assessment, workshop or course, and an academic plan to ensure they pass essential courses and maintain good standing in their academic program of choice. The Learning Commons staff works directly with you to build a plan of action that best serves you and supports your personal and academic goals. In truth, any student, at any level, and in any course can benefit from a PALS academic plan, workshop, or course. What is a FREE PALS workshop?

- Personalized learning plan that considers your learning style, needs, and goals
- Designed to target skills that will help you pass your course(s)
- Taught one-on-one & reinforced using an approved curriculum
- All skills are directly applied to your course readings and assignments
- Direct and personalized support with trained instructional and academic support staff
- Encourages building relationships with instructors, advisors, tutors, and the supports available to students across campus

Contact us or talk with your advisor to see if PALS is right for you!

### **WIRELESS AT WESTERN**

Wireless Networking is generally available on campus. Access to the wireless network is the same login information to connect to the College network (student ID and password). For other questions, please contact the Western help desk at **(608) 789-6266**.

### **ACADEMIC INTEGRITY POLICY**

Western Technical College is committed to upholding academic integrity in all modes of learning. Faculty, students and staff are all responsible for ensuring the integrity, fairness, and honesty of the intellectual environment. Academic integrity violations, include, but are not limited to, cheating, plagiarism, falsification and other forms of dishonest or unethical behavior, and are considered a violation of the Student Code of Conduct.

#### **Academic Dishonesty Definitions:**

Violations of academic integrity include, but is not limited to, the following behaviors:

- Cheating – using or attempting to use materials, information or communications

without permission of the instructor. Examples include, but are not limited to:

- Copying or allowing another person to copy a test paper, assignment, report or any other graded material
- Using external aids of any kind (e.g. notes, books, electronic devices, and information from others) or a test, quiz or other graded assessment without permission of instructor.
- Taking a test for someone else or having someone else complete a test or graded assessment in one's place
- Using, buying, selling, stealing, soliciting or copying any contents of an examination, quiz or other graded assessment without authorization of instructor
- **Plagiarism** – intentionally or unintentionally representing another person's work as one's own. Examples include, but are not limited to:
  - Quoting, paraphrasing or summarizing another's work or ideas without properly acknowledging or citing the source of the work
  - Submitting another person's work as one's own, including purchasing another's work to submit as one's own
- **Unauthorized Collaboration** – sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor
- **Fabrication** – using invented, altered, forged or falsified information in academic work or documentation whether in hard copy or electronic format
- **Multiple submission** – the submission of the same work or substantially the same work to more than one class, and/or submission of prior academic work submitted for credit at a different institution
- **Academic Misconduct** – other forms of dishonesty or inappropriate conduct. Examples included, but are not limited to:
  - Requesting an academic benefit such as requesting an extension, excused absence, or other benefit based on false information or deception
  - Knowingly and willingly damaging the efforts or work of other students
  - Accessing student or faculty records or files without authorization
  - Misrepresenting oneself as a student or faculty member to obtain protected information or other academic or personal benefit

#### ACADEMIC INTEGRITY PROCEDURE:

To ensure a fair and timely resolution to any academic integrity allegations, the following process shall be implemented:

1. Course level process - Faculty notifies the student of the suspicion of academic dishonesty and offers to discuss the matter in person, by phone or via email
  - a. If student accepts responsibility – faculty determines appropriate outcome (see below), notifies student of outcome, and documents via Academic Integrity Report  
**([https://cm.maxient.com/reportingform.php?WesternTC&layout\\_id=11](https://cm.maxient.com/reportingform.php?WesternTC&layout_id=11))**
  - b. If student denies allegation – faculty reviews all information to determine if a violation of academic integrity occurred, determines appropriate outcome (if applicable), notifies student of outcome and right to appeal decision to ac-

academic dean (along with appropriate contact information), and documents via Academic Integrity Report

[https://cm.maxient.com/reportingform.php?WesternTC&layout\\_id=11](https://cm.maxient.com/reportingform.php?WesternTC&layout_id=11)

Upon notification to the student of an allegation of academic dishonesty, the student is prohibited from withdrawing from the course while the allegation is being considered. Students found to be in violation are prohibited from withdrawing from the course at any time. Attempting to withdraw will result in a violation of the Student Code of Conduct and be referred to the Student Life Office for resolution.

Outcomes will be at the discretion of the instructor and may include, but is not limited to, one or more of the following:

- Verbal or written warning to the student
- Student Success Plan
- Deduction of points or assigning a failing grade or score for the work or assessment in question
- Assigning a failing grade for the course (with prior consultation of academic dean)

Students found to be in violation of the academic integrity policy have the right to appeal the process. The appeal is limited to failure to notify student of allegation, failing to provide student opportunity to discuss allegation, failing to follow the published academic integrity process, or other specific error or omission that may have influenced the outcome.

The appeal for a course level academic integrity allegation must be made in writing to the academic dean or designee within five (5) calendar days of student receiving notification of outcome of violation. The dean or designee will make a final decision after full review and consideration of the process and related information. The student and instructor will be notified in writing of the decision. The decision of the dean or designee is final.

OR

2. College level process - Repeat academic integrity violations and/or allegations that include possible violation of other Student Code of Conduct standards will be referred to the Manager of Student Life and Integrity to be addressed through the Student Code of Conduct procedure.

At the college level process, outcomes for allegations referred to the Dean of Students may include, but is not limited to, one or more of the following:

- Verbal or written warning
- Non-academic probation
- Community service assignment
- Suspension or dismissal from program (with consultation of academic dean)

The appeal for an academic integrity allegation addressed by Manager of Student Life and Integrity must be made in writing to the Office of the Vice President for Student Services and Engagement within ten (10) calendar days of student receiving notification of outcome of violation. A vice president will make a final decision after full review and consideration of the process and related information. The student and instructor will be notified in writing of the decision. The decision of the vice president is final.

## ALCOHOL, TOBACCO AND OTHER DRUGS

### **Alcohol, Tobacco and Other Drug Abuse (ATODA)**

Students who are concerned about their own or a friend or family members alcohol, tobacco or drug use may receive short term counseling or referral services to community resources to help address their issues. If you'd like to arrange a visit with a counselor, simply call our Welcome Center at **(608) 785-9553** and request a counseling appointment.

Visit [www.westerntc.edu/counseling](http://www.westerntc.edu/counseling) for more information.

### **Alcohol and Drug Policy for Employees and Students**

The College is committed to maintaining a drug-free learning and work environment. The College Board and employees recognize that the abuse of alcohol and other drugs interferes with a person's ability to learn and work and increases the risk of accidents and serious health problems.

While on College premises, conducting College business, or participating in College-sponsored events or activities, no employee, student, partner or guest shall possess, store, use, sell, distribute, solicit, purchase or manufacture drugs, drug paraphernalia, or alcohol. This prohibition applies to all College sites and facilities, including leased property and clinical sites. All students and employees are prohibited from being under the influence of alcohol or drugs while on College premises, conducting College business, or participating in College-sponsored events or activities.

For the purposes of this policy, the term "drugs" means any controlled substances and any other substances that cause or result in intoxication or discernibly altered states of mood or mind, including unregulated substances intentionally used in order to produce intoxication or discernibly altered states of mood or mind. The term "drugs" includes any "look alike" substances which are intended to resemble or be mistaken for drugs, as defined by this policy. The term "drugs" does not include substances possessed or used by an employee or student pursuant to the employee's or student's valid prescription.

The legal use of drugs prescribed by a medical professional for the employee is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his or her job in a safe manner. The College may conduct drug or alcohol testing for students and employees at any given time with individualized suspicion, unless otherwise prohibited by federal or state law.

Employees and/or students seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as seeking the assistance from the Western Counseling Department, Employee Assistance Program, or referral to an appropriate rehabilitation program where possible.

The College and the Wisconsin Technical College System Board policy forbid the expenditure of tax dollars and/or student activity fees for alcoholic beverages. The advertising of alcoholic beverages is prohibited on College property and in College publications.

Exceptions to this policy may be made by the College President or his/her designee only. Violators of this policy may be subject to disciplinary action and/or referral to law enforcement officials for prosecution under specific state, federal, or local laws.

This policy is adopted in accordance with the 1989 Wisconsin Act 121, the

Drug-Free Schools and Community Acts Amendments of 1989 (Public Law 101-226), and Wisconsin State Statute, Chapter 161.961, Uniform Controlled Substances Act.

The possession, use and sale of alcohol and controlled substances are regulated by Western Technical College in accordance with: (1) the Drug-free Schools Act, (2) the Drug-free Workplace Act, (3) applicable provisions of federal, state, and municipal law, and (4) WTCS District policies. The possession, use, sale, and transfer of alcohol and/or controlled substances on College property are strictly prohibited. Violations of this policy will be referred to the Student Life office for conduct action and/or to local law enforcement.

Under Wisconsin state law, penalties for violations of the statutes regulating illegal use of alcohol (Chapter 125), range from a fine of \$500 for a first violation and up to \$10,000 for additional violations and could result in suspension of one's driver license. Penalties for violations of the state statutes regulating controlled substances (Chapter 961) range from 6 years to up to 40 years in prison plus fines up to \$10,000 depending on classification of controlled substance and factors such as quantity involved, nature of the offense (sale, use, etc.) and prior criminal record of offender. Under federal law, penalties for violations of use, possession or trafficking can range from 6 years to life in prison and fines up to \$25,000 (Title 21 United States Code).

The Western Counseling Center provides short term individual counseling, and referral services to students and staff. The Well Rounded Workgroup provides alcohol and other drug prevention efforts throughout the College. Western's Drug and Alcohol Abuse Prevention Program (DAAPP) can be found under the policies and procedure section at [westerntc.edu/student-rights-concerns-and-disclosures](http://westerntc.edu/student-rights-concerns-and-disclosures).

For more information, review the Alcohol and Drug Policy and Procedure for Employees and Students (C0105 and C0105p) on [www.westerntc.edu](http://www.westerntc.edu).

### **Student Drug/Alcohol Testing Policy**

Any student at Western who appears to be impaired or under the influence of alcohol or a controlled substance while on campus or participating in any learning or co-curricular activity may be required to submit to drug and/or alcohol testing (paid for by the College) under the following circumstances:

1. If a college employee has *reasonable objective suspicion* to believe a student is impaired or under the influence of a controlled substance(s), abused prescription drug(s), alcohol, or other mind-altering substance(s), and is posing a safety concern or is disruptive to the learning or community environment.
2. If a student is involved in an accident or incident resulting in injury to a person and/or damage to property or equipment, and where safety measures are ignored or the incident was the result of a careless act.

For more information, review the Student Drug and Alcohol Testing Policy and Procedure (E0708 and E0708p) on [www.westerntc.edu](http://www.westerntc.edu).

### **Student Drug/Alcohol Parental Notification Policy**

The Vice President of Student Service and Engagement, the Manager of Student Life and Integrity, and/or designee has the authority and reserves the right to notify parents or guardians when students have committed serious or repeated violations of university policies, local and/or state laws related to the drug and alcohol policy.

For more information about FERPA, review the Protection of Student Information

Policy and Procedure (E0102 and E0102p) on [www.westerntc.edu](http://www.westerntc.edu).

### **Tobacco-Free Environment Policy**

Western Technical College strives to promote student, employee, and visitor health and wellness. The use of all tobacco products and vaping devices are prohibited on all property owned or operated by the College or otherwise controlled by the district.

For more information, review the Tobacco Free Environment Policy and Procedure (F0400 and F0400p) on [www.westerntc.edu](http://www.westerntc.edu).

### **Maintaining Tobacco-Free Campus**

Tobacco use including smoking, and smokeless tobacco, and electronic or vaping devices is prohibited on all property owned or operated by the College. Tobacco products will not be sold or advertised on College property, publications, or events.

- The sidewalks on 7th Street between Badger Street and Vine Street on the La Crosse campus have been designated as a "Courtesy Zone." A Courtesy Zone is a section of city property where individuals are asked to refrain from using tobacco out of respect and courtesy for the high volume of Western students, employees, and visitors who use the walkways.
- Ash receptacles are located throughout the perimeter of campus. It is expected of all individuals to be respectful when using tobacco off of Western property and ensure waste gets in the proper containers.
- Policy enforcement focuses on positive reinforcement and is the responsibility of all employees and students. The goal is self-enforcement. Repeat violations of the policy will be handled through already established judicial/discipline procedures for both students and employees.

For more information, review the Tobacco Free Environment Policy and Procedure (F0400 and F0400p) on [www.westerntc.edu](http://www.westerntc.edu).

### **COLLEGE VIOLENCE & WEAPON POLICY**

The College is committed to providing a safe environment for all employees, students, and guests. The College expressly prohibits any acts or threats of violence by any person in or about the College's facilities at any time. The College will respond promptly to threats, acts of violence, and acts of aggression by employees, students, partners, or other community members.

The College prohibits the possession or fabrication of weapons or weapon components in facilities leased, owned or operated by the College or at any College-sponsored event or activity as permitted by state law, unless authorized by the President or designee. For the purposes of this policy, "weapon" is defined as any device designed as a weapon and capable of producing death or great bodily harm, including any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood, and including any electric weapon. The definition of "weapon" includes "look alike" weapons, meaning any object that could reasonably be mistaken for a weapon as defined by this policy, regardless of whether it is manufactured for that purpose. The definition of "electric" weapons means any device which is designed, redesigned, used or intended to be used offensively or defensively to immobilize or incapacitate persons by the use of electric current per WI State Statute [Section 941.295](#). Trained security officers are exempt and permitted to carry OCR (i.e. pepper spray) per WI State Statute [941.26\(4\)](#).

The College will not condone any form of retaliation against any employees, students, partners, or other community members for making a valid report under this policy. Violation of this policy by a student may result in disciplinary action up to and including expulsion from the College.

For more information, review the College Violence and Weapon Policy and Procedure (C0103 and C0103p) on [www.westerntc.edu](http://www.westerntc.edu).

#### COMPUTER & TELECOMMUNICATION USAGE

Use of the Campus Computer System, including the Internet, is limited to the Western Technical College community, defined as District employees, students and customers. Western Technical College must approve any exceptions made to this policy for the community. Further, this policy is not exhaustive. Western Technical College reserves the right to act upon circumstances not explicitly enumerated below. Any necessary disciplinary measures for employees and students will be processed through existing College policies.

Computer and Telecommunications guidelines and principles will be reviewed annually.

Western's full computer and telecommunications police can be found at <https://info.westerntc.edu/sites/Policies/Pages/B0408.aspx>

## Anti-Harassment and Nondiscrimination Policy

Western Technical College (herein "Western") is committed to building and preserving an educational and workplace environment where students and employees can learn and work together free from discrimination, harassment and retaliation in all benefits, programs, and activities. To ensure Western's commitment to fostering an environment built on a foundation of integrity, teamwork, and respect, the college has developed internal policies and procedures that provide a prompt, fair, and impartial process for complaints of discrimination and harassment on the basis of Protected Characteristics, and for complaints regarding retaliation. Western is committed to ensuring compliance with federal, state, or local law and First Amendment laws and regulations.

The prohibited offenses outlined in this policy may also be prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. ("Title IX"), by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and Section 304 of the Violence Against Women Reauthorization Act of 2013 ("VAWA"), and other applicable statutes, including the laws of the state of Wisconsin. This policy prohibits a broad continuum of harassment and discriminatory conduct.

Nothing in this policy shall affect the right of an individual to file a complaint with external law enforcement or applicable regulatory agencies, if applicable. A complaint may be filed concurrently with external law enforcement agencies or regulatory entities and the institution without jeop-



ardizing an individual's rights to an administrative investigation or other process as defined in our procedures.

Inquiries regarding the application of this policy and the respective resolution procedures used to resolve complaints may be referred to one or more of the following based on the type of Protected Characteristic.

**Office for Civil Rights (OCR) –  
Department of Education**

400 Maryland Avenue, SW  
Washington, DC 202-1100  
Customer Service Hotline:  
800-421-3481

Fax: 202-453-6012

TDD#: 877-521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/OCR>

**Equal Employment Opportunity  
Commission (EEOC)**

Reuss Federal Plaza  
310 West Wisconsin Avenue, Suite  
500

Milwaukee, WI 53203-2292

Phone: 1-800-669-4000

Fax: 414-297-4133

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

Web: <http://www.eeoc.gov>

## Scope of Policy

This policy covers how Western Technical College will respond to allegations of harassment or discrimination based on Protected Characteristics as defined by this policy. While some Protected Characteristics are self-explanatory, others like sex, include subset protections required by law. For purposes of this policy and the institution's resolution procedures, discrimination based on sex shall also include discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity or expression. The policy also covers instances and allegations of sex-based and gender-based harassment including hostile environment, quid pro quo, sexual assault, dating violence, domestic violence, and stalking.

Alleged harassment and discrimination not identified under this policy, including harassment not based on Protected Characteristics, may be addressed under other College policies.

This policy applies to the conduct of Western Technical College students, faculty, staff, and third parties (e.g., non-members of the Western Technical College community, such as applicants, volunteers, vendors, alumni/ae, trustees, visitors, partners, guests, or residents). Third parties may be protected by and subject to this policy depending on their relationship with the institution. A third party may make a report or complaint of an al-

leged violation of this policy by a member of the Western Technical College community when the alleged violation occurs within the context of the institution's programs and activities. A third party may also be permanently barred from Western Technical College or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs within the institution's premises, which includes land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Western Technical College either solely or in conjunction with another entity. This includes the institution's computing and networking resources whether accessed on the institution's physical property or remotely. Online and/or social media conduct may violate this policy if it meets the definition of Prohibited Conduct and may also be a violation of other Western Technical College policies.

This policy also applies to conduct not on Western Technical College's premises that is associated with an institution-sponsored program or activity, such as travel, research, or internship programs. Western Technical College may apply this policy to any off-campus conduct that contributes to a hostile environment on campus or within the educational setting. Human Resources and/or the Title IX Coordinator or designee, depending on the nature of the allegation and the status of the person or persons accused of harassment, will reasonably determine when an alleged off-campus incident falls within the jurisdiction of this policy.

Western Technical College will address allegations of prohibited harassment and discrimination conduct under this policy through the Anti-Harassment and Nondiscrimination Procedure. The grievance procedures will provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by this policy.

## **Prohibited Harassment and Discrimination Conduct**

Western Technical College is committed to building and preserving a community where people can work and learn together free from exploitation, abusive conduct, intimidation, discrimination, and harassment.

Unlawful or discriminatory harassment is unwelcome physical, written, verbal or other forms of conduct based on an actual or perceived legally protected characteristic (listed below) where submission to or rejection of the unwelcome conduct is made either explicitly or implicitly a condition of a person's education or employment, where submission to or rejection of the unwelcome conduct is the basis for decisions that affect the terms and conditions of academics or employment or where the unwelcome conduct

is sufficiently severe or pervasive so as to interfere with a person's learning or work environment or create an environment that a reasonable person would consider intimidating, hostile, or offensive.

Prohibited acts include but are not limited to: physical contact or aggression; assault or intimidation; deliberate or repeated unsolicited comments, slurs, epithets, jokes, innuendo or derogatory comments; threatening or intimidating language (in any medium); bully ; or other adverse treatment.

Protected Characteristics include:

- Race
- Color
- Religion
- Sex
- National Origin
- Disability
- Gender Identity or Expression
- Ancestry
- Age
- Sexual Orientation
- Pregnancy or Related Condition
- Genetic Information
- Marital Status or Parental Status
- Veteran or Military Status

Or any other characteristic protected by federal, state, or local law.

### Harassment

“Harassment” means unwelcome conduct, on the basis of a Protected Characteristic, where enduring the offensive conduct becomes a condition of continued employment or education or where the conduct is so severe or pervasive that it denies a person’s ability to participate in or benefit from the education program or activity.

### Discrimination

“Discrimination” means conduct, on the basis of a Protected Characteristic, which excludes from participation, denies benefits to, or otherwise differently treats persons in a way that limits or denies their ability to participate in the educational program or associated activity, including employment, except as permitted by federal or state law.

Upon notice of an allegation of harassment or discrimination, any such harassment or discrimination will be promptly and fairly addressed and remedied by Western according to Track One of the Anti-Harassment and Nondiscrimination Procedure.

Western reserves the right to address harassment that does create a hostile environment but is not based on a Protected Characteristic.

## **Policy and Definitions Related Specifically to Sex Discrimination and Sex-Based Harassment (Title IX)**

For purposes of this policy, the following definitions constitute conduct to be “on the basis of sex” which includes conduct on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity and expression, marital and parenting status. Attempts to commit any Prohibited Conduct are prohibited and will be considered the same as completed acts.

### **Hostile Environment Harassment**

“Hostile Environment Harassment” means unwelcome sex-based and gender-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. The degree to which the conduct affected the complainant’s ability to access the College’s education program or activity;
2. The type, frequency, and duration of the conduct;
3. The parties’ ages, roles within the College’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
4. The location of the conduct and the context in which the conduct occurred; and
5. Other sex-based and gender-based harassment in the College’s education program or activity;

### **Quid Pro Quo Harassment**

“Quid Pro Quo Harassment” means when an employee, agent, or other person authorized by Western Technical College to provide an aid, benefit, or service under the College’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct.

### **Sexual Assault—Non-Consensual Sexual Penetration**

“Nonconsensual sexual penetration” means the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

### **Sexual Assault—Non-Consensual Sexual Contact**

“Nonconsensual Sexual Contact” means the touching of the breasts, buttocks, or groin of another person for the purpose of sexual gratification without the consent of the victim.

### Sexual Assault—Incest

“Incest” is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### Sexual Assault—Statutory Rape

“Statutory Rape” is sexual intercourse with a person who is under the statutory age of consent as defined by Wisconsin law, which is 18 years of age.

### Dating Violence

“Dating Violence” is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

### Domestic Violence

“Domestic Violence” means felony or misdemeanor crimes committed by a person who

- a. is a current or former spouse or intimate partner of the victim under Wisconsin law or a person similarly situated to a spouse of the victim;
- b. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- c. shares a child in common with the victim or
- d. commits acts against a youth or adult victim who is protected from those acts under state family or domestic violence laws.

### Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition—

- a. **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- b. **A reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- c. **Substantial emotional distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

## Retaliation

“Retaliation” means intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee, or College-authorized person for the purpose of interfering with any right or privilege under this policy or because the person has reported information made a complaint, testified, assisted, or participated or refused to participate in any manner in an informal resolution process or grievance procedures under this policy. Nothing in this definition precludes Western Technical College from requiring an employee or other College-authorized person to participate as a witness in, or otherwise assist with an investigation, proceeding, or hearing under this policy.

## Definition of Consent

For the purpose of the definitions of sex-based and gender-based Prohibited Conduct, “Consent” is defined as a freely given agreement to engage in sexual activity by a person who is at least the statutory age of consent as defined by state law and is a person without a temporary or permanent mental disability that would render them unable to consent. A person can withdraw consent at any time.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation any of the following:

- The person is incapacitated due to the use or influence of alcohol or drugs.
- The person is asleep or unconscious.
- The person is underage.
- The person is incapacitated due to a temporary or permanent mental disability.

## What to Do if Victim of Sexual Assault?

If you are sexually assaulted, it is important that you care for yourself in the manner that is best for you. For some, this means reporting the crime immediately and working to have the assailant brought to justice. Others prefer to seek medical and emotional care without reporting the assault as a crime. Regardless of your preference for self-care, these are three steps that everyone who has been sexually assaulted should follow:

1. Get prompt medical care prior to showering. Getting medical care and having a Sexual Assault Nurse Examination (SANE) does not mean that you have to report anything, but simply allows you to make your health a priority as well as collect evidence in case you ever want to report the assault and take action down the road.
2. Remember that the person assaulted is NOT at fault.
3. Obtain emotional support to help with healing and feeling safe.

**IMPORTANT:** Seeing a medical professional and/or having a forensic exam performed are separate from reporting to law enforcement. You can choose to have an exam done now and make a decision about reporting to authorities later. Some individuals choose to report to law enforcement immediately, some make the decision later, and some never report at all. Advocates and counselors are available on campus to assist you in your decision-making process and/or accompany you to the exam.

### **Sexual Assault Nurse Exam (SANE)**

Nurses specially trained in conducting forensic exams are available 24 hours a day at both Mayo Clinic Health System and Gundersen Health System in La Crosse. If you are unable to travel to either of these hospitals, you can call either hospital and they will be able to direct you to services in your area. Exams do not require insurance filing. Funds may be available to help cover the cost of an exam.

If you have the exam at one of the hospitals in La Crosse, a hospital advocate or counselor trained in the area of sexual assault will follow-up with you. This service is free of charge. Mayo Clinic Health System: (608) 791-9720

Emplify Health (Gundersen Health System): (608) 775-5950

### **Rights of Sexual Assault Victim**

All reports of sexual assault will be treated seriously with dignity and respect. Victims will be informed of their options and be allowed to choose the course of action(s) with which they feel most comfortable. Victims will have the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant when reasonably available.

Students initiating any college complaint procedure shall be free of any retaliation from any faculty, staff person, or student. In the event of grievance proceedings, the victim has the right to be present throughout the entire hearing process except during panel deliberations, to be accompanied by an advisor of choice, to have reasonable accommodations made when providing information to limit the unnecessary or unwanted contact with the alleged violator, and to hear the outcome of the hearing including any sanctions imposed.

### **Preventative Strategies**

- Discuss sexual expectations with your partner. Sex without mutual consent is sexual assault.

- Use clear communication. Interpreting friendliness as an invitation or assuming your friend feels the same way can lead to unwanted sexual contact.
- Be aware of the impact of alcohol and other drugs have on your judgment and that of your friend/date. Although alcohol and drugs does not cause sexual assault, it frequently plays a secondary role in assault and other violent crimes.
- Be alert and aware of your immediate surroundings. Notice people, lighting, and access to phones and exits.
- Be willing to speak up or respond in some way if you feel threatened, frightened or uncomfortable. Listen to and act upon your feelings and instincts.

The best way to prevent sexual assault from occurring is for each of individual to actively make the choice not to commit sexual assault. The only person responsible for sexual assault is the perpetrator of the assault.

### **Upstander Intervention**

Upstander intervention encourages all members of the Western community to recognize, intervene, prevent and/or stop any inappropriate comments, actions or behaviors related to sexual assault, sexual misconduct, relationship violence and/or stalking. As an upstander, it is important to:

- Notice the incident or event – educate yourself about issues related to sexual assault, relationship violence and stalking in order to be aware of the behaviors and educate others
  - Evaluate the situation – determine whether it is an emergency or at least a situation where someone needs immediate assistance
  - Intervene – give help at an appropriate and safe level. Others are more likely to help when they see others helping as well. Don't assume someone else will take care of it.
  - Ways to help – help the person leave the situation, redirect the focus somewhere else, confront the behavior, engage a conversation, or call for other support/security/law enforcement
- Tips for Intervening:
- Approach in a friendly, non-confrontational manner
  - Avoid using violence
  - Be honest and direct whenever possible
  - Recruit help if necessary
  - Keep yourself safe
  - Contact police if things get out of hand or become too serious



# Reporting

A “report” is an oral or written disclosure to a Title IX Coordinator of Prohibited Conduct. Any person may report an allegation of Prohibited Conduct defined by this policy. Reports may be made by the person who experienced the behavior or by a third-party, including a friend, family member, attorney, staff member, or professor.

A “complaint” means an oral or written request to the institution that objectively can be understood as a request for the institution to investigate and make a determination about alleged discrimination under this policy. For complaints of sex-based and gender-based harassment, only the complainant or a person with the legal right to act on the complainant’s behalf may make a complaint.

A person has the right to report or not report the alleged incident to the College, law enforcement, or both and may pursue some or all these reporting options at the same time. When initiating a report, a person does not need to know whether they wish to request any particular course of action, nor how to label what happened.

Contact information for on and off-campus resources may be found in Appendix B.

- **Anonymous Reporting.** Anonymous reports are accepted but may require additional investigation. Western tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Western respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear loss of privacy by making a report that allows the College to discuss and/or provide supportive measures.
- **Amnesty.** Western encourages the reporting of discrimination and harassment incidents or concerns, and maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident, such as underage drinking or use of illicit drugs.
- **False Allegations.** Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to the appropriate disciplinary action. This does not include allegations that are made in good faith but are found to be erroneous or do not result in a policy violation determination. In addition, witnesses and parties that knowingly provide false evidence, tamper with or destroy evidence, or delib-

erately mislead an official conducting an investigation can be subject to appropriate disciplinary action.

- **Federal Timely Warning Obligations.** The College is required to issue timely warnings to the campus community for reported incidents that pose a serious or continuing threat of bodily harm or danger to the community including reports of sexual assault, dating violence, domestic violence and/or stalking that meets this threshold. In such cases, Western will ensure that a Complainant's name and other identifying information is not disclosed while providing enough information for campus community members to make safety decisions in light of the potential danger.
- **Promptness.** Western will act upon all allegations received through notice or formal complaint in a prompt manner. The timeline for complaint resolution is generally 60-90 calendar days. Western will make every attempt to avoid all undue delays within its control. Any time the general timeframes for resolution outline in the appropriate grievance procedure will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and estimated extension of timeframe.

## Reporting to a Title IX Coordinator

The Manager of Student Life and Integrity and the Associate Director of HR – Compensation, Benefits, & Compliance serve as Title IX Coordinators and oversee implementation of Western's Anti-Harassment and Nondiscrimination policy and compliance. The Title IX Coordinators are responsible for coordinating the intake, investigation, resolution and implementation of measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. The Manager of Student Life and Integrity Title IX Coordinator is the College's designated authority with ultimate Title IX oversight.

Any individual who may have been subjected to Prohibited Conduct as defined in this policy should contact a Title IX Coordinator. Additionally, the Title IX Coordinators will be informed of all reports of potential violations of this policy received by employees who are mandated to report under this policy or by federal or state law. ***The Title IX Coordinators reserve the right to liaison with other offices for non-sex-based Prohibited Conduct to best resolve the allegation.***

The Title IX Coordinator may be contacted by telephone, email, or in person using the below contact information.

### **Title IX Coordinator<sup>1</sup> (Students, Guests, Visitors, Others)**

**Ge Vang, Title IX Coordinator (Designated)**  
**400 North 7<sup>th</sup> St, Building “K”, Room 100 (located in Student Life Office)**  
**La Crosse, WI 54601**  
**608-785-9444 or [Vangg@westerntc.edu](mailto:Vangg@westerntc.edu)**

### **Title IX Co-Coordinator (Employees)**

**Megan Hoffman, Title IX Coordinator**  
**400 North 7<sup>th</sup> St, Building “A”, Room 109 (located in Human Resource Office)**  
**La Crosse, WI 54601**  
**608-789-6233 or [hoffmanm@westerntc.edu](mailto:hoffmanm@westerntc.edu)**

### **Deputy Title IX Coordinators**

**Margy Krogman, Deputy Title IX Coordinator**  
**400 North 7<sup>th</sup> St, Building “K”, Room 100 (located in Student Life Office)**  
**La Crosse, WI 54601**  
**608-785-9880 or [krogmanm@westerntc.edu](mailto:krogmanm@westerntc.edu)**

This Deputy Coordinator supports the student Title IX Coordinator in reviewing and revising Title IX and other discrimination, and harassment policies and procedures. This Deputy Coordinator may fill in for the student Title IX Coordinator as needed.

**Jacqueline Kettner-Sieber, Deputy Title IX Coordinator**  
**400 North 7<sup>th</sup> St, Building “A”, Room 109 (located in Human Resource Office)**  
**La Crosse, WI 54601**  
**608-789-6233 or [kettnerj@westerntc.edu](mailto:kettnerj@westerntc.edu)**

This Deputy Coordinator supports the employee Title IX Coordinator in reviewing and revising Title IX and other discrimination, and harassment policies and procedures. This Deputy Coordinator may fill in for the employee Title IX Coordinator as needed.

## **Reporting to Campus Safety and Law Enforcement**

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<sup>1</sup> Western Technical College has two Title IX Coordinators, one for employees and one for students and all other persons who may want to report or file a complaint of harassment or discrimination. Both Coordinators have overarching responsibility for institutional compliance with this policy and will work in concert to ensure consistency in the application of the respective procedures.

Any student or employee who has experienced domestic violence, dating violence, sexual assault, or stalking may report the incident to the Campus Community Safety Office and/or local law enforcement. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. Individuals also have the right to decline to notify law enforcement authorities. A report to law enforcement is not a complaint for purposes of College’s grievance procedures.

At an individual’s request, the Title IX Coordinator will assist a person who has been impacted by domestic violence, dating violence, sexual assault, or stalking in contacting local law enforcement, including facilitating law enforcement to come to campus to take the report.

**Immediate Help**

**Call 911 then follow up with Campus Community Safety using the contact information below.**

**Campus Safety**

Campus Community Safety Office  
Coleman Center Room 131  
617 Vine Street  
La Crosse, WI 54601  
Call/Text: 608-785-9191  
Email: [security@westerntc.edu](mailto:security@westerntc.edu)

**Local Law Enforcement**

La Crosse Police Department  
9-1-1  
Nonemergency: 608-782-7575  
400 La Crosse Street  
La Crosse, WI 54601  
608-789-CITY

File a police report online by visiting  
[www.cityoflacrosse.org/file-police-report](http://www.cityoflacrosse.org/file-police-report)

You may also access victim/witness rights and advocacy assistance  
by calling  
1-800-446-6564 or access a directory online at  
[www.doj.state.wi.us/ocvs](http://www.doj.state.wi.us/ocvs)

If you are the victim of domestic abuse, you may contact a domestic

abuse victim services provider to help plan for your safety and take steps to protect yourself, including filing a petition under WI State Statue 813.12 for a Domestic Abuse Injunction or under WI State Statute 813.125 for a Harassment Injunction.

Western Technical College may issue a directive called a “No Contact Order” that limits contact between the parties within the educational program or activities. A complainant interested in a no-contact order at Western Technical College may contact the Title IX Coordinator for Students or Employees depending on the status of the complainant.

An injunction may be sought through the court system and a campus representative may provide assistance upon request in assisting a complainant in seeking an order. Students and employees with an Order of Protection/Injunction issued through the courts may provide that to Western Technical College’s Title IX Coordinator so assistance can be provided to aid in safety while on campus.

Prohibited Conduct under this policy may also constitute violations of state and local law. Western Technical College officials are required to document certain reports for Clery Act reporting purposes. There is no personally identifiable information (PII) about the complainant in any publicly available recordkeeping.

## **Reporting to a Confidential Employee**

An individual who is not prepared to make a complaint or who may be unsure how to label what happened but still seeks information and support may contact a confidential employee. An individual may contact a confidential employee before and during any Western Technical College grievance procedure or an external criminal process. Contacting a confidential employee and disclosing an offense that is prohibited by this policy does not constitute filing a complaint with the Title IX Coordinators. Unless specifically identified as confidential, staff and faculty are not considered confidential.

Information shared with confidential employees (including information about whether an individual has received services) will only be disclosed with the individual’s express written permission unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). Confidential employees may be required to submit non-identifying information about suspected violations of this policy to the Campus Community Safety Office for purposes of anonymous statistical

reporting if the confidential employee is also a Campus Security Authority under the Clery Act.

Upon receipt of a disclosure in their capacity as a confidential employee, the confidential employee will provide information on the following:

- Their status as a confidential and what that means at the College;
- How to contact the Title IX Coordinator(s);
- How to make a complaint of sex discrimination; and
- That Title IX Coordinators may be able to offer and coordinate supportive measures, as well as to initiate an informal resolution process or an investigation under the applicable grievance procedures.

### **Confidential Employees**

The following Counseling and Case Management Service Staff are Confidential Employees for Western:

**Ann Brandau – Director of Counseling and Case Management**  
[brandauhyneka@westerntc.edu](mailto:brandauhyneka@westerntc.edu) or 608-785-9899

**Brent Brigson – Counselor**  
[brigsonb@westerntc.edu](mailto:brigsonb@westerntc.edu) or 608-785-9583

**Lauren Jankowski – Non-Clinical Case Manager**  
[jankowskil@westerntc.edu](mailto:jankowskil@westerntc.edu) or 608-785-9917

**Alicia Hengel - Non-Clinical Case Manager**  
[hengela@westerntc.edu](mailto:hengela@westerntc.edu) or 608-785-9536

**Katrina Rotar - Non-Clinical Case Manager**  
[rotark@westerntc.edu](mailto:rotark@westerntc.edu) or 608-785-9841

#### **Counseling and Case Management Service**

Student Success Center, Room 221

400 7th Street North

La Crosse, WI 54601

Phone:

[608-785-9553](tel:608-785-9553)

<https://www.westerntc.edu/counseling-and-case-management-services>

Western Counseling and Case Management Professionals provide supportive counseling services to students who are struggling with personal issues. Our strengths-based, holistic, wrap-around service model is designed to promote resilience, well-being and student retention at the College. As a department, we believe that students possess the ability and courage to move themselves forward when provided with the environment and support neces-

sary to do so.

## Reporting to the U.S. Department of Education

All members of the Western Technical College community may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint pertaining to Title IX.

### U.S. Department of Education: Office for Civil Rights

#### Headquarters

400 Maryland Avenue, SW, Washington, DC 20202-1100

Customer Service Hotline #: 800-421-3481 | Facsimile: 202-453-6012

TTY#: 800-877-8339 | Email: [OCR@ed.gov](mailto:OCR@ed.gov) | Web: <http://www.ed.gov/ocr>

#### Office for Civil Rights, *Chicago Office*

U.S. Department of Education

John C. Kluczynski Federal Building

230 S. Dearborn Street, 37th Floor, Chicago, IL 60604

Telephone: (312) 730-1560 and Facsimile: (312) 730-1576

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## Reporting Anonymously and Online

An individual may report an incident without disclosing the individual's name or requesting any action. Please note that choosing to make an anonymous report can significantly limit the ability of Western Technical College to respond. Anonymous reports may be used for statistical purposes and/or for enhancing the understanding of the campus climate so that the College may strengthen sex discrimination response and prevention efforts. A report may be made by visiting the following website. The user can decide if they would like to include their name with their report or report anonymously.

[https://cm.maxient.com/reportingform.php?WesternTC&layout\\_id=7](https://cm.maxient.com/reportingform.php?WesternTC&layout_id=7)

The online form is a report only; it does not constitute a complaint that would trigger an investigation. An online report will result in electronic communication of resources or outreach from the Title IX Coordinator if contact information is provided.

## Reporting to Other Western Technical College Employees

Considering the College's obligation to make reasonable efforts to investigate and address conduct prohibited by this policy, Western Technical College employees who are not designated confidential employees are required to notify the Title IX Coordinator of suspected Prohibited Conduct. Employees may report the information to the Title IX Coordinator directly or by using the online reporting here:

[https://cm.maxient.com/reportingform.php?WesternTC&layout\\_id=7](https://cm.maxient.com/reportingform.php?WesternTC&layout_id=7)

A report to a faculty or staff member does not automatically result in a complaint to initiate the applicable grievance procedures.

Additionally, all employees of the College are mandatory reporters of Child Abuse. This means all employees have a duty to immediately report whenever they have reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected regardless of the reporter's wishes. Immediate reports should be made to the below as well as to the Title IX Coordinator.

### **LA CROSSE COUNTY HUMAN SERVICES DEPARTMENT**

**300 N. 4th Street**

**La Crosse, WI 54602**

**[Get Directions](#)**

**Office Hours: 608-784-4357**

**After Hours/Weekends/Holidays: 608-784-4357 or 911**

**FAX: 608-785-6122**

**OR CALL 9-1-1**

Consistent with the Clery Act, certain Western Technical College administrators, faculty, and staff are designated as Campus Security Authorities and required to report information on sexual assault, dating violence, domestic violence, and stalking to the College's Clery Act compliance officer.

## **Hate/Bias Incident Reporting**

A hate/bias incident is any harmful physical or verbal act that is motivated by (or appears to be motivated by, in whole or in part) any of the following factors: race/ethnicity, religion, national origin/immigration/citizenship status, sex, sexual orientation, gender identity or expression, economic status, language, age, size, pregnancy or family/marital status, disability, veteran or military status, or any other identity status protected by Western. Incidents of hate/bias are taken seriously at Western Technical College. Every person has the right to a safe living and learning environment. If you or someone you know has witnessed or been the target of a hate/bias incident, you may bring the incident to the attention of the Diversity Advocacy Team by com-



pleting the Hate/Bias Incident Reporting Form found in the “Reporting Concerns” section of the Equity, Inclusion, & Community Engagement website:

<https://www.westerntc.edu/equity-inclusioncommunity-engagement>

## Privacy and Confidentiality

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. Privacy and confidentiality are related but distinct terms. “Confidentiality” refers to the circumstances under which information will or will not be disclosed to others. “Privacy” refers to the discretion that will be exercised by the College during a complaint to only share information with those persons who have a need-to-know related information, for example, to carry out a supportive measure.

In some circumstances, the reporting responsibilities of Western Technical College employees, or the College’s responsibility to investigate, may conflict with the complainant’s and/or respondent’s preferences regarding privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities. In all such proceedings, Western Technical College will consider the privacy of the parties to the extent possible.

## Independence and Conflict-of-Interest

Designated college officials (e.g., Title IX Coordinators, ADA/504 Coordinator, etc.) act with independence and authority, free from substantial bias and conflicts of interest. The designated college official oversees all resolutions under this policy and acts to ensure that all Western representatives act with objectivity and impartiality. Any party who believes one or more of these individuals has a substantial conflict of interest or bias must raise the concern promptly so Western may evaluate the concern and find a substitute if appropriate.

Any concerns involving bias, conflicts of interest, or complaints of misconduct or discrimination by either the Title IX Coordinators should be communicated to Western Technical College’s President:

Dr. Roger Stanford  
400 7th Street North  
La Crosse, WI 54601

Concerns of bias or potential conflict of interest, discrimination or misconduct by any other Title IX Personnel team member, including investiga-

tors and decision makers, should be communicated to the Title IX Coordinators.

## Regarding Disability Discrimination and Accommodations

Western Technical College is in compliance with [Section 504 of the 1973 Rehabilitation Act](#), with the [Americans with Disabilities Act of 1990](#), including changes made by the [ADA Amendments Act of 2008](#), and with state disability law. It is the policy of Western Technical College to provide reasonable accommodations (when requested) for qualified individuals with disabilities who are students, potential students, employees or applicants for employment, provided such reasonable accommodations do not place undue hardship on the operations of the College.

The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to prohibiting discrimination and providing reasonable accommodations as required to afford equal employment and educational opportunity to qualified individuals with disabilities. Reasonable accommodations will be provided in a timely and cost-effective manner upon self-identification, verification and an analysis of solutions.

An individual with a disability is defined by the ADA as a person that has a physical or mental impairment that substantially limits one or more major life activities, a person who has history or record of such an impairment, or a person who is regarded by the college as having an impairment.

The Manager of Access Services has been designated as Western's ADA/504 Coordinator responsible for overseeing efforts to comply with the laws and regulations related to disabilities. The ADA/504 Coordinator in conjunction with the Title IX Coordinators coordinate the response to grievances and addressing allegations of noncompliance or discrimination based on disability.

### Students with Disabilities

Western is committed to creating an environment that empowers and supports students to reach their academic goals by providing qualified students with disabilities with the appropriate accommodations to reduce barriers to learning. All accommodations are made on an individualized basis. To request disability support services, students are encouraged to contact the Manager of Access Services who coordinates services for students with disabilities.

# Disability Accommodations and Interpretive Services

A “student with a disability” means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, 29 U.S.C. 705(9)(B), (20)(B). Western Technical College’s Access Services office determines reasonable and appropriate accommodations and auxiliary aides for access and participation in Western Technical College sponsored classes, services, and programs. Students with a documented disability who desire an accommodation regarding this policy must request an accommodation with Access Services and inform the Title IX Coordinator that such a request has been made. Access Services will make a determination after consultation with the Title IX Coordinator. The appropriate parties will be notified in accordance with the Access Service’s procedures.

**Kris Follansbee, Manager of Access Services**  
**400 North 7<sup>th</sup> Street, Building S, Room 202E**  
**La Crosse, WI 54601**  
**608-785-9875**

[follansbeek@westerntc.edu](mailto:follansbeek@westerntc.edu)  
<https://www.westerntc.edu/access-services>

Students or employees who require interpretive services should make the request for translation services to the Title IX Coordinator.

## Provision of Reasonable Accommodation for People with Disabilities

### I. Notification

A. Western Technical College will ensure that notification of the policy for provision of Reasonable Accommodation for People with Disabilities is published annually in the college Catalog, in the student Handbook, the Faculty Handbook, and by other appropriate means.

### II. Procedure

A. When a student wishes to request an accommodation, it is necessary for that individual to use the Student Accommodation Request Form, which may be obtained from the Counseling staff or Disability Support Specialist located in the Welcome Center, 400 7th Street North, La Crosse, WI 54601. Employees are advised to speak to their supervisor regarding requested accommodations, or an employee may obtain an Employee Accommodation Request Form from Section 504 Coordinator, Human Resources De-

partment, Administrative Center, 111 7th Street North, La Crosse, Wisconsin 54601, or by telephoning (608) 785-9274 or TTY (608) 785-9551 or Wisconsin telecommunication Relay System (800) 947-3529.

B. Students should return the completed Student Accommodation Request Form to the Disability Support Specialist. Employees should return the completed Employee Accommodation Request Form to the Section 504 Coordinator (Sec. A).

C. Reasonable accommodation will be provided in a timely manner, but no later than thirty (30) days. Any unresolved requests will be reviewed by the Americans with Disabilities Act Compliance Committee for determination concerning any accommodation to be made. The ADA Compliance Committee consists of the Section 504 Coordinator, the Employment, Benefit, & EEO Manager, the Physical Plant Manager, Director of Counseling, Disability Support Specialist, selected faculty members and selected students.

D. A student or employee requesting special accommodations or services will be required to provide proof of the disabling condition(s) and limitations resulting from this condition(s).

### **III. Complaint/Appeal**

A. Any student or employee has the right to file a complaint due to alleged failure by Western Technical College to provide requested reasonable accommodation. Individuals claiming they have been denied a requested accommodation under the American with Disabilities Act should file a failure to Provide Requested Accommodation Complaint Form with the Section 504 Coordinator. This form is available from the Section 504 Coordinator at the location listed in paragraph II.A.

B. All complaints of failure to accommodate shall be investigated by the ADA Compliance Committee and a report filed with the President/District Director within two (2) weeks from receipt of the complaint. Final resolution of complaints rests with the President/ District Director. The President/District Director shall issue a written decision within thirty (30) days of receipt of the report from the ADA Compliance Committee.

C. If a student or employee believes they have been adversely affected by the President/ District Director's written decision, the complainant may appeal the decision to the District Board within thirty (30) days of receipt of

the decision. The District Board shall issue a written decision within forty-five (45) days of receipt of the appeal.

D. The District Board decision shall be subject to review pursuant to Chapter 227, Wisconsin Statutes, and TCS 4 of the Wisconsin Administrative Code.

E. Nothing in this procedure shall preclude a student's or employee's right to seek other avenues of redress outside of the District.

F. No rights or benefits of a student or employee shall be denied because of a filed complaint.

## **Anti-Harassment and Nondiscrimination Procedure**

Western Technical College (herein "Western" or "College") is committed to building and preserving a community where people can work and learn together free from discrimination and harassment. As such, the College prohibits harassment and discrimination based on protected characteristics as defined, including on the basis of race, color, religion, sex, national origin, disability, gender identity or expression, ancestry, age, sexual orientation, pregnancy or related condition, genetic information, marital status or parental status, veteran or military status, or any other characteristic protected by federal, state, or local law (herein "protected characteristic(s)").

Western Technical College has adopted this policy and the applicable procedures to provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by this policy.

Nothing in this procedure shall affect the right of an individual to file a complaint with external law enforcement or applicable regulatory agencies. A complaint may be filed concurrently with external law enforcement agencies or regulatory entities and the institution without jeopardizing an individual's rights to an administrative investigation or other process as defined in our procedures. Inquiries or concerns may be made externally to:

Office for Civil Rights (OCR) –  
Department of Education

400 Maryland Avenue, SW  
Washington, DC 202-1100

Customer Service Hotline:

800-421-3481

Fax: 202-453-6012

TDD#: 877-521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/OCR>

Equal Employment Opportunity Commission  
(EEOC)

Reuss Federal Plaza

310 West Wisconsin Avenue, Suite 500

Milwaukee, WI 53203-2292

Phone: 1-800-669-4000

Fax: 414-297-4133

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

Web: <http://www.eeoc.gov>

### **Western Technical College Response to a Harassment or Discrimination Complaint**

Western will use three tracks to respond to complaints of harassment and discrimination.

- Track One is the grievance procedure used to resolve complaints of harassment or discrimination based on protected characteristics EXCEPT sex.

- Track Two is the grievance procedure for resolving the following:
- Complaints of sex discrimination (students and employees)
- Complaints of sex-based harassment that are employee as the complainant and employee as the respondent
- Complaints of retaliation
- Track Three is the grievance procedure for resolving the following:
- Complaints of sex-based harassment involving a student complainant or a student respondent only.
- It includes a live hearing.

Track One: Resolution of Complaints of Harassment or Discrimination Based On Protected characteristics Except Sex

Track One A: Employee Grievance:

Track One A applies when only employees are involved as the Complainant or Respondent.

An employee who believes they have been subjected to, or witnessed, harassment or discrimination on the basis of a Protected Characteristic (except sex<sup>1</sup>) covered under this policy should immediately report the incident to their manager or supervisor, or to the manager or supervisor of the employee who engaged in the inappropriate conduct. If the conduct was committed by a student, the employee should report the conduct to the Student Grievance Officer (SGO). Employees should report harassment and discrimination as promptly as possible. If the employee believes that their manager or supervisor is the source of the harassment, or if the employee is reluctant to speak with their manager, then the employee should promptly report the conduct to Human Resources (HR)

Track One B: Student Grievance:

Track One B applies whenever a student is involved as the Complainant or Respondent.

If a student believes they have been subjected to, or witnessed, harassment or discrimination on the basis of a Protected Characteristic (except sex<sup>2</sup>) covered under the Anti-Harassment and Nondiscrimination policy, they should immediately report the incident to the Manager of Student Life and Integrity, also known as the Student Grievance Officer (SGO).

Upon receiving a report that involves a student, either as the Complainant or Respondent, the SGO or designee will coordinate the resolution process. If both a student and employee are involved in a situation, the SGO will work with Human Resources to coordinate the process. Coordinating the process means following the procedure and appointing investigator(s), decisionmaker, and appeals officer.

Following receipt of notice or an alleged violation, the SGO or designee is responsible for coordinating an intake meeting to determine if there is reasonable cause to believe the Anti-Harassment and Nondiscrimination Policy (C0102-E0105) could have been violated. Reasonable cause means a state of facts found to exist that would warrant a reasonably intelligent and prudent person that shares a similar identity and protected characteristic to the complainant would reasonably believe the policy was violated.

The intake meeting usually takes 1-5 business days and can include the following steps:

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<sup>1</sup> Response to complaints of harassment or discrimination on the basis of sex will be resolved using Track 2 or 3 depending on the type of behavior and the status of the people involved (employees versus students.)

- The SGO or designee reaches out to the Complainant to offer supportive measures.
- The SGO or designee works with the Complainant to ensure they have an Advisor if they want one.
- The SGO or designee works with the Complainant to determine which of three options to pursue: A Supportive Response, an Informal Resolution, or an Administrative Resolution.
  - Supportive Response – measures to help restore the Complainant’s education or work access. An Administrative Resolution process is not initiated, though the Complainant can elect to initiate it later, if desired.
  - Informal Resolution – typically used for less serious offenses and only when all parties agree to resolve the matter through alternative resolution (mediation, restorative practices, facilitated dialogue, etc.), or when the Respondent is willing to accept responsibility for violating policy. At any time before a resolution, either party can elect to initiate the Administrative Resolution process.
  - Administrative Resolution – investigation of alleged policy violation(s) and recommended finding(s), subject to a determination by the SGO or designee, and the opportunity to appeal. The investigation and the subsequent Administrative Resolution determine whether the Ant-Harassment and Nondiscrimination Policy has been violated. If so, the College will promptly implement remedies designed to end the discrimination and prevent recurrence. The effectiveness of these remedies will be monitored by the SGO / designee. The timeline for Administrative Resolution is typically within 90 days, depending on the specific circumstance of the grievance.

If at any point during the intake assessment or formal investigation, the SGO/ designee determines that reasonable cause does not support the conclusion that policy has been violated, the process will end, and the parties will be notified. The Complainant may request that the SGO/ designee review the reasonable cause determination and/or re-open the investigation. This decision lies in the sole discretion of the SGO/ designee, but the request is usually only granted in extraordinary circumstances.

#### Supportive measures:

Western’s Student Life Office offers and implements appropriate and reasonable responsive, supportive, and/or protective measures to Complainants upon notice of alleged harassment, discrimination, and/or retaliation regardless of whether a resolution option is initiated. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available.

They are offered to restore or preserve access to Western’s education program or activity, including measures designed to protect the safety of all parties and/or the Western’s educational environment and/or to deter harassment, discrimination, and/or retaliation, referral to counseling, medical, and/or other health services.

The SGO / designee works with the Complainant to ensure that their wishes are considered with respect to any planned and implemented supportive measures. Western will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair Western’s ability to provide those supportive measures.

Western will implement measures in a way that does not unreasonably burden the other party. These actions may include, but are not limited to:

- Referral to the Employee Assistance Program
- Referral to Counseling & Case Management

- Visa and immigration assistance
- Student financial aid counseling
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support
- Offering adjustments to academic deadlines, course schedules, or alternative course work (where possible), etc.

At the time that measures are offered, the College will inform the Complainant, in writing, that they may file a formal report with the College either at that time or in the future. Reasonable measures taken will be at no cost to the parties.

## **Administrative Resolution**

### **Investigation:**

Once the decision is made to do an Administrative Resolution, a formal investigation will begin. The SGO / designee appoints at least one trained investigator from Student Life or Human Resources to conduct the investigation (in some instances the investigator may be the SGO), usually within three business days of determining that an investigation should proceed. All investigations will be thorough, reliable, impartial, prompt and fair by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the parties and witnesses.

Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information as necessary. For academic learning situations, findings must be identified in alignment with Western's inclusive teaching and learning approach, emphasizing universal design. The investigators and/or SGO/ designee will provide regular updates to the Complainant and Respondent throughout the investigation, as appropriate. At the discretion of the SGO / designee, investigations can be combined when complaints implicate a pattern, collusion, and/or other shared or similar actions.

An investigation typically includes the following steps below (not necessarily in order). The nature and type of investigation will ultimately determine the steps and order of these steps.

- Identify all parties involved and policies respondent allegedly violated.
- In cases where there is reasonable cause to believe other college policies were violated, the complaint will be referred to the appropriate office/ process.
- The SGO / designee will prepare the Notice of Investigation and Allegations (NOIA) on the basis of the Intake Assessment that includes a description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/ responsive actions that could result, a statement that retaliation is prohibited, the rights of all parties, on and off campus support services, information about the Resolution Process, and the right to assistance of an Advisor of their choosing that may be present for all meetings and proceedings.
- Allow each party the opportunity to suggest questions they wish for the investigators to ask of the other party and witnesses.
- Prior to the conclusion of the investigation, provide the parties a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct,



including evidence upon which Western does not intend to rely in reaching a determination, for a ten (10) calendar day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent etc....)

- Elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.
- Incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.
- Share the report with the SGO/ designee(s) for their review and feedback regarding thoroughness and formatting but SGO / designee will not contribute information regarding substantive matters.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the College's investigation. While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, though this method is not preferred. College officials and investigators may utilize audio recording devices during the interview process. Recordings of interviews are not provided to the parties, but the parties will have the ability to review the summary of the interview once the investigation report is compiled. Employees who are not contracted to work during the timeframe of the investigation are still expected to participate in Resolution Proceedings.

#### Decision:

The trained Decision Maker will make a finding, based on a preponderance of the evidence (which means whether a policy violation is more likely than not to have occurred). At the SGO / designee discretion, the Decision Maker may be the investigator in some cases. The SGO / designee will review and approve the report, findings, and sanctions.

The written determination letter will include:

- the allegations constituting harassment and or discrimination;
- a description of the procedural steps taken during the resolution process;
- findings of fact supporting the determination;
- conclusions regarding the application of the policy to the facts;
  - a statement, and rationale for the result of each allegation including findings, sanctions (*specifics of employee sanctions will not be shared*), remedies; and
- options for appeal.

#### Appeals:

After reviewing the decision, Complainant or Respondent may file a written appeal with the SGO / designee. All appeals will be referred to an appeal officer, who is a trained staff from Student Life or Human Resources.

The appeal must be on one or more of the following bases:

- a. Procedural irregularity that would change the outcome.
- b. New evidence that would change the outcome and that was not reasonably available when the determination of whether harassment and/or discrimination occurred, or dismissal was made.
- c. The SGO/ Designee, investigator, or decisionmaker had a conflict of interest or bias for or against

Complainant or Respondents generally or an involved individual that would change the outcome.

The appeal officer will not have served as an investigator or decisionmaker for the same complaint. The deadline for filing a written appeal is five business days from the date of the written determination. If either party files an appeal, the SGO/ designee will notify the other party in writing and provide both parties the opportunity to submit a written statement.

The purpose of an appeal is not to initiate a review of substantive issues. Based on the process under appeal and the ground, the appeal officer may decide to uphold the original determination or to return the case for additional proceedings or other action. If the appeal is upheld, the grievance ends. If the appeal is successful, the SGO / designee will communicate the details of the additional proceedings or actions needed.

Both parties will be notified simultaneously in writing of the outcome of the appeal and the rationale for each result.

### **Accommodation**

Western is committed to providing qualified students, employees or others with disabilities with reasonable accommodation and support needed to ensure equal access to the Student Grievance Process at the College. Students needing such accommodations or support should contact Access Services, and employees should contact the Human Resources, who will review the request and, in consultation with the person requesting the accommodation, and the SGO / designee, determine which accommodations are appropriate and necessary for full participation.

### **Western's Response to a Report of Sex-Based Discrimination**

Upon receiving a report alleging prohibited conduct that could constitute sex discrimination, including sex-based harassment, the Title IX coordinator will promptly contact the complainant to discuss:

1. The availability of supportive measures
2. Provide a written explanation of rights and options
3. Explain to the complainant their options including informal resolution processes and applicable grievance procedures.

If the complainant is unknown, the Title IX coordinator will provide the above referenced information to the initial reporter.

#### **Supportive Measures**

Upon receipt of a report alleging prohibited conduct that could constitute sex discrimination or sex-based harassment, Western Technical College will provide reasonable and appropriate supportive measures. Supportive measures are individualized services as appropriate, without fee or charge, which do not unreasonably burden a party, and that are not for punitive or disciplinary reasons. Such measures are designed to restore or preserve equal access to the College's educational program or activity, to protect the safety of all parties or the College's educational environment, and to provide support during any grievance procedures or informal resolution process. Supportive measures may be modified or terminated as needed.

Supportive measures may include:

- Counseling
- Extensions of deadlines and other course-related adjustments
- Safety plan
  - Campus escort services
  - Increased security and monitoring of certain areas of the campus

- Restrictions on contact applied to one or more parties
- Leaves of absence
- Changes in class, work, housing, transportation, or extracurricular activities
- Training and education programs related to sex-based harassment
- Any other remedy that can be used to achieve the goals of this policy

Requests for supportive measures may be made by the complainant or respondent to the Title IX coordinator. A party may also seek a modification or termination of a supportive measure applicable to them if circumstances change materially.

Requests to challenge a supportive measure, including a supportive measure that was provided, denied, modified, or terminated, should be sent to the Title IX coordinator.

- The Title IX coordinator will assign a trained employee unaffiliated with the matter who will hear the challenge.
- The party has five business days from the date the measure was denied, modified, terminated, or provided to lodge their challenge regarding the supportive measure.

The institution must make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the complainant chooses to report the crime to law enforcement or file a complaint under this policy.

For a full list of resources both on and off-campus, see Appendix B.

#### Interim Removal

In connection with this policy, an interim removal may be imposed in circumstances where the Title IX coordinator or designee has determined that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination exists. An interim removal may be an interim suspension or any necessary restriction prior to the resolution of the matter. Prior to imposing an interim removal, Western Technical College will undertake an individualized safety and risk analysis.

In all such cases, the respondent may challenge the decision after the interim removal has been imposed. The respondent will have five days from the date of the interim removal notification letter to submit a written challenge to the assigned staff member to review the challenge.

Western Technical College may place an employee respondent on leave pending the resolution of the complaint.

#### Informal Resolution

An informal resolution is a voluntary option for resolution of reports of sex discrimination. Such resolutions may include a mutual agreement of responsibility and sanctions, mediation, or other conflict resolution methods as offered by the College.

The Title IX coordinator will determine, based on the totality of the circumstances, whether an informal resolution process is appropriate given the facts and participants. If appropriate, the Title IX coordinator may offer an informal resolution as an option to the parties with or without a formal complaint and at any time prior to a determination of responsibility. Prior to proceeding, the Title IX coordinator will obtain written voluntary consent from the complainant and the respondent.

Before initiation of an informal resolution process, the institution will provide the parties written notice that explains:

1. The allegations;
2. The requirements of the informal resolution process;
3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal

- resolution process and to initiate or resume applicable grievance procedures;
4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
  5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
  6. What information Western Technical College will maintain and whether and how the information could be disclosed for use in any applicable grievance procedures if such grievance procedures are initiated or resumed if an informal resolution process is not.

The Title IX coordinator will assign a person as the facilitator who would not be the investigator or decision-maker in the assigned case. Any party may withdraw from the informal resolution process prior to agreeing to the resolution. In such an instance, the parties may be referred to the applicable grievance procedures.

Potential terms that may be included in an informal resolution agreement include but are not limited to:

- restrictions on contact;
- and restrictions on the respondent's participation in one or more programs or activities or attendance at specific events, including restrictions that the institution could have imposed as remedies or disciplinary sanctions had the institution determined at the conclusion of the formal grievance process that sex discrimination occurred.

Once the parties agree to the resolution, the resolution is final, and there is no appeal. The resolution is provided to both parties simultaneously in writing.

### **Title IX-Initiated Complaints**

The Title IX coordinator will take appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the educational setting. This may include utilizing the College's grievance procedures.

In the absence of a complaint or resolution through an informal process, the Title IX coordinator will determine whether to initiate a complaint. To make this fact-specific determination, the Title IX coordinator will consider, at a minimum, the following factors:

1. The complainant's request not to proceed with initiation of a complaint;
2. The complainant's reasonable safety concerns regarding the initiation of a complaint;
3. The risk that additional acts of sex discrimination would occur if a complaint were not initiated;
4. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
5. The age and relationship of the parties, including whether the respondent is an employee;
6. The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
7. The availability of evidence to assist a decision-maker in determining whether sex discrimination occurred; and
8. Whether the College could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX coordinator determines that a complaint should be initiated against the wishes of the complainant, the Title IX coordinator will inform the complainant prior to initiating the applicable grievance procedures. The Title IX coordinator will also appropriately address reasonable concerns

about the complainant's safety or the safety of others, including by providing supportive measures. A complainant retains standing as a complainant even in cases where the Title IX coordinator initiates the complaint.

### **Western's Response to a Complaint of Sex Discrimination**

All formal grievance procedures involve an investigation followed by a determination of responsibility by a decision-maker. Western Technical College utilizes different grievance procedures based on the alleged behaviors and the status of the parties with the goal of evaluating the allegations and assessing the credibility of the parties and witnesses.

To initiate a College grievance procedure, a complaint must be initiated.

Typically, the Title IX coordinator will determine whether to investigate or dismiss a complaint of sex discrimination within five business days of receiving it.

### **Notice of Allegation in Sex Discrimination Complaints**

Prior to the start of the investigation, the Title IX coordinator will provide notice of the allegation(s) of Prohibited conduct, including sufficient information known at the time. Sufficient information includes the identities of the parties involved, the conduct alleged to constitute sex discrimination, and the dates and locations of the alleged incident(s). The parties will receive notification of additional allegations or changes to the allegations as appropriate. The notice of allegation will also contain a statement that retaliation is prohibited and a statement that the parties are entitled to an equal opportunity to access the relevant evidence.

For complaints of sex-based harassment involving student complainants or student respondents, the notice of allegation will be in writing and will also include a presumption of not responsible, the right to an advisor of their choice, and the College's prohibition on knowingly making false statements.

Throughout the grievance procedures, the Title IX coordinator will provide to a party whose participation is invited or expected, notice of the date, time, location, participants, and purpose of any meetings or proceedings.

### **Dismissals of Sex Discrimination Complaints**

If at any time it is determined that the conduct, even if proven, would not constitute sex discrimination as defined in this policy, the complaint may be dismissed or referred to another office for review. A complaint may also be dismissed if Western Technical College is unable to identify the respondent after taking reasonable steps to do so or if the respondent is not a student, employee, or otherwise participating in the College's educational programs or activities. A complaint may also be dismissed if a complainant notifies the Title IX coordinator in writing that the complainant would like to withdraw any or all allegations in a complaint.

The Title IX coordinator will decide whether to dismiss a complaint based on the stated goals of this policy to address conduct that may constitute sex discrimination.

Upon dismissal, Western Technical College will promptly notify the complainant of the basis of the dismissal. If the dismissal occurs after the respondent has received notice of the allegations, the College will also notify the respondent of the dismissal. Any dismissal may be appealed by a party using the appeal process outlined in this policy.

When the dismissal is appealed, both parties will receive a reasonable and equal opportunity to

make a statement in support of, or challenging, the outcome.

Even if a complaint is dismissed, the Title IX coordinator may take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur and will continue to offer supportive measures as appropriate.

### **Consolidations**

The Title IX coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

If a case involves alleged violations of other Western Technical College policies, the Title IX coordinator, in consultation with other school officials, will determine which grievance procedures to use.

### **Participation**

Western Technical College expects all employees of the College community to cooperate fully with any resolution processes, except when they are a complainant or respondent. An employee who is also a complainant or respondent may choose whether or not to participate when they are a party to the complaint.

It is understood that there may be circumstances in which student parties wish to limit their participation. Students retain this right and will not be subject to adverse College actions, although the College may be obligated to conduct an investigation despite a reluctant or non-participatory party.

If a party chooses not to participate in an investigation for any reason, the College process will continue with respect to the alleged complaint. The decision-maker will not draw any adverse inference from a party's silence or stated desire to not participate.

### **Amnesty**

In order to encourage reports of sex discrimination prohibited under this policy, the College may offer leniency with respect to other violations which may become known as a result of such reports, depending on the circumstances involved. This includes instances of underage drinking or possession or use of a controlled substance, which is revealed in the course of such a report. The Title IX coordinator will make the determination on behalf of the College as to whether amnesty should apply taking into account factors such as egregiousness and risk of harm to others. Use of alcohol or drugs, however, is never a defense of violating this policy.

### **Time Frames**

There may be circumstances that require the extension of timeframes for good cause. The College will notify the parties in writing of any extension of the timeframes and the reason for the extension. The College will not, however, wait for the conclusion of any other internal or external resolution process, including criminal proceedings, to begin its own investigation.

### **Investigations of Sex Discrimination**

#### **Assignment to an Investigator**

The Title IX coordinator will assign one or more investigators to the case. The Title IX coordinator

may also serve as an investigator.

## Investigation

Western Technical College will provide for adequate, reliable, and impartial investigations of complaints. The burden is on the College to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. During the investigation, the parties will have an equal opportunity to present fact witnesses and other relevant and admissible inculpatory and exculpatory evidence.

For purposes of this policy, “evidence” refers only to relevant evidence that is not otherwise impermissible, including oral and written evidence from fact witnesses. Evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred. The investigator will review all evidence gathered through the investigation and determine what evidence is relevant. The following types of evidence and questions seeking that evidence are impermissible and will not be accessed or considered, except by Western Technical College to determine whether one of the exceptions listed below applies:

1. Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality.
2. A party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the institution obtains that party’s or witness’s voluntary, written consent for use in its grievance procedures.
3. Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Parties should present evidence during the investigation; information that is otherwise available but not provided in a timely manner, will not be considered by the investigator.

Western Technical College will take reasonable steps to protect the privacy of the parties and witnesses during the investigation; however, the College will not restrict the ability of either party to obtain and present evidence, identify witnesses, consult with support resources, or otherwise prepare for participating in the grievance procedures.

Credibility determinations will not be made based on a person’s status as a complainant, respondent, or witness. A respondent is presumed not responsible for alleged sex discrimination until a determination is made at the conclusion of a grievance procedure.

At the conclusion of the investigation, the parties and their advisors, if applicable, will receive equal access to all relevant and permissible evidence and an opportunity to respond to the evidence per the applicable grievance procedures. The parties and advisors are prohibited from unauthorized disclosure of information and evidence obtained solely through the grievance procedures. The investigator will seek to complete the investigation within 45 business days after receipt of the complaint.

# Formal Grievance Procedures for Resolving Sex Discrimination

## Assignment to a Decision-maker and Grievance Procedure

The Title IX coordinator will assign one or more decision-makers to the complaint. The Title IX coordinator or investigator may serve as a decision-maker when permitted under this policy. A party will be given an opportunity to request the removal and replacement of a decision-maker based on bias or conflict of interest. Any request for a change in a decision-maker must be accompanied by supporting information. The decision to grant such a request is at the sole discretion of the Title IX coordinator or assigned staff member.

Western Technical College utilizes two grievance procedures (Track Two and Track Three) to resolve complaints of sex-based harassment and sex discrimination as described below. The decision-maker is responsible for following the assigned procedures and maintaining an orderly, fair, impartial, and respectful process. Any and all institutional meetings are closed to the public.

The grievance procedure that will be utilized will depend on the nature of the complaint and whether or not the complaint involves students as the complainant or respondent.

### Track Two – Grievance Procedures for Sex-Based Harassment and Discrimination

Track Two is the grievance procedure for resolving the following:

1. Complaints of sex discrimination (students and employees)
2. Complaints of sex-based harassment that are employee as the complainant and employee as the respondent
3. Complaints of retaliation

Following the investigation, the parties will be provided with an accurate description of the evidence. A party may also request access to the evidence which will be provided equitably to both parties in a manner determined by the Title IX coordinator. Following the review, the parties will be given an equal opportunity to respond to the evidence or the description of the evidence. The decision-maker will consider the evidence and any responses when making a determination.

The decision-maker may pose additional questions to the parties or to witnesses, in writing or in person, if needed to adequately assess credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

For complaints of sexual assault, dating violence, domestic violence, and stalking, the complainant and respondent both have the right to an advisor of their choice, who may be, but is not required to be, an attorney.

A party may also request access to the relevant and permissible evidence which will be provided equitably to both parties in a manner determined by the Title IX coordinator.

Determinations under Track Two may not be appealed.

### Track Three – Grievance Procedures for Sex-Based Harassment Involving a Student Complainant or Respondent

Track Three is the grievance procedure for resolving complaints of sex-based harassment involving a student complainant or a student respondent only. It includes a live hearing.

The complainant and respondent both have the right to an advisor of their choice, who may be, but is not required to be, an attorney.

A party may also request access to the relevant and permissible evidence which will be provided equitably to both parties in a manner determined by the Title IX coordinator.

Upon the completion of the investigation, the investigator will accurately summarize the evidence in an investigative report which will be shared with the parties.

The Title IX coordinator will notify the parties in writing of the date, time, and location of the live hearing. Either party may respond to the Title IX coordinator and request that the live hearing be held virtually to allow the parties to be located in separate physical spaces.

The parties may submit a written response to the investigative report no later than three business



days prior to the hearing. The parties may include in their response relevant questions to be asked of the other party or witnesses. Those questions, along with any questions requested at the hearing, are limited to those assessing credibility and relevant questions and follow-up questions that have not previously been asked and answered in the final investigative report. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred. The decision-maker will determine whether the question is relevant and explain any decision to exclude a question as not relevant.

The decision-maker will receive the evidence, the investigative report, and any written responses prior to the live hearing. Formal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in these proceedings. If technology is used, the camera and microphone must be on when the party is speaking.

The decision-maker will determine the method for questioning at the hearing; however, all questions posed by the parties will be asked exclusively by the decision-maker. The decision-maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person including an advisor.

The College will make a recording. All other recordings are prohibited.

### **Standard of Evidence**

In all grievance procedures, the decision-maker shall use a *preponderance of the evidence* standard to determine whether the alleged violation of the policy occurred. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is *greater or more* convincing than the evidence which is offered in opposition to it given the totality of information the version of events is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

#### **Written Determination for Tracks Two and Three**

For Tracks Two and Three grievance procedures, the complainant and respondent will simultaneously receive a written determination of whether prohibited conduct occurred. The determination will typically be provided within five business days of the date of the hearing or the last meeting.

The written determination letter will include:

- The allegations constituting sexual harassment;
- A description of the procedural steps taken during the resolution process;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the policy to the facts;
- A statement and rationale for the result of each allegation including findings, sanctions, and remedies; and
- Options for appeal, if any.

The determination of responsibility becomes final either on notification of the appeal's results or the date on which an appeal would no longer be considered timely. For complaints of sexual assault, dating violence, domestic violence, and stalking, a written determination letter will also be provided whenever a result changes, including when a result becomes final.

#### **Sanctions and Remedies**

*Sanctions* are consequences imposed on a respondent following a determination that prohibited conduct occurred. Sanctions are intended to provide educational opportunities and accountability while also reducing the likelihood of future prohibited conduct. Sanctions may include administrative, educational, and restorative components. Some conduct, however, is so egregious in nature or so damaging to the educational environment that it requires more serious sanctions, including suspension or dismissal.

*Remedies* are measures provided, as appropriate, to a complainant or any other person identified as

having had their equal access to the education program or activity limited or denied due to sex discrimination. These measures are intended to restore or preserve that person's access to the College's education program or activity after a determination that sex discrimination occurred. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the complainant and the community
- Any other information deemed relevant by the decision-maker

These factors can modify the typical sanction range.

If there is a finding of responsibility for a policy violation, the determination of sanctions and remedies will be made by the decision-maker.

The following are sanctions and remedies that may be imposed, individually or in various combinations, on any student found in violation of the policy. More than one sanction may be imposed for any single code violation:

- *Warning* – an official written notice stating the responding party has violated Western policies and/or rules, and that more severe conduct action will result should the person or organization be involved in other violations while enrolled at Western;
- *Non-academic Probation* – a designated period of time in which the respondent is not considered in good standing with the College, and subsequent policy violations may result in more severe student conduct actions, up to and including suspension or expulsion from Western. Additional restrictions on membership in organizations or activities may apply for those on probationary status;
- *Restriction* – revocation or restriction of privileges of participation in activities or use of some but not all Western facilities for a specified period of time. The parameters of the restriction will be outlined in the student conduct decision;
- *Restitution* – compensation for the loss, damage, or injury caused by the respondent which may take the form of appropriate service, monetary compensation, or material replacement. This is not a fine but, rather, a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen;
- *Community Service* – completion of a specified number of hours of service to a specific Western service or approved community partner;
- *Fines* – reasonable fines may be imposed;
- *Behavioral Requirement* – formal written agreement regarding behavior and/or interventions;
- *Administrative Referral* – a mandatory referral to another campus office, department, or off campus resource to address concerns regarding a particular behavior or need and /or assessments;
- *Confiscation of Prohibited Property* – items whose possession or presence is a violation of College or residence hall policies may be confiscated. Prohibited items may be returned to the owner at the discretion of the Manager of Student Life & Integrity or Director of Residence Life.
- *Educational Program* – requirement to attend, present and/or participate in a program or activity

related to the violation;

- *Residence Hall Probation* – a designated period of time in which a student that is housed in the Western Residence Hall is considered not in good standing and subsequent policy violations may result in more severe sanctions, up to and including cancellation of housing contract;
- *Housing Reassignment* – reassignment to another space within the residence hall;
- *Residence Hall Suspension* – removal from Western Residence Hall for a specified period of time after which the student is eligible to return. Conditions for re-admission may be specified and may include restrictions;
- *Cancellation of Housing Contract* – permanent removal from Western Residence Hall. This sanction may include a trespass action;
- *Suspension from College* – separation from Western for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfactory completion of specific conditions noted at the time of suspension. This sanction may be enforced with a trespass and/or no contact action;
- *Expulsion* – permanent separation from Western Technical College. Respondent is banned from College property and is prohibited from attending any College sponsored activity or event. This sanction may be enforced with a trespass and/or no contact action;
- *Eligibility Restriction* - student is deemed "not in good standing" with the College for a specified period of time. The Manager of Student Life & Integrity may grant specific limitations or exceptions. Terms of this conduct sanction may include, but are not limited to, the following:
  - Ineligibility to hold any office in any student organization recognized by Western or hold an elected or appointed office at Western Technical College; or
  - Ineligibility to represent Western to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing Western at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- *Other Sanctions* - additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Manager of Student Life & Integrity or designee.

The following are sanctions and remedies which may be imposed, individually or in various combinations, on any employee found in violation of the policy:

- Verbal Coaching
- Formal Coaching
- Suspension
- Termination

The College, in its discretion, reserves the right under the circumstances to move immediately to termination.

## **Appeals**

Appeals are an option for any dismissal of a complaint or for determinations under Track Three (sex-based harassment involving a student complainant or a student respondent). A complainant or respondent may file a written appeal with the Title IX coordinator. All appeals will be referred to an appeal officer.

The appeal must be on one or more of the following bases:

1. Procedural irregularity that would change the outcome.
2. New evidence that would change the outcome and that was not reasonably available when the determination of whether sex-based harassment occurred, or dismissal was made.

3. The Title IX coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

The appeal officer will not have served as an investigator or decision-maker for the same complaint. The deadline for filing a written appeal is three business days from the date of the written determination.

If either party files an appeal, the Title IX coordinator will notify the other party in writing and provide both parties the opportunity to submit a written statement.

The purpose of an appeal is not to initiate a review of substantive issues. Based on the process under appeal and the ground, the appeal officer may decide to uphold the original determination or to return the case for additional proceedings or other action.

Both parties will be notified simultaneously in writing of the outcome of the appeal and the rationale for each result.

### **Record-Keeping and Annual Reports**

Western Technical College will keep for at least seven years the following:

1. For each complaint of sex discrimination, records documenting the informal resolution process or the grievance procedures and the resulting outcome.
2. All information regarding any action taken, including supportive measures, and a rationale as to why a complaint was not filed. If a complainant was not provided supportive measures, a rationale must be provided as to why supportive measures were not provided
3. All materials used to provide training which may be made available upon request for inspection by members of the public.

Generally, information from a student's conduct file is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the College who have a legitimate legal or educational interest in obtaining it. Please refer to the College's privacy policy and the federal Family Educational Rights and Privacy Act of 1974 (FERPA). Personnel files are the property of Western Technical College and will not be shared without a subpoena.

### **Disability Accommodations and Interpretive Services**

A "student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, 29 U.S.C. 705(9)(B), (20)(B). Western Technical College's Access Services office determines reasonable and appropriate accommodations and auxiliary aides for access and participation in Western Technical College sponsored classes, services, and programs. Students with a documented disability who desire an accommodation regarding this policy must request an accommodation with Access Services and inform the Title IX coordinator that such a request has been made. Access Services will make a determination after consultation with the Title IX coordinator. The appropriate parties will be notified in accordance with the Access Service's procedures.

Kris Follansbee, Manager of Access Services  
400 North 7<sup>th</sup> Street, Building S, Room 202E  
La Crosse, WI 54601  
608-785-9875

[follansbeek@westerntc.edu](mailto:follansbeek@westerntc.edu)

<https://www.westerntc.edu/access-services>

Employees with a disability who desire an accommodation regarding this policy must request an accommodation with Human Resources.

Students or employees who require interpretive services should make the request for translation services to the Title IX coordinator.

### Revision and Interpretation

The procedure is maintained by the Title IX coordinator and was recently approved by President Stanford on August 1, 2024, and covers conduct alleged to have occurred on August 1, 2024 or after. Conduct that reasonably could constitute sex discrimination that occurred prior to this date will be addressed using the policy definitions and grievance procedures in place at the time of the incident or using this policy if no applicable policy was in place.

Western Technical College reserves the right to review and update the policy in accordance with changing legal requirements and specific needs of the College.

Any questions of interpretation regarding the Policy shall be referred to the Title IX coordinator. The Title IX coordinator's determination is final.

### **Appendix A: Definitions of Relevant Terms**

A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Business days. This includes Monday through Friday, in which Western Technical College is open and conducting regular business. Business days do not include Saturdays, Sundays, federal holidays, or time periods where the College is closed for extended periods such as winter break.

Consent. For the purpose of the definitions of sex-based prohibited conduct, "Consent" is defined as a freely given agreement to engage in sexual activity by a person who is at least the statutory age of consent as defined by state law and is a person without a temporary or permanent mental disability that would render them unable to consent. A person can withdraw consent at any time.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation any of the following:

- The person is incapacitated due to the use or influence of alcohol or drugs.
- The person is asleep or unconscious.
- The person is underage.
- The person is incapacitated due to a temporary or permanent mental disability.

Complainant. "Complainant" means (1) A student or employee who is alleged to have been subjected to conduct that could constitute harassment or discrimination as defined by this policy; or (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under this policy and who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination.

Course of conduct. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Dating Violence. "Dating Violence" is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

**Discrimination.** “Discrimination” means conduct, on the basis of a Protected Characteristic, which excludes from participation, denies benefits to, or otherwise differently treats persons in a way that limits or denies their ability to participate in the educational program or associated activity, including employment, except as permitted by federal or state law.

**Domestic Violence.** “Domestic Violence” means felony or misdemeanor crimes committed by a person who (A) is a current or former spouse or intimate partner of the victim under Wisconsin law or a person similarly situated to a spouse of the victim; (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (C) shares a child in common with the victim or (D) commits acts against a youth or adult victim who is protected from those acts under state family or domestic violence laws.

**Harassment.** “Harassment” means unwelcome conduct, on the basis of a Protected Characteristic, where enduring the offensive conduct becomes a condition of continued employment or education or where the conduct is so severe or pervasive that it denies a person’s ability to participate in or benefit from the education program or activity.

**Hostile Environment Harassment.** “Hostile Environment Harassment” means unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. The degree to which the conduct affected the complainant’s ability to access the College’s education program or activity;
2. The type, frequency, and duration of the conduct;
3. The parties’ ages, roles within the College’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
4. The location of the conduct and the context in which the conduct occurred; and
5. Other sex-based harassment in the College’s education program or activity;

**Investigation.** “Investigation” is Systematic and formal inquiry into allegations of prohibited discrimination or protected characteristic harassment (including sex-based harassment) brought by complainants through the procedures described.

**On the basis of sex.** “On the basis of sex” which includes conduct on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, marital and parenting status.

**Party.** “Party” means the complainant(s) or respondent(s). A respondent becomes a “party” to the action upon receipt of notice of the complaint.

**Pregnancy or Related Conditions.** “Pregnancy or Related Conditions” means the following: (1) Pregnancy, childbirth, termination of pregnancy, or lactation; (2) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

“Protected characteristics” include on the basis of race, color, religion, sex, national origin, disability, gender identity or expression, ancestry, age, sexual orientation, pregnancy or related condition, genetic information, marital status or parental status, veteran or military status, or any other characteristic protected by federal, state, or local law.

**Quid Pro Quo Harassment.** “Quid Pro Quo Harassment” means when an employee, agent, or other person authorized by Western Technical College to provide an aid, benefit, or service under the

College's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

**Respondent.** "Respondent" means a person who is alleged to have violated the College's prohibition on harassment and/or discrimination. A respondent is presumed not responsible for alleged conduct until a determination whether harassment or discrimination occurred is made at the conclusion of a resolution process outlined in this policy. When a sex discrimination complaint alleges that a Western Technical College policy or practice discriminates on the basis of sex, Western Technical College is not considered a respondent as it relates to the respondent's rights in this policy.

**Retaliation.** "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee, or College-authorized person for the purpose of interfering with any right or privilege under this policy or because the person has reported information made a complaint, testified, assisted, or participated or refused to participate in any manner in an informal resolution process or grievance procedures under this policy. Nothing in this definition precludes Western Technical College from requiring an employee or other College-authorized person to participate as a witness in, or otherwise assist with an investigation, proceeding, or hearing under this policy.

**Sexual Assault—Non-Consensual Sexual Penetration.** "Nonconsensual sexual penetration" means the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sexual Assault—Non-Consensual Sexual Contact.** "Nonconsensual Sexual Contact" means the touching of the breasts, buttocks, or groin of another person for the purpose of sexual gratification without the consent of the victim.

**Sexual Assault—Incest.** "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Sexual Assault—Statutory Rape.** "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by Wisconsin law, which is 18 years of age.

**Stalking.** "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

**Student.** For the purposes of this policy, a "Student" is a person who has gained admission to the institution.

**Substantial emotional distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**Witness.** "Witness" means any individual who has direct knowledge of an incident or other information relevant to the allegation. Character witnesses are not considered relevant, and expert witnesses are considered only at the discretion of the investigator or decision-maker .

## Appendix B: On and Off-Campus Resources

### On Campus Resources

- Health – Student Health Center, 1300 Badger St Suite #1030, La Crosse, WI 54601. To make an appointment, call 608-785-8558 or visit: <https://www.uwlax.edu/student-health-center/>
- Mental Health – Counseling and Case Management Services, 400 North 7<sup>th</sup> St, Building S, Room 221, La Crosse, WI 54601. To make an appointment visit: [Counseling and Case Management Services | Western Technical College \(westerntc.edu\)](#)
- Counseling – Counseling and Case Management Services, 400 North 7<sup>th</sup> St, Building S, Room 221 La Crosse, WI 54601. To make an appointment visit: [Counseling and Case Management Services | Western Technical College \(westerntc.edu\)](#)
- Victim Advocacy - Counseling and Case Management Services (Counseling and Referral), 400 North 7<sup>th</sup> St, Building S, Room 221, La Crosse, WI 54601. To make an appointment

visit: [Counseling and Case Management Services | Western Technical College \(westerntc.edu\)](https://www.westerntc.edu/counseling-and-case-management-services)

- Legal Assistance - Lawyers for Students <https://www.lawyersforstudents.org/get-legal-help/?areYou9=Student&whatSchool=Western%20Technical%20College>
- Financial Aid – Basic Need and Financial Resources for all Regional Campus Locations, call 608-785-9579 or visit: [www.westerntc.edu/life-resources](http://www.westerntc.edu/life-resources)
- Visa and Immigration Assistance – Nikki Quackenbush (for students), 400 North 7<sup>th</sup> St, Building S, Room 142, La Crosse, WI 54601. To make an appointment call 608-785-9560 or email [quackenbushn@westerntc.edu](mailto:quackenbushn@westerntc.edu).
- Additional Student Support-The Student Place of Action, Culture, and Empowerment (SPACE), 400 North 7<sup>th</sup> St, Building S, Room 222, La Crosse, WI 54601. [www.westerntc.edu/the-space](http://www.westerntc.edu/the-space)

#### Off Campus Resources

##### Health

- Serves La Crosse and Mauston: [Gundersen Health System](https://www.gundersenhealth.org) Domestic Violence/Sexual Assault Program. 1900 South Ave. La Crosse, WI 54601. To make an appointment, call 608-782-7300 or visit: [Support Hotline & Resources | Gundersen Health System](https://www.gundersenhealth.org/support-hotline-resources); 608.775.5950 (24-hour line)
- [Mayo Clinic Health System "Safe Path"](https://www.mayoclinic.org). 700 West Ave. S., La Crosse, WI 54601. To make an appointment, call 608-785-0940 or visit: [La Crosse, Wis., hospital and clinics - Mayo Clinic Health System](https://www.mayoclinic.org/locations/la-crosse-wis-hospital-and-clinics) 608.392.7804 (24-hour line)

##### Mental Health

- By Your Side: Support for Sexual assault Survivors in Wisconsin <https://byyoursidewi.org/>
- [Gundersen Health System](https://www.gundersenhealth.org) (Emplify) Domestic Violence/Sexual Assault Program. 1900 South Ave. La Crosse, WI 54601. To make an appointment, call 608-782-7300 or visit: [Support Hotline & Resources | Gundersen Health System](https://www.gundersenhealth.org/support-hotline-resources)
- Sexual Assault 24-hour line: 608.775.5950 | 800-262-9567 ext. 55950
- [Mayo Clinic Health System "Safe Path"](https://www.mayoclinic.org). 700 West Ave. S., La Crosse, WI 54601. To make an appointment, call 608-785-0940 or visit: [La Crosse, Wis., hospital and clinics - Mayo Clinic Health System](https://www.mayoclinic.org/locations/la-crosse-wis-hospital-and-clinics); 608.392.7804 (24-hour line)
- Black River Falls – Jackson County Behavioral Health <https://bhjacksoncounty.org/>
- Independence - [NAMI West Central Wisconsin](https://www.nami.org)  
*Serving La Crosse, Trempealeau, and Vernon Counties*  
Phone: (608) 785-9658  
Email: [info@NAMILaCrosseCounty.org](mailto:info@NAMILaCrosseCounty.org)
- Independence: County Crisis Services ((888) 552-6642)
- Tomah: Brighter Tomorrows Monroe County (<https://www.mocobrightertomorrow.com/>) 1 (888) 886-2327

##### Counseling

- [Gundersen Health System](https://www.gundersenhealth.org) (Emplify) Domestic Violence/Sexual Assault Program. 1900 South Ave. La Crosse, WI 54601. To make an appointment, call 608-782-7300 or visit: [Support Hotline & Resources | Gundersen Health System](https://www.gundersenhealth.org/support-hotline-resources)
- Sexual Abuse Counseling & Support: 608-775-3845 | 800-262-9567 ext. 55950
- [Mayo Clinic Health System "Safe Path"](https://www.mayoclinic.org). 700 West Ave. S., La Crosse, WI 54601. To make an appointment, call 608-785-0940 or visit: [La Crosse, Wis., hospital and clinics - Mayo Clinic Health System](https://www.mayoclinic.org/locations/la-crosse-wis-hospital-and-clinics); 608.392.7804 (24-hour line)
- Black River Falls Healthcare Clinic Behavioral Health (<https://clinic.brmh.net/behavioral->



[health](#))

- Gundersen Behavioral Health Tomah; 608-374-38853

- Victim Advocacy

- [New Horizons Shelter & Outreach Centers](#). 1223 Main St, La Crosse, WI 54601. To make an appointment call 608-791-2610 or visit: [nhagainstabuse.org](http://nhagainstabuse.org) 608.791.2600 (24-hour line)
- Services for Hmong: Cia Siab, Inc, 1825 Sunset Ln. La Crosse, WI 54601. To make an appointment call 608-615-7117 or email [info@ciasiabinc.org](mailto:info@ciasiabinc.org). <https://www.ciasiabinc.org/>
- Black River Falls: Bolton Refuge House – Jackson County Outreach <https://www.boltonrefuge.org/jco>
- Independence: Trempealeau Co Victim Witness Coordinator Robin Leonard, Victim Witness Coordinator 36245 Main Street, P.O. Box 67 Whitehall, WI 54773 Phone: (715) 538-2311, ext. 278
- Mauston: Hope House of South Central Wisconsin (<https://www.hopehousesw.org/>)
- Mauston: Juneau County Department of Human Services Provides 24-hour emergency services for emotional and family crises, including problems with alcohol, drugs, and child abuse. No charge for telephone calls and crisis intervention. Call: 608-847-2400 or (emergency) 608-847-6161
- Tomah: Brighter Tomorrows Monroe County (<https://www.mocobrightertomorrows.com/>) 1 (888) 886-2327
- Independence: New Horizons Trempealeau Co (<https://www.nhagainstabuse.org/contact-us/>)
- TREMPEALEAU COUNTY OUTREACH SERVICES

Mailing Address: P.O. Box 518, Whitehall, WI 54773

Business Address: 18544 Scranton Street, Whitehall, WI

Crisis Line/TTY available: 715-538-2810

Toll Free: 1-800-706-8586

- Visa and Immigration Assistance

- Visa Assistance, Passport Information, Embassy Information U.S. Department of State, Bureau of Consular Affairs Website: <https://travel.state.gov/content/travel.html>

Passports: [Main Phone #](#): 1-877-487-2778

Citizen and Immigration Assistance U.S. Department of Homeland Security (DHS)

Website: <https://www.dhs.gov/topics/citizenship-and-immigration-services>

Phone # (Toll Free): 1-855-882-8100

[Mailing Address](#): Office of the Citizenship & Immigration (CIS) Services Ombudsman, Department of Homeland Security, Mail Stop 0180 Washington, DC 20528

- Financial Aid

- Public Service Commission of WI (help with paying for utilities, wifi, and lifeline services for blind, deaf, or heard of hearing persons): [PSC Assistance Programs \(wi.gov\)](#)
- Access Wisconsin (help with healthcare, food insecurity, translation services, public housing benefits, job assistance, child care, and job training): [ACCESS Wisconsin | Apply for and manage state of Wisconsin benefits](#)

- Legal Assistance
  - Legal Action of WI, [Home - Legal Action Wisconsin](#)
- Other helpful resources:  
Trans Lifeline: 1-877-565-8860
  - The Center: 7 Rivers LGBTQ Connection, 230 6<sup>th</sup> Street South, La Crosse, WI 54601. 608-784-0452
  - Great Rivers 211 Information / Referral Crisis Hotline  
Reach for help by dialing 211 or 800-362-8255
  - Planned Parenthood of Western Wisconsin. To make an appointment call 8444-493-1052 or visit: [plannedparenthood.org](http://plannedparenthood.org)
  - National Sexual Assault Hotline  
800-656-4673
  - La Crosse Police Department. 400 La Crosse St, La Crosse, WI 54601.  
Reach for help by dialing 911 or 608-785-9191
- Where can victims get forensic evidence collection conducted?
  - [Mayo Clinic Health System "Safe Path"](#). 700 West Ave. S., La Crosse, WI 54601. To make an appointment, call 608-785-0940 or visit: [Lacrosse, Wis., hospital and clinics - Mayo Clinic Health System](#); 608.392.7804 (24-hour line)

To file a restraining order in the state of Wisconsin, visit <https://www.wicourts.gov/ecourts/prose.htm> and select “restraining order forms assistant,” or visit the Clerk of Court’s office.

La Crosse County Clerk of Courts Office  
[\(608\) 785-9590](tel:6087859590)  
333 Vine St, La Crosse, WI 54601

Jackson County Clerk of Courts Office  
[\(715\) 284-0208](tel:7152840208)  
307 Main St, Black River Falls, WI 54615

Trempealeau County Clerk of Courts Office  
715-538-2311 ext. 331  
18600 Hobson Street  
Whitehall, WI 54773-8614

Juneau County Clerk of Courts Office  
608-847-9356  
200 Oak Street Room 2230 Mauston, Wisconsin 53948

Monroe County Clerk of Courts Office  
(608) 269-8705  
112 South Court Street Room 2200. Sparta, WI 54656

Vernon County Clerk of Courts Office  
[\(608\) 637-5340](tel:6086375340)  
400 Court House Square St Ste 108, Viroqua, WI 54665

## **EXCUSED ABSENCE POLICY**

Western Technical College expects students to attend scheduled classes; however, Western recognizes that an unexpected circumstance may cause a student to be absent from class. Western considers certain class absences to be officially excused without jeopardizing student academic standing.

Students may not be penalized by faculty during the academic term due to, but not limited to, the following circumstance:

- Pregnancy or parenting;
- Health related absences;
- Bereavement (including travel related to bereavement);
- Military service or requirements;
- Jury duty;
- Participation in College sponsored events;
- Internet connectivity;
- Transportation challenges;
- Other state and/or federal regulations ‘

Students shall not be penalized for excused absences and shall be allowed to make up missed quizzes or tests. Exceptions would include a class in which the nature of the class makes attendance and active student participation a mandatory requirement, such as: classes which have a state or accrediting agency requirement regarding minimum number of hours of instruction and/or classes, clinicals or labs with specific learning activities that cannot be made up with reasonable accommodations. College sponsored events include, but may not be limited to, athletic or academic com-

petitions, conference attendance, and events authorized by the Student Life or division offices.

In order to qualify for an excused absence, students will:

- Notify their instructor(s) of the conflict requiring the absence at the first available opportunity, preferably by the time of return to class. This should be done well in advance of the scheduled conflict, if at all possible.
- Submit any homework or other projects due prior to the scheduled conflict, if at all possible
- Students are responsible for completing any work that they might miss due to absence, including assignments, quizzes, tests, and exams. Faculty will collaborate with the student and other stakeholders to write a success plan, including the missed work, and make up plan with due dates.
- If required by the instructor, any absences due to College sponsored events should be verified through a written statement signed by a responsible College official specifying the dates, times and nature of the activity that will require the student's absence, if required by the instructor
- Student will work with instructor, advisor, and Learner Support and Transition faculty to develop a plan for completing the course requirements as needed.
- In the event that the absence will be for an extended length of time, and an incomplete or withdrawal may be necessary, student should work with faculty and college advisor to discuss options.

**An excused absence does not excuse the student from learning the course material, from submitting any required assignments, or from meeting any other course requirement.** If the student absence becomes excessive to the point of inability to complete the documented requirements of the course(s), students may be required to withdrawal, take an incomplete, or make alternative arrangements with the instructor(s). Faculty will work with their dean team, division advisor, and Learner Support and Transition to make this determination. Appeal A student who believes their rights under this policy have been violated may appeal through the Student Grievance Procedure. The policy can be found:

<https://info.westernnc.edu/sites/AcademicPolicies/SitePages/Home.aspx>

# Sex Offender Registry

In accordance with the federal law *Campus Sex Crimes Prevention Act* (section 1601 of Public Law 106-386 and Western's Student Code of Conduct, any student intending to enroll in courses at Western must self-report their status as a registrant on the sex offender registry to the Manager of Student Life and Integrity or their designee prior to registering for classes. A student is defined as any person who attends and/or is enrolled in any classes or academic program at the College.

Failure to notify the College is deemed to be a violation of the Student Code of Conduct and is subject to possible conduct sanctions.

## PROCEDURES

1. Student notifies the Manager of Student Life and Integrity.
2. The Manager of Student Life and Integrity will review the prospective student's class schedule/ academic program to determine what restrictions, if any, should be put in place.
3. The Manager of Student Life and Integrity will coordinate with the Western Care Team to review all relevant and necessary information provided by law enforcement personnel to assess any safety issues posed for the College community.
4. A determination will be made if there is a legitimate educational interest to contact the prospective student's probation/parole officer and/or agency/ person who is supervising the registered sex offender. This contact information will be provided by the prospective student upon request and Western Campus Community Safety will do the outreach.
5. The Western Care Team will determine the level of notification to be released to any members of the College community. The College may follow the same notification level utilized by local law enforcement based on level of concern for community safety.
6. After determining the appropriate restrictions, if any, the Manager of Student Life and Integrity will meet with the prospective student to discuss the outcomes. A written letter will be given to the prospective student containing the information discussed in the meeting. The prospective student will be advised that their failure to comply with any of the imposed restrictions may result in a denial of enrollment,

revocation of access to campus(es), and/or the decision of the College to contact local law enforcement authorities.

7. Campus Community Safety will coordinate with local law enforcement personnel to ensure that the College has relevant and current sex offender information. Sex offender information in the State of Wisconsin is compiled by the Department of Corrections (DOC). The College does not independently verify sex offender registration information, nor is it responsible for its accuracy. Unlawful use of the information for purposes of intimidation or harassment is prohibited.

To learn the identity of registered sex offenders on or near campus, or anywhere in Wisconsin, visit <http://appsdoc.wi.gov/public>

## **STUDENT CODE OF CONDUCT**

Western Technical College is committed to fostering a learning environment that values student success, accountability, diversity, learning, teamwork, integrity and respect, and encourages positive behaviors in support of academic and personal development of all students. As such, students are expected to conduct themselves in a positive and appropriate manner that supports civil, criminal and federal laws and College policies and procedures; does not interfere with the educational process of the College in any manner; or endanger the safety or well-being of other students, staff or faculty.

The Student Code of Conduct and procedures apply to the conduct of individual students as well as all Western recognized student organizations or clubs. For the purpose of this policy, a student is defined as any person who attends and/or is enrolled in any credit or non-credit classes or program at the College.

The Student Code of Conduct applies to behaviors that take place on any Western campus or controlled property, at Western sponsored events, and may apply off-campus when a student's conduct may present a danger or threat to the health or safety of any person, or is detrimental to the educational mission, programs and/or interest of the College. The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium where the behavior is not protected by freedom of expression.

The Student Code of Conduct Procedure with defined standards of conduct can be found on Western's policy and procedure site:

<https://info.westernct.edu/sites/Policies/Pages/E0700p.aspx>.

## **STUDENT FEEDBACK**

Western is committed to incorporating feedback from students, employees, and partners into College operations. Individuals have the right to file informal concerns or formal grievances regarding Western's personnel, services, processes, facilities, academic issues or any allegation of discrimination. Western uses feedback to make improvements to services or in teaching and learning. To provide compliments, suggestions or concerns, individuals should use the Feedback forms located on the Western website under Student Rights and Concerns.

## **STUDENT GRIEVANCE PROCEDURE**

When a student believes he or she has been subjected to unfair and improper action or denied his/her rights by a member of the Western community (as defined by any person employed by the district), he or she may utilize the Student Grievance Procedure to address the concerns. Students initiating a Student Grievance Procedure shall be free of any retaliation from any faculty or staff person.

In situations where the concern is related to grading, the student must utilize the Grade Appeal Procedure for resolution.

In situations where the concern is related to harassment or sexual harassment, the student should immediately contact the Manager of Student Life & Integrity/Title IX Coordinator to initiate the process.

Grounds for a Student Grievance may include, but are not limited to: allegations of sexual harassment, allegations of intimidation or harassment, acts or threats of physical aggression, disregard of due process as it relates to arbitrary actions or imposition of sanctions, violation of student rights and responsibilities, and grievances under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of race, color, national origin, sex or handicap by federally funded education institutions.

Before invoking the grievance procedure, with the exception of sexual harassment concerns, a reasonable effort should be made to address the concern amicably in an informal manner. Students are encouraged to

meet with the subject of the grievance to attempt to resolve the conflict through open and cooperative communication. Only after such attempts prove unsuccessful should the Student Grievance Procedure be invoked. At any time throughout the process, both the grievant and respondent may consult with the Student Grievance Officer (SGO) at any time and may have an advocate with non-speaking participation present at any meeting. Non-speaking participation is defined as having the ability to provide advice and support directly to the person he or she is supporting, and not advocating on behalf of his or her person to the committee or any other involved parties. The Student Grievance Officer (SGO) for Western is the Manager of Student Life & Integrity.

Throughout all levels of the Student Grievance Procedure, confidentiality will be maintained through all reasonable efforts.

### **DEFINITIONS:**

- Grievant – the student or students who file the complaint. The student must be an enrolled student at Western at the time of the alleged complaint
- Respondent – The person against whom a complaint or grievance is directed

### **INFORMAL LEVEL:**

Prior to the filing of a formal written grievance, the grievant may request a meeting with the respondent and/or the respondent's direct supervisor to address the concern. The SGO should be included in the meeting to assist both parties in resolving the problem. Every effort should be made by all parties to resolve the complaint. This meeting is at the option of the grievant, and shall not be a pre-condition for submission of a formal written grievance.

### **FORMAL LEVEL:**

A formal written grievance may be filed by the grievant within 30 business days of the occurrence of the alleged grievance (unless specific statute allows for longer reporting period). Students shall complete the Student Grievance form found on the website ([https://cm.maxient.com/reportingform.php?WesternTC&layout\\_id=1](https://cm.maxient.com/reportingform.php?WesternTC&layout_id=1)). Any supporting documents should be delivered to the SGO (Kumm Center, Room 100) at the time of filing the grievance.



Upon receipt of written grievance, the SGO shall notify the respondent in writing within 5 business days of the grievance complaint and the respondent's responsibility for submitting a written response to the SGO within 10 business days. The written response must include a confirmation or denial of each fact alleged in the student grievance, the extent to which the respondent believes the grievance has merit, and an indication of acceptance or rejection of any desired resolution or course of action indicated by the grievant. If the respondent rejects the grievant's recommended course of action or resolution, the written respondent response must include an alternate proposal for resolution of the conflict. If the respondent is unavailable at the time the grievance is filed, the SGO will make reasonable effort to deliver the grievance within a reasonable amount of time.

The SGO will contact the grievant with the response of the respondent within 5 business days. If the grievant rejects the respondent's answer or the respondent does not reply to the grievance within the stated timeline, the grievant may request within 5 business days to the SGO that the grievance and response to be submitted to the respondent's supervisor for review. The supervisor shall investigate the grievance and make a decision. The supervisor shall submit his or her written decision to the SGO within 10 business days from date of notification of grievance. The SGO will deliver the decision to the grievant and respondent within 5 business days. At any time before the issuance of the decision, the supervisor may request the grievant, respondent, supervisor, and SGO meet to attempt to resolve the issue.

If the grievance is not resolved to the satisfaction of the grievant, he or she may request within 10 business days to the SGO for the grievance to be heard by the Student Grievance Committee.

The Student Grievance Committee will be assembled within 10 business days by the SGO or his or her designee, and will be composed of a dean or associate dean from the division area of concern, or his or her designee, and two additional non-biased Western staff members. The grievant may request that one member of the Student Grievance Committee be a student representative. If either the grievant or respondent has reason to believe that any committee member may not be able to make an unbiased decision, either may request that a new committee be empaneled. The SGO will empanel the new committee in a timely manner. At least twenty-four (24) hours prior to the hearing, the SGO shall provide each member of the committee, the grievant and respondent with copies of the grievance, responses, decision issued, and all relevant supporting documentation.

At the hearing before the committee, the grievant and respondent shall both have the right to present a statement on his or her behalf, call relevant supporting witnesses (relevant witness shall be defined as persons who have direct knowledge of the grievance allegations), ask questions of witnesses, and have an advocate with non-speaking participation for support. Non-speaking participation is defined as having the ability to provide advice and support directly to the person he or she is supporting, and not advocating on behalf of his or her person to the committee or any other involved parties.

Based upon the information presented, the committee will deliver its findings and recommendations within 10 business days to the SGO. A copy of the committee's findings and recommendations shall be delivered to the grievant and respondent within 5 business days of receipt.

No appeal shall be permitted unless specific allegations are set forth in the appeal alleging a lack of due process or other specific error or omission. The appeal is limited to issues that were raised at the hearing. No new information or statements shall be introduced for the first time on appeal. A record of the hearing (tape recording or stenographer's notes, etc.) shall be provided by the College to the parties in the event of an appeal.

The appealing party shall file with the Office of the President a written appeal, setting forth with specificity the grounds on which the appeal is based. The written appeal shall bear the original signature of the appealing party.

The appeal shall be filed with the Office of the President within ten (10) business days of the date the committee decision was personally delivered or was postmarked if served by mail. Otherwise the appeal shall not be heard and is barred.

The appeal shall be decided by the president or his or her designee no later than thirty (30) days after the appeal has been filed with the Office of the President. Within this timeframe, the president or his or her designee shall issue a written decision accepting, modifying or rejecting the committee's decision.

The decision of the president, or his or her designee, shall be final unless the grievance is an allegation of discrimination and the grievant is unsatisfied with the decision of the president or his or her designee. In such circumstances only, the grievant can appeal to the Western District Board. Written intent to appeal to the District Board must be received by the Office of the President within five (5) business days of receipt of initial appeal decision.

Anyone who believes that the College did not follow the established grievance process or has discriminated against him or her on the basis of race, color, sex, national origin, age or disability, may file a complaint with the Office of Civil Rights. Additional information can be obtained at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

For more information, review Student Grievance Procedure (E0708p) on [www.westernnc.edu](http://www.westernnc.edu).

## **STUDENT RIGHTS**

In concert with the mission statement for Western Technical College, students who attend classes or enroll in programs at the College hold certain rights, which are inherent to quality educational experiences. A student is defined as any person who attends and/or is enrolled in any classes or program at the College.

### **These rights include:**

1. The right to an education in an environment of academic integrity and intellectual freedom;
2. The right to expect that the College will uphold all applicable federal and state statutes and directives;
3. The right to expect that the College will uphold all Western Technical College policies, including those particularly applicable to students;
4. The right to review college policies particularly applicable to student life and services, in accord with Wisconsin Statutes 38.145;
5. The right to voice concerns about the College in an orderly fashion;
6. The right to expect that the College will take measures to provide a safe, secure campus environment in which to carry out educational pursuits; and
7. The right to a hearing, in accord with College procedures, should any serious conduct matters arise.

Western Technical College confers these rights with the expectation that you understand and exercise their rights, fulfill their responsibilities, and respect those of others.

## **TITLE IX/PREGNANCY AND RELATED CONDITIONS**

Western Technical College is committed to creating and maintaining a community free from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on a student's current, potential, or past pregnancy or related conditions, is prohibited and illegal. The College is providing this information to ensure the protection and equal treatment of pregnant or related conditions students.

### **Your Rights**

Title IX provides students who are pregnant or experience a false pregnancy, have a child or adopt a child, terminate a pregnancy or have a miscarriage with special services as it provides to students with other temporary medical conditions. As a student with one of these conditions, you have the right to:

- Not be told to drop out or change education plans
- Be provided a comfortable space that is clean and shielded from view to pump milk
- Be excused from class due to pregnancy-related appointments (pre-natal, give birth, have an abortion or be on doctor-ordered bed rest)
- Not have excused absences count against your grades
- Be provided the opportunity to make up missed work from excused absences
- Be allowed to take a voluntarily leave of absence
- Be allowed to voluntarily access any separate and comparable portion of the College's education program or activity if such a comparable portion of the program or activity is available.
- Not be harassed as the result of pregnancy

- Only provide documentations when necessary and reasonable for modification request
- Reasonable modifications may include, but are not limited to,
  - breaks during class to express breast milk, breast-feed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
  - intermittent absences to attend medical appointments;
  - access to online or homebound education;
  - changes in schedule or course sequence;
  - extensions of time for coursework and rescheduling of tests and examinations;
  - allowing a student to sit or stand, or carry or keep water nearby;
  - counseling;
  - changes in physical space or supplies (for example, access to a larger desk or a footrest);
  - elevator access; or other changes to policies, practices, or procedures.
- Be allowed to have discretion to accept or decline each reasonable modification offered

Title IX does not assist with childcare issues, bonding time or similar parenting situations and challenges. What is meant by the context of Title IX is the medical recovery from the above conditions listed.

## Private Wellness Rooms for Personal Needs

Western has designated Wellness rooms for personal use, including lactation (breast pumping). Under Wisconsin law, women may breastfeed their child in any area where the general public is allowed to go.

The Wellness rooms are located in Coleman Room 252, Student Success Center Room 110, and the Administrative Building Room 219.

All the rooms have a small fridge, sitting chair, and lock from the inside. There should be a slider that indicates when a room is in use.

## **Restroom Usage and Single-Stall Restroom Locations**

In keeping with Title IX protections of sex and gender identity, students, staff and visitors at Western are welcome to use the restroom that is most comfortable and appropriate for them. Single-stall gender neutral restrooms are located in the following locations.

- Administrative Center: first, second, and third floor
- Coleman Center First Floor: by C-100 and across from C-124
- ICT: second floor, across from T-209
- Residence Hall: first floor, near vending
- Sparta: Shooting Range Building
- Student Success Center: near Welcome Center, in S-156
- Automotive Building: north end of main coordinator and in Bay B
- Diesel: south locker room
- Viroqua: across from 105

## The Rights of Fathers

Some of the same protections and accommodations apply to fathers as well; however, in some situations, fathers will not receive the same modifications due to the nature of pregnancy and recovery.

## Apply for Title IX Pregnancy Modifications

Pregnancy and parenting modification is available for all Western students. For modifications, contact Kris Follansbee, Manager of Access Services, at 608-785-9875 or [follansbeek@westernnc.edu](mailto:follansbeek@westernnc.edu)

## The Modification Process

- Pregnant students are encouraged, but not required, to contact the Title IX Coordinator and Manager of Access Services early in their pregnancy. Modification rights are not made until you have contacted Access Service and completed the required paperwork.
- Western's Access Services will guide the student in obtaining appropriate medical documentation of their condition and the medical basis for modifications. Modifications are imple-

mented based on what is determined by the medical provider.

- Access Services will work with the students and their instructors to implement the modifications.
- The student is ultimately responsible for obtaining the appropriate medical documentation. Access Services will help guide you through the process and answer all of your questions.

Discrimination against a person on the basis of past or current parental status, pregnancy and related conditions, and marital status is a violation of Western policy and federal law. Those who believe they were subject to discrimination may file a complaint or contact the Title IX Coordinator, Ge Vang, at 608-785-9444

or [vangg@westerntc.edu](mailto:vangg@westerntc.edu) or the Deputy Title IX Coordinator, Margy Krogman, at 608-785-9880 or [krogmanm@westerntc.edu](mailto:krogmanm@westerntc.edu).

## **IMPORTANT NUMBERS**

|                                      |                |
|--------------------------------------|----------------|
| Main La Crosse Switchboard .....     | 608-785-9200   |
| Toll Free Number.....                | 1-800-322-9982 |
| Access Services.....                 | 608-785-9551   |
| Western Learning Commons .....       | 608-785-9198   |
| Alumni Association Office .....      | 608-789-6083   |
| Campus Campus Shop/Spirit Store..... | 608-785-9140   |
| Career Services .....                | 608-785-9440   |
| Cashier's Office .....               | 608-785-9121   |
| Computer Services/Help Desk .....    | 608-789-6266   |
| Food Service .....                   | 608-785-9403   |

## **Division Offices**

|                                      |              |
|--------------------------------------|--------------|
| Business Division .....              | 608-785-9168 |
| General Studies Division .....       | 608-785-9235 |
| Health & Public Safety Division..... | 608-785-9226 |
| Integrated Technology Division.....  | 608-785-9150 |

## **Enrollment Services**

|   |              |
|---|--------------|
| Admissions/Advising/Counseling /Registration/Student Records..... | 608-785-9553 |
| Campus Community Safety .....                                     | 608-785-9191 |
| Equity, Inclusion, and Community Engagement .....                 | 608-789-9440 |
| Financial Aid .....   | 608-785-9579 |
| Foundation Office .....   | 608-785-9487 |
| Learner Support and Transition.....                               | 608-785-9535 |

|   |              |
|---|--------------|
| Library .....                                     | 608-785-9142 |
| Math Center .....                                 | 608-789-4797 |
| President .....                                   | 608-785-9210 |
| Student Life/Housing Office.....                  | 608-785-9445 |
| Student Employment Services .....                 | 608-785-9440 |
| Student Government .....                          | 608-785-9085 |
| Student Health Center.....                        | 608-785-8558 |
| The SPACE .....                                   | 608-785-9440 |
| Weber Family Veteran Military Student Center..... | 608-785-9436 |
| Wellness Center .....                             | 608-785-9443 |
| YWCA Child Care Center .....                      | 608-785-9541 |

**Regional Learning Centers**

|                        |              |
|------------------------|--------------|
| Black River Falls..... | 715-284-2253 |
| Independence .....     | 715-985-3392 |
| Mauston .....          | 608-847-7364 |
| Tomah.....             | 608-374-7700 |
| Viroqua .....          | 608-637-2612 |