

Western Technical College 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 Associate Director of Student Life, Senior Title IX and Civil Rights Officer 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 by email to the dean of the course area no later than ten (10) business days after the grades are posted. The request must detail the basis for the allegation that 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 10-business day timeframe. The dean reserves the right to extend the deadline for the submission of an appeal, but only in extraordinary circumstances. The dean will make every effort to prioritize review of grade appeals; however, a final determination may not be available until after the start of the next session or term.
2. The division dean or their designee may request to meet individually or collectively with those involved in the process as part of their investigation. 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.
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. 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,

direct the instructor to administer an alternative assessment, direct a change of the student's registration process (i.e., withdraw, audit, drop) or implement other solutions that serve the students' best academic interest.

5. The student and the instructor shall be notified in writing of the dean's decision within one week of the grade appeal meeting.
6. Should the student have evidence of an error, omission, or bias in the formal grade appeal process, they may submit a written appeal to the Associate Director of Student Life, Senior Title IX and Civil Rights Officer stating the grounds upon which the appeal is based along with the supporting evidence no later than ten (10) business days of the date the written decision was delivered. If the evidence submitted would substantially have impacted the decision, the appeal may be forwarded to the vice president of learning for review. The student and instructor will be notified in writing of the decision. The decision of the vice president is final.

ARTIFICIAL INTELLIGENCE

Western Technical College is dedicated to responsibly using artificial intelligence (AI) and new technologies to improve teaching, learning, and operational effectiveness. Western is committed to protecting privacy and following all relevant laws and policies.

When utilizing AI tools and applications at Western, users (including employees, board members, students, and guests) must follow important guidelines like the Family Educational Rights and Privacy Act ("FERPA") for protecting student educational records, the Health Insurance Portability and Accountability Act ("HIPAA") for safeguarding health information, C0206 Code of Ethics for Employees, E0700 Student Code of Conduct, D0601 Copyright Compliance, and the guidelines outlined in G0102p Artificial Intelligence Procedure.

AI should be used in a way that supports Western's data governance framework and the values of academic honesty, non-discrimination, and respecting intellectual property. Private information from students, employees, or others cannot be used to train AI systems without prior authorization from the AI Core Council and following the rules of FERPA and HIPAA.

For more information, review Western's (G0102p) [Artificial Intelligence Procedure](#).

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.

If all Western locations will be closed, an announcement will be made on RAVE, as well as the website (westerntc.edu), Western's official Facebook page (facebook.com/westerntc) and official Twitter account (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.

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.westernnc.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. 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 (registrar@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").

Both the original and the repeated grade will appear on the student's transcript. When a course is repeated, it will be indicated on the 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) mentor, 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) mentor, 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, counselors, and students to promote an environment in which students can succeed. In keeping with this philosophy, the Division staff utilizes student success plans as an integral part of supporting the learning needs of students.

- 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:
 - a. Contact information: Name, program, student ID number, address, phone, and email;
 - b. an examination of the student's choices and behaviors that prevented successful completion of courses/program;
 - c. the student's plan for change and improvement for program success; and
 - d. 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 Seventh Street North
PO Box C-0908
La Crosse, WI 54601-0908
Send email to: 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. In situations where re-entry is granted, the Dean will often 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.westernnc.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@westernnc.edu. For audit course fee information, please contact the Cashier’s Office at cashiersoffice@westernnc.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.westernnc.edu.

Challenge Exam non-refundable assessment fee: \$50

For a list of Challenge Exams visit: www.westernnc.edu/credit-prior-learning.

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

panzerk@westernnc.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.westernnc.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@westernnc.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; (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; (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; (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.westernnc.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.westerntc.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. **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 Student Success 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://westernnc.excelimages.com/>

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

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

OFFICIAL ONLINE BOOKSTORE available 24hrs a day at <https://westernnc.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.westernnc.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:

(westernnc.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.westernnc.edu**.

The full report can be viewed at:

<https://www.westernnc.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) 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.

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 enforcement, 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://www.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://www.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).

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 using their Western student email address.

The Career Services Office is in the Student Success Center, room 202. 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.

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 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), 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 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.

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 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:

Bryan Morris,

Access Services Manager Academic

Resource Center 608-785-9875

morrisb@westerntc.edu

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) 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) 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.

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 every- one 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 error 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 error 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 2025 Term:

Payment for classes is due in full on October 1, 2025. A \$35 late fee will be assessed on any past due balance over \$50.00.

Spring 2026 Term: Payment for classes is due in full on February 3, 2026. A \$35 late fee will be assessed on any past due balance over \$50.00.

Summer 2026 Term: Payment for classes is due in full on June 9, 2026. A \$35 late fee will be assessed on any past due balance over \$50.00.

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 fee covers a student in the event of any accident on campus, attending a practicum 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 required 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.westerntc.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.westerntc.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.

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. 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.

For assistance or more information, contact Western Foundation Office at 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, 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.

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 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.

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 Rejuvenation Room offers a quiet space for students to focus on their mental well-being equipped with a massage chair and sauna. 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

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 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 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.

MYWESTERN

Western's student information system is located at [**www.westerntc.edu/current-students**](https://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@westernnc.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 nontraditional 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@westernnc.edu**, or visit **www.westernnc.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.

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

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.

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

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 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

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.

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 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.

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. **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.westernnc.edu/library

The libraryservices web page is available 24 hours a day at www.westernnc.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.westernnc.edu/online-writing-center!](http://www.westernnc.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 integrity, fairness, and honesty in learning environments. Academic integrity violations include, but are not limited to, cheating, plagiarism, falsification, and other forms of dishonest or unethical behavior, which are considered violations of the Student Code of Conduct.

Academic Integrity Violations - Definitions:

Violations of academic integrity include, but are 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, applications, artificial intelligence and/or machine learning tools or information from others) on 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 instructor authorization
- 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 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
 - Using artificial intelligence and/or machine learning tools/aids to complete an assignment or assessment (e.g., essay, research paper, exam, quiz, etc.) outside of the guidelines stated in the course syllabus or assignment
- Unauthorized Collaboration – sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor. This includes uploading course material (e.g., exams, study guides, quizzes, instructor-created material, etc.) to websites (e.g., Quizlet, Chegg, and Course Hero, etc.), listservs, or other electronic platforms.
- Fabrication – using invented, altered, forged or falsified information in academic work or documentation, whether in hard copy or electronic format
- Multiple Submissions – 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, including, but not limited to:
 - Requesting an academic benefit such as 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

- Representing oneself as another 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 allegation, the following process shall be implemented:

1. Course-Level Procedure

- a. Faculty will review all available information to determine if there was a probable violation of academic integrity. If it is established that a violation likely occurred, faculty will notify the student by email, informing them of the suspected violation, and offering to discuss the matter in person, via video conferencing, or by phone. The student may invite a support person to join them.
- b. During the meeting with student,
 - i. If faculty feel confident that a violation of academic integrity did not occur, the matter is closed, and the decision is communicated to the student
 - ii. If student accepts responsibility for the violation, faculty determines appropriate outcome (see below), notifies the student of outcome, and documents via [Academic Integrity Report](#)
 - iii. If the student denies allegation, faculty determines appropriate outcome (if applicable) and notifies student of outcome, along with the right to appeal decision to the academic dean who oversees the course (or designee), and documents via [Academic Integrity Report](#)

Course-level outcomes are at the discretion of the instructor and may include, but are not limited to, one or more of the following:

- Verbal or written warning
- 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 who oversees the course (or designee))

Faculty will consult with dean or designee before communicating final decision to student.

2. College-Level Procedure

Repeat academic integrity violations and/or allegations that include a possible violation of other Student Code of Conduct standards will be referred to the Student Life Office to be addressed through the [Student Code of Conduct procedure](#).

At the College-level, outcomes for allegations referred to the Student Life Office may include, but are not limited to, one or more of the following:

- Verbal or written warning
- Non-academic probation

- Community service assignment
- Suspension or dismissal from student's program (with consultation of academic dean)

Upon notification to the student of an allegation of an academic integrity violation, the student is prohibited from withdrawing from the associated course while the matter 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 a referral to the Student Life Office for resolution.

ACADEMIC INTEGRITY APPEAL PROCESS

Students found to be in violation of the academic integrity policy have the right to appeal the process. Students who have initiated an appeal are ineligible to withdraw from the course in question until the appeal process has been completed.

The appeal is limited to the following process concerns:

- Failure to notify the student of the allegation
- Failure to provide the student opportunity to discuss the allegation
- Failure to follow the published academic integrity procedure
- Other specific errors or omissions that may have influenced the outcome

1. Course-Level Appeal

The appeal for a course-level academic integrity violation must be made in writing to the academic dean or designee within five (5) business 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.

2. College-Level Appeal

The appeal for a College-level academic integrity violation addressed by the Student Life Office must be made in writing to the Office of the Vice President for Student Service and Engagement within ten (10) business days of student receiving notification of outcome of violation. The 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 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 westernnc.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.westernnc.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.westernnc.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. **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.

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.

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.

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 policy can be found at

<https://info.westerntc.edu/sites/Policies/Pages/B0408.aspx>

C0102-E0105 Anti-Harassment and Nondiscrimination Policy

Western Technical College (herein "Western") is committed to building and preserving an educational and workplace environment where students¹ and employees² 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 discrimination³ and harassment⁴ on the basis of protected characteristics⁵, and for complaints regarding retaliation. Western is committed to ensuring compliance with federal, state, and local laws, and supporting the First Amendment rights of the Western community.

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"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), 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 governing regulatory agencies. A complaint may be filed with the College without affecting an individual's access to other forums and/or remedies.

Inquiries regarding the application of this policy and 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	Equal Employment Opportunity Commission (EEOC)	Department of Workforce Development – Equal Rights Division (ERD)
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 Web: https://www.ed.gov/OCR	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: https://www.eeoc.gov	201 E. Washington Ave P.O. Box 7946 Madison, WI 53707 Phone: 608-266-3131 Fax: 608-267-4592 Email: erinfo@dwd.wisconsin.gov Web: https://dwd.wisconsin.gov/er

Scope of Policy

This policy covers how Western Technical College (herein “Western”) will address complaints of harassment or discrimination based on the protected characteristics recognized by this policy. While some protected characteristics are self-explanatory, others, like sex, present different features protected by law. For purposes of this policy and the College’s complaint 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 and quid pro quo harassment, sexual assault, dating violence, domestic violence, and stalking.

Alleged harassment and discrimination not based on protected characteristics may be addressed under other College policies.

This policy applies to the conduct of Western students, faculty, staff, and third parties (e.g., non-members of the Western community, such as applicants, volunteers, vendors, alumni, directors, trustees, visitors, partners, guests, or residents). A third party may make a report or complaint of an alleged violation of this policy by a member of the Western community. A third party may also be permanently barred from the College or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct on the College campus, which includes land, buildings, facilities, and other property in possession of or owned, used, or controlled by Western 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 and other off-campus conduct directed at the College, its students or employees, or others may violate this policy and may also be a violation of other Western Technical College policies provided there is a sufficient nexus between the off-campus conduct or communication and the individual, their rights, and responsibilities, and the College.

This policy also applies to conduct outside the College's premises that is associated with an institution-sponsored program or activity, such as travel, research, or internship programs. The College may apply this policy to 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 will reasonably determine when an alleged off-campus incident falls within the jurisdiction of this policy.

The College will address allegations of prohibited harassment and discriminatory 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.

Policy Definition and Designated Officials

Western has designated specific individuals to respond to allegations of harassment and/or discrimination (including sex-based and gender-based-harassment) and for carrying out other requirements to comply with federal and state laws and regulations. These individuals are referenced in this policy and associated procedures in general terms as the "Designated College Official." Depending on the nature of the complaint, the appropriate Designated College Official will coordinate College efforts to respond to the allegation. This might include a response from the Title IX Coordinator, Title IX Personnel, or other Designated College Officials.

Administrator. For allegations of all protected characteristics except sex, the Administrator is the official who is responsible for the intake, investigation, and resolution of the complaint.

Advisor of Choice. For resolutions of sex-based and gender-based-harassment complaints involving students or employee reports involving dating violence, domestic violence, sexual assault, or stalking, the parties may be accompanied to any meeting or proceeding by an advisor of their choice, provided that doing so does not delay the investigation. An "Advisor of Choice" is any individual who provides the complainant or respondent support, guidance, or advice and is not also a fact witness to the alleged discriminatory acts or conduct in the case. The advisor may not participate in the meetings or speak on behalf of the party except as outlined in this policy. Western will not limit the choice of advisor but may remove an advisor who violates the College's established rules of decorum. An advisor should be chosen whose schedule allows attendance at the dates and times. Delays typically will not be due to the scheduling conflicts of an advisor. An employee may serve as an advisor but is not required to do so.

Appeal Officer. “Appeal Officer” means the person or persons who will make the determination on any appeal submitted under this policy, including appeals of dismissals and determinations of responsibility. The Appeal Officer may be an employee or an independent service provider.

Confidential Employee. “Confidential Employee” means (1) an employee of Western Technical College whose communications are privileged or confidential and who is functioning within the scope of their duties to which the privilege or confidentiality applies; or (2) an employee designated as confidential under this policy for the purpose of providing services related to sex discrimination.

Decisionmaker. “Decisionmaker” means the person or persons who will make a determination at the conclusion of the applicable grievance procedures under this policy. The Decisionmaker may be an employee or a contracted service provider and may be the same person as the Title IX Coordinator or Investigator.

Informal Resolution Facilitator. “Informal Resolution Facilitator” means an individual designated by the College to resolve reports and complaints utilizing an informal resolution process. The assigned facilitator for an informal resolution process will not be the same person as the assigned Investigator or the Decisionmaker in sex discrimination complaints.

Investigator. The “Investigator” is the person or persons assigned to conduct an investigation of a complaint. The Investigator may be an employee or a contracted service provider.

Title IX Coordinator. The “Title IX Coordinator” is responsible for overseeing the College’s response(s) to reports or complaints of sex discrimination and ensuring compliance with Title IX, including oversight of all recordkeeping and training.

The Title IX Coordinator may liaise with other officials at the College for purposes of responding to claims and for referring complaints to the appropriate administrator for resolution. The Title IX Coordinator is also responsible for coordinating the effective implementation of supportive measures and remedies for the College. The Title IX Coordinator may delegate responsibilities under this policy to a deputy Title IX Coordinator or other designee, who will be appropriately trained under Title IX. For purposes of this policy, any reference to the Title IX Coordinator should be read as the “Title IX Coordinator, deputy Title IX Coordinator, or other designee.”

Title IX Personnel. “Title IX Personnel” means all individuals who are responsible for responding to reports of sex discrimination, implementing the grievance procedures in this policy, hearing challenges to removals, or having the authority to modify or terminate supportive measures. All Title IX Personnel shall receive training under Title IX, Clery, and applicable state law. Persons falling under this description include, without limitation, Title IX Coordinator(s), Investigators, Decisionmakers, Appeal Officers, and Informal Resolution Facilitators, with any of the responsibilities outlined herein. Title IX Personnel will not have a conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent.

Other relevant definitions in this policy include:

Party. “Party” means the complainant(s) or respondent(s). A respondent becomes a “party” to the action upon filing the complaint.

Pregnancy or Related Conditions. “Pregnancy or Related Conditions” means the following: (1) pregnancy, childbirth, termination of pregnancy, or lactation; (2) medical conditions or complications related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Respondent. “Respondent” means a person who is alleged to have violated the College’s policy against harassment and/or discrimination. A respondent is presumed not responsible for alleged conduct until a determination of whether harassment or discrimination occurred is made at the conclusion of a resolution process outlined in this policy.

Student. For the purposes of this policy, a “Student” is a person who has gained admission to the College or has been enrolled for all times relevant to any complaint or issue under this policy.

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.

Witness. “Witness” means any individual who has direct personal 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 Decisionmaker.

Prohibited Harassment and Discrimination Conduct

Western 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 discrimination 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 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 reasonable 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); bullying; 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 the conduct is so severe or pervasive that it denies a reasonable 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’s Anti-Harassment and Nondiscrimination Procedure.

Western reserves the right to address harassment that creates a hostile environment but is not based on a protected characteristic.

Definitions Related Specifically to Sex Discrimination

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, and marital and parenting status.

Hostile Environment Harassment. “Hostile Environment Harassment” means unwelcome sex-based and/or gender-based conduct that, based on the totality of the circumstances, is offensive to a reasonable person, and is so severe and 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:

- The degree to which the conduct affected the complainant’s ability to access the College’s education program or activity;
- The complainant’s alleged endorsement of or participation in the type of or the conduct complained of;
- The type, frequency, and duration of the conduct;

- 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;
- Previous conduct or incidents related to prohibited discrimination in the parties' employment history;
- The location of the conduct and the context in which the conduct occurred; and
- 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. "Non-consensual 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. "Non-consensual Sexual Contact" means the touching of the breasts, buttocks, or groin of another person without the consent of the victim for the purpose of sexual gratification.

Sexual Assault—Incest. "Incest" is sexual intercourse between persons who are not permitted to marry because of their family relationship.

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:

- 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;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- 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 or series of acts that show(s) a continuity of purpose, directed at and/or about a specific person, that would cause a reasonable person to fear for their own personal safety or the safety of others or where a reasonable person would or should know that their actions could cause substantial emotional distress.

For the purposes of this definition—

1. **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.
2. **A reasonable person** means a reasonable person in the victim's circumstances and with similar identities to the victim.
3. **Substantial emotional distress** means significant mental suffering or anguish that may but not necessarily require medical or other professional treatment or counseling.

Retaliation. "Retaliation" means intimidation, threats, coercion, adverse action, or discrimination against any person by the College, a student, 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. However, nothing in this definition precludes the 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 voluntary 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 and is not under the influence of any intoxicant 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.

Regarding Pregnancy or Related Conditions

Western is committed to creating and maintaining a community free from discrimination, including discrimination on the basis of sex, as mandated by Title IX. 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 pregnancy or related conditions of students. Employees are also protected from discrimination based on pregnancy or related conditions in their employment. Specific protections for employees may be found in the Employee Handbook.

The College will treat pregnancy or related conditions for relevant purposes in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the College administers, operates, offers, or participates in with respect to students admitted to the College's education program or activity.

The following are a summary of rights and options available to students who are pregnant or who have a condition that has arisen from pregnancy. Complaints regarding discrimination on the basis of pregnancy or related conditions for both students and employees will be resolved using the Anti-Harassment and Nondiscrimination procedure.

Self-Identification and Employee Reporting

Students, or a person who has a legal right to act on behalf of the student, may self-identify their pregnancy⁶ or pregnancy-related condition to the manager of Access Services or Title IX Coordinator (for students) using the contact information listed in this policy if they are interested in pursuing modifications. Students are strongly encouraged to self-report so that the student and the manager of Access Services and Title IX Coordinator can work together throughout the student's pregnancy to ensure that reasonable modifications are made based on student needs.

The employee shall inform the pregnant student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the College's education program or activity.

Reasonable modifications. Pregnant students have the right to access the education program and associated activities regardless of their pregnancy and will be provided with reasonable modifications if requested. Each reasonable modification must be based on the student's individual needs. In determining what modifications are required, the manager of Access Services and/or Title IX Coordinator must consult with the student. A modification is not considered reasonable if the College can demonstrate that it would fundamentally alter the nature of its educational program or activity.

The student has discretion to accept or decline each reasonable modification offered by the manager of Access Services/Title IX Coordinator. If a student accepts an offered reasonable modification, the manager of Access Services/Title IX Coordinator will implement it.

Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, 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.

Comparable treatment to other temporary medical conditions. The College shall treat pregnancy or related conditions for relevant circumstances in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the College administers, operates, offers, or participates in with respect to students admitted to the College's education program or activity.

Voluntary access to separate and comparable portion of program or activity. The College will allow the student 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.

Voluntary leaves of absence. Western will allow the student to voluntarily take a leave of absence from the College's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Upon returning to the education program or activity, the student will be reinstated to the academic status and as practicable, to the extracurricular status that the student held when the voluntary leave began.

Certification to participate. The College will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the College's class, program, or extracurricular activity unless:

- The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- The College requires such certification of all students participating in the class, program, or extracurricular activity; and
- The information obtained is not used as a basis for discrimination prohibited by law.

Lactation space

The College has a lactation space, which is a space other than a bathroom, which is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding. Information regarding the lactation space may be found on the Title IX website. Students may also contact the Title IX Coordinator for more information on lactation.

Limitation on supporting documentation

The College will not require supporting documentation unless the documentation is necessary and reasonable for the College to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the College with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

Prohibition on Retaliation. Faculty, staff, and other College employees are prohibited from interfering with a student taking leave, seeking reasonable modifications, or otherwise exercising their rights under this policy. Faculty, staff, and other College employees are prohibited from retaliating against a student for exercising the rights articulated by this document, including imposing or threatening to impose negative educational or other outcomes because the student requests leave or modifications, files a complaint, or otherwise exercises their rights under Title IX.

Regarding Disability Discrimination and Accommodations

Western 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 the 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 hardships 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 and determine procedures where not directed by policy for 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.

Employees with Disabilities. Western will provide reasonable accommodation(s) in a timely manner to all qualified employees with known disabilities when the disability impacts the performance of their essential job functions unless such accommodation(s) would result in undue hardship to the College. Employees are encouraged to contact the Associate Director of Human Resources, Compensation, Benefits, and Compliance to request an accommodation. Employees with a disability who desire an accommodation 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.

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 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.

Bryan Morris, Manager of Access Services
400 North 7th Street, Building S, Room 202E
La Crosse, WI 54601
608-785-9875
morrisb@westerntc.edu
<https://www.westerntc.edu/access-services>

Regarding Equal Employment and Educational Opportunity

The College will not discriminate against any employee or applicant for employment, student or prospective student based on race, color, sex, sexual orientation, gender identity or expression, religion, creed, national origin, ethnicity, ancestry, age, disability, marital or parental status, veteran status or military service, genetic information, pregnancy, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law ("protected characteristic(s)"). This prohibition applies to recruitment, hiring, transfers, promotions, training, layoff or recall from layoff, terminations, retention, certification, testing and committee appointments, education and assistance therefor, and social or recreation programs. The College is strongly committed to this policy and believes in and practices equal opportunity.

Principal publications available to students, employees, applicants for admissions or employment, and sources of referral for both, will include a statement of nondiscrimination which specifically includes reference to [Title IX of Education Amendments of 1972](#) and to [Section 504 of the Rehabilitation Act of 1973](#). Delivery of student services will be performed in harmony with statutory requirements.

It is the policy of the College to assure equal opportunity for qualified applicants for employment, for qualified employees in matters of employment, and for students in District educational programs in all educational and employment related activities. This policy applies to all students, employees, applicants, and prospective students irrespective of any protected characteristic(s). Responsibility for the Equal Employment Opportunity is assigned to the Associate Director of Human Resources, Compensation, Benefits, and Compliance.

The College is committed to compliance with all applicable local, state, and federal equal opportunity and affirmative action laws and regulations, including but not limited to:

1. [Title VI](#) and [Title VII](#) of the 1964 Civil Rights Act
2. [Title IX of the 1972 Educational Amendments Act](#)

3. [Section 504 of the Rehabilitation Act of 1973](#)
4. [The American With Disabilities Act of 1990](#)
5. [The Civil Rights Act of 1991](#)
6. [The Carl D. Perkins Vocational and Technical Education Act](#)
7. [The Equal Pay Act of 1963](#)
8. [The Pregnancy Discrimination Act](#)
9. [The Age Discrimination Act of 1967](#)
10. [The Age Discrimination Act of 1975](#)
11. The Civil Rights Restoration Act of 1987
12. [The Genetic Information Nondiscrimination Act of 2008](#)
13. [The Wisconsin Fair Employment Law](#)
14. Other appropriate laws and executive orders and/or administrative directives and codes including the Office of for Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs (34 CFR, Part 100 Appendix B)

The College will provide equal educational opportunity in an educational climate that is conducive to and supportive of cultural and ethnic diversity. This commitment includes, but is not limited to, physical access to courses and programs; physical education and athletics, extra-curricular activities; admissions; student policies and their application; counseling, guidance, and placement services; financial assistance; work-study; housing and all other district facilities. The College will make reasonable accommodations for persons with disabilities to ensure access to programs and employment.

The College will provide reasonable accommodations to employees and students for religious observances and practices.

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 investigate and make a determination about alleged discrimination under this policy. For complaints of sex-based or 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 an 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 generally not possible with an anonymous report. Reporting carries no obligation to initiate a formal response.
- **Amnesty.** Western encourages the reporting of discrimination and harassment incidents or concerns and maintains a policy for offering persons and witnesses amnesty from minor policy violations related to the incident, such as underage drinking or use of illicit drugs in appropriate circumstances.
- **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 deliberately mislead an official conducting an investigation can be subject to appropriate disciplinary action.
- **Federal Timely Warning Obligations.** The College is prepared 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 outlined 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 time.

Reporting to a Title IX Coordinator

The Associate Director of Student Life-Senior Title IX and Civil Rights Officer and the Associate Director of Human Resources, Compensation, Benefits, and Compliance serve as Title IX Coordinators and oversee the 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 Associate Director of Student Life-Senior Title IX and Civil Rights Officer 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 to address non-sex-based prohibited conduct.***

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

Title IX Coordinator⁷ (Students, Guests, Visitors, Others)
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Ge Vang, Title IX Coordinator (Designated)

400 North 7 th St, Building “K”, Room 100 (located in Student Life Office)

La Crosse, WI 54601

608-785-9444 or vangg@westerntc.edu
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Title IX Co-Coordinator (Employees)
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Megan Hoffman, Title IX Coordinator
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400 North 7 th St, Building “A”, Room 109 (located in Human Resource Office)

La Crosse, WI 54601

608-789-6233 or hoffmanm@westerntc.edu
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Deputy Title IX Coordinators

Margy Krogman and Mitch Berry, Deputy Title IX Coordinator (Students)

400 North 7th St, Building “K”, Room 100 (located in Student Life Office)

La Crosse, WI 54601

608-785-9880 or krogmanm@westernnc.edu

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

Jacqueline Kettner-Sieber, Deputy Title IX Coordinator (Employees)

400 North 7th St, Building “A”, Room 109 (located in Human Resource Office)

La Crosse, WI 54601

608-789-6233 or kettnerj@westernnc.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

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 but should understand that delays in reporting to law enforcement can affect officers' ability to provide assistance and support. 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
<p>Campus Community Safety Office Coleman Center Room 131 617 Vine Street La Crosse, WI 54601 Call/Text: 608-785-9191 Email: security@westerntc.edu</p>
Local Law Enforcement
<p>La Crosse Police Department 9-1-1 Nonemergency: 608-782-7575 400 La Crosse Street La Crosse, WI 54601 608-789-CITY</p> <p>File a police report online by visiting 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.</p> <p>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 Statute 813.12 for a Domestic Abuse Injunction or under WI State Statute 813.125 for a Harassment Injunction.</p>

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 who believes a no-contact order may be necessary may contact the Title IX Coordinator.

An injunction may be sought through the court system and a campus representative may provide assistance with and/or information about seeking an injunction. Students and employees with an Order of Protection/Injunction issued through the courts may provide a copy 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 officials are required to document specific 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 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 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. Conferences with confidential employees about external criminal procedures will be confidential at the College but may still be subject to disclosure in a criminal process.

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 alleged 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 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
- 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 or 608-785-9899

Brent Brigson – Counselor

brigsonb@westerntc.edu or 608-785-9583

Lauren Jankowski – Non-Clinical Case Manager

jankowskil@westerntc.edu or 608-785-9917

Alicia Hengel - Non-Clinical Case Manager

hengela@westerntc.edu or 608-785-9536

Katrina Rotar - Non-Clinical Case Manager

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

<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 necessary to do so.

Reporting to the U.S. Department of Education

All members of the Western 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 | 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

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 the College to respond. Anonymous reports may be used for statistical purposes and/or enhance the understanding of the campus climate so that the College may strengthen sex discrimination response and prevention efforts. The user can decide whether to include their name with their report or report anonymously. A report may be made by visiting the following website:

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 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

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 must immediately report when they have reasonable cause to believe 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 agency below and 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 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.

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 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, the 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

stanfordr@westernnc.edu

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 Investigators and Decisionmakers, should be communicated to the Title IX Coordinators.

Retaliation

“Retaliation” means intimidation, threats, adverse action, 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, proceedings, or hearing under this policy.

Revisions and Interpretation

Western 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.

¹ For the purpose of this policy, a “student” is a person who has gained admission to the institution.

² For the purposes of this policy, “employee” is defined as a person in the service of the College under any contract of hire, express or implied, oral and written, where the College has the power or right to control or direct the employee in the details of how the work is performed.

³ “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.

⁴ “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.

⁵ 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.

⁶ Employees should self-report to the Title IX Coordinator for employees.

⁷ The 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.

Appendix A: Definition of Relevant Terms

Reasonable Person. “Reasonable person” means a reasonable person in the victim's circumstances and with similar identities to the victim.

Business Days. “Business days” includes Monday through Friday in which the College is open and conducting regular business. Business days do not include Saturdays, Sundays, federal holidays, or time periods when the College is closed for extended periods such as winter break.

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.

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 (1) 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; (2) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (3) shares a child in common with the victim or (4) 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 and gender-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe and 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.

Investigation. “Investigation” refers to the systematic and formal inquiry into allegations of prohibited discrimination or protected characteristic harassment (including sex-based and gender-based harassment) brought by complainants through the procedures described.

On the Basis of Sex. “On the basis of sex” includes conduct on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity or expression, and marital and parenting status.

Protected Characteristics. “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 the College to provide aid, benefits, or services 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.

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 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.

Substantial Emotional Distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

C0102-E0105p Sexual Harassment Grievance Procedure (Title IX)

Western Technical College will act on any formal or informal allegation or notice of violation of the C0102-E0105 Anti-Harassment and Nondiscrimination policy that is received by the Title IX Coordinator or any Western employee required to report under the Policy.

The procedures described below apply to allegations of harassment or discrimination on the basis of an actual or perceived protected characteristic and retaliation involving students, staff, faculty, administrators, and third party (e.g., non-members of the Western community, such as applicants, volunteers, vendors, alumni, directors, trustees, visitors, partners, guests, or residents) members in a Western education program or activity. Title IX sexual harassment allegations that fall under the 2020 Title IX regulations, 34 CFR 106 (including sexual assault, dating violence, domestic violence, and stalking as described in policy C0102-E0105), will use this procedure for resolution. In addition, sexual harassment cases that include additional allegations of protected characteristic discrimination arising from the same set of facts (known as mixed motive cases), are all resolved using the grievance process that complies with 34 CFR 106.45. If allegations do not fall within Title IX and this procedure (e. g., they do not include allegations of sexual harassment or fall under the mandatory or discretionary dismissal provision), the C0102-E0105p(1) Anti-Harassment and Nondiscrimination Procedure will be used, as determined by the Title IX Coordinator.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with the reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by this Policy will be addressed through procedures described in the student and employee handbooks.

Resolution for Complaints of Sexual Harassment

1. Notice/Complaint

All employees of Western, except for those who are designated as Confidential Resources, Counselors and Case Managers, are Responsible Employees and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment. Responsible Employees must also promptly share all details of behaviors they observe or have knowledge of under this Policy, even if not reported by a Complainant or third party.

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps Western needs to take. The Title IX Coordinator will contact the Complainant to offer supportive measures, provide information regarding their rights and options, and determine whether the Complainant wishes to file a formal complaint.

The Title IX Coordinator will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to file a formal complaint.

2. An informal resolution (upon submission of a formal complaint).
3. A formal grievance process, including an investigation and a hearing (upon submission of a formal complaint).

Western uses the formal grievance process to determine whether the Policy has been violated. If so, Western will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

2. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, typically within one to five business days. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
- If the person impacted does not wish to make a formal complaint, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety is presented.
 - The Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of any appropriate violence risk assessment that shows a compelling risk to health and/or safety and requires Western to pursue formal action to protect the community.
 - In such instances, Western does not become the Complainant. The Complainant remains the individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.
 - The Complainant may have as much or as little involvement in any process initiated by the College as they wish and retains all rights of a Complainant under this Policy regardless of level of participation.
 - When the Complainant chooses not to participate, an Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.
 - Western's ability to remedy and respond may be limited if the Complainant does not want Western to proceed with an investigation and/or grievance process or the Complainant does not want to participate in that process. The goal is to provide the Complainant with as much control over their involvement in the process as possible, while balancing Western's obligation to protect its community.
 - Compelling risk may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence.

- The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Western's ability to pursue a Formal Grievance Process fairly and effectively.
- In cases where the Complainant requests confidentiality/no formal action and the circumstances allow Western to honor that request, Western will offer informal resolutions options as outlined below, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.
- If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at another time. However, a Complainant should understand that related legal processes have time limits that must be observed for a complaint to be considered and participation in the College's process does not necessarily satisfy any time limit that may be established by law.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assess the request, and implement accordingly. No formal grievance process is initiated, though the Complainant can elect to initiate one at any time, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - If a formal grievance process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX and or state laws related to sexual harassment of students:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate issue, based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX and/or other applicable laws do not apply or the standards that must be established under those laws has not been met (and will "dismiss" that aspect of the complaint,

if any), assesses which policies may apply, which resolution process may be applicable, and refers the matter accordingly. Please note that dismissing a complaint under Title IX is a procedural requirement under the College's Title IX policy and does not limit Western's authority to address a complaint with an appropriate process and remedies.

2.1. Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the CARE Team (Western's behavioral intervention team for students of concern) as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

1. Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant.
2. Whether to put the investigation on the footing of incident, pattern, and/or climate.
3. To help identify potential predatory conduct.
4. To help assess/identify grooming behaviors.
5. Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful.
6. Whether to permit a voluntary withdrawal by the Respondent.
7. Whether to impose transcript notation or communicate with a transfer recipient about a Respondent.
8. Emergency removal of a Respondent on the basis of immediate threat to physical health/safety.
9. Assessment of appropriate sanctions/remedies to be applied post-hearing, if applicable; and/or
10. Whether a Clery Act Timely Warning or Trespass is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, or specially trained CARE Team members. A VRA authorized by the Title IX Coordinator should occur in collaboration with the CARE Team. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for involuntary behavioral health hospitalization (Chapter 51 in Wisconsin Statutes), nor is it a psychological or mental health assessment. A VRA assesses the

risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

2.2. Dismissal (Mandatory and Discretionary)

Western must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy referenced above, even if proved; and/or
2. The conduct does not occur in an educational program or activity controlled by Western (including buildings or property controlled by a recognized student organization), and/or Western does not have control of the Respondent; and/or
3. The conduct does not occur against a person in the United States; and/or
4. At the time of the filing of formal complaint, a Complainant is not participating in or attempting to participate in an educational program or activity of Western's.

Western may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
2. The Respondent is no longer enrolled in or employed by Western; or
3. Specific circumstances prevent Western from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Western will promptly send written notice of the dismissal and the rationale for doing so simultaneously to all parties along with information regarding Western's appeals process. The decision to dismiss is appealable by any party under the procedure for appeals below.

If the Respondent is unknown or is not a member of the Western community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and/or local resources and support options and/or, when criminal conduct is alleged, in contacting local law enforcement if the individual would like to file a police report.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

A Complainant who decides to withdraw a complaint may later request to reinstate or refile it.

3. Counterclaims

Western is obligated to ensure that the grievance process is not abused for retaliatory purposes. Western permits the filing of counterclaims but will use an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedure below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegations, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this Policy and/or other Western policies.

4. Supportive Measures

Western will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Western will inform the Complainant, in writing, that they may file a formal complaint with Western either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into consideration with respect to the supportive measures that are planned and implemented.

Western will maintain the privacy of the supportive measures, provided that privacy does not impair Western's ability to provide the supportive measures. Western will act to ensure as minimal an academic or occupational impact on the parties as possible. Western will implement measures in a way that does not unreasonably burden the other party.

5. Emergency Removal

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show just cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested or not requested in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this Policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this Policy will be grounds for conduct action within the student or employee conduct processes, which may include expulsion or termination.

Western will implement the least restrictive emergency actions possible considering the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporary reassignment of employee or student employee, restricting a student or employee's access to or use of facilities or equipment, allowing a student to withdraw from or take grade of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, the existing provisions for interim action are applicable.

6. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Western's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Western will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

7. Right to an Advisor

The parties may each have an Advisor¹ of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor if the Advisor is eligible and available.²

¹This could include an attorney, advocate, or support person. If more than one Advisor is allowed for one party, it must be equitably applied to all parties.

²The Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

7.1. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Western community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Western, the Advisor will be trained by Western and be familiar with Western's resolution process.

If the parties choose an Advisor from outside the pool of those identified by Western, the Advisor may not have been trained by Western and may not be familiar with Western's policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

7.2. Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Western cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Western is not obligated to provide an attorney.

7.3. Advisors in Hearings/Western Appointed Advisor

Under the Title IX Regulations, a form of cross examination is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Western will appoint a trained Advisor for the limited purpose of conducting any cross-examination of the other party and witnesses.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, Western will appoint an Advisor who will do so thoroughly, regardless of participation or non-participation of the advised party in the hearing itself. Questioning of the parties and witnesses will also be conducted by the Decisionmaker during the hearing.

7.4. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. The pre-meeting allows Advisors to clarify and understand their role and Western's policies and procedures.

7.5. Advisor Violations of Western Policy

All Advisors are subject to the same Western policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Western officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigator(s) or other Decisionmaker except during a hearing proceeding during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this Policy, or who refuses to comply with the Wisconsin Division of Hearing and Appeals established rules of decorum for the hearing, will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented, including Western requiring the party to use a different Advisor or providing a different Western-appointed Advisor. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

7.6. Sharing Information with the Advisor

Western expects that the parties may wish to have Western share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Western also provides a consent form that authorizes Western to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Western is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, Western will generally comply with that request at the discretion of the Title IX Coordinator.

7.7. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Western. Western may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Western's privacy expectations.

7.8. Expectations of an Advisor

Western generally expects an Advisor to adjust their schedule to allow them to attend Western meetings when planned but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Western may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

7.9. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with the Investigator(s) (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisor, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

As a public entity, Western fully respects and accords the Weingarten rights of employees. For parties who are entitled to union representation, Western will allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors. Witnesses are not permitted to have union representatives or Advisors in grievance process interviews or meetings.

7.10. Assistance in Securing an Advisor

Western will provide a trained Advisor upon request. These advisors are employees of the college who have been trained in the resolution process.

For representation, Respondents may wish to contact organizations such as:

- FACE (<https://www.facecampusequality.org/>)
- SAVE (<https://www.saveservices.org/>)

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<https://victimrights.org>)
- The National Center for Victims of Crime (<https://victimsofcrime.org/>), which maintains the Crime Victim's Bar Association
- The Time's Up Legal Defense Fund (<https://nwlc.org/times-up-legal-defense-fund/>)

8. Resolution

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Western policy. Although there is an expectation of privacy around what Investigator(s) share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, except for information the parties agree not to disclose related to Informal Resolution, as discussed below. Western encourages parties to discuss any sharing of information with their Advisors before doing so.

8.1. Informal Resolution

Informal Resolution can include three different approaches:

1. Supportive Resolution - when the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
2. Alternative Resolution – when the parties agree to resolve the matter through an alternate resolution mechanism (including mediation, restorative practices, etc.) as described below, usually before a formal investigation takes place (See section 8.2.).
3. Accepted Responsibility – when the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (See section 8.3).

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator.

It is not necessary to pursue Informal Resolution first to pursue a Formal Grievance Process and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Western will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Western.

Western will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

8.2. Alternative Resolution

Alternative Resolution is an informal approach, such as mediation or restorative practices, etc., by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternative Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution.
- Likelihood of potential resolution taking into consideration any power dynamics between parties.
- The parties' motivation to participate.
- The nature and severity of the alleged misconduct.
- Civility of the parties.
- Results of a violence risk assessment/ongoing risk analysis.
- Disciplinary history.
- Whether an emergency removal is needed.
- Skill of the Alternative Resolution facilitator with this type of allegation.
- Complaint complexity.
- Emotional investment/capability of the parties.
- Rationality of the parties.
- Goals of the parties.
- Adequate resources to invest in Alternative Resolution (time, staff, etc.).

The ultimate determination of whether Alternative Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/conduct actions (e.g., referral for formal resolution, referral to the conduct process, etc.). Results of complaints resolved by Informal Resolution or Alternative Resolution are not appealable.

8.3. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all the alleged policy violations, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and Western are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Western policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction(s) or responsive action(s), are promptly implemented to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

8.4. Negotiated Resolution

The Title IX Coordinator, with consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Western. Negotiated Resolutions are not appealable.

9. Grievance Process Title IX Personnel

The Formal Grievance Process relies on a pool of Title IX Personnel administrators to carry out the process contained in this policy.

9.1. Title IX Personnel Member Roles

Members of the Title IX Personnel are trained annually, and can serve in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints.
- To act as an Advisor to the parties.
- To serve in a facilitation role in Informal Resolution or Alternative Resolution if appropriately trained in resolution modalities.
- To investigate complaints.
- To serve as an Appeal Decisionmaker.
- To serve as a hearing facilitator (process administrator, no decision-making role).

9.2. Title IX Personnel Member Appointment

The Title IX Coordinator appoints the Title IX Personnel, which act with independence and impartiality. Although members of the Title IX Personnel are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, Western can also designate permanent roles for individual Title IX Personnel, using others as substitutes or to provide greater depth of experience when necessary. The process of role assignment may be the

result of skills, aptitudes, or talents identified in members of the Title IX Personnel that make them best suited to specific roles.

9.3. Title IX Personnel Member Training

The Title IX Personnel members receive annual training jointly or based on their respective roles. This training includes, but is not limited to:

- The scope of Western's Anti-Harassment and Nondiscrimination Policy and procedures.
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents and promote accountability.
- Implicit bias.
- Disparate treatment and impact.
- Reporting, confidentiality, and privacy requirements.
- Applicable laws, regulations, and federal regulatory guidance.
- How to implement appropriate and situation-specific remedies.
- How to investigate in a thorough, reliable, and impartial manner.
- How to uphold fairness, equity, and due process.
- How to weigh evidence.
- How to conduct questioning.
- How to assess credibility.
- How to render findings and generate clear, concise, evidence-based rationales.
- The definitions of all offenses.
- How to apply definitions used by Western with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with Policy.
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes.
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- Any technology to be used at a live hearing.
- Issues of relevance of questions and evidence.
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence.
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations.

Specific training is also provided for Investigators, Appeals Officer, Intake Personnel, Advisors (who are Western employees), and the Decisionmaker (who is an Administrative Law Judge

employed with the Wisconsin Division of Hearings and Appeals). All Title IX Personnel members are required to attend these trainings annually. The materials used to train all Title IX Personnel are publicly posted at [Sex-Based Harassment and Discrimination | Western Technical College](#).

9.4. Title IX Personnel Membership

The Title IX Personnel include:

- Associate Director of Student Life, Senior Title IX and Civil Rights Officer.
- Manager of Student Engagement and Leadership.
- Student Integrity Coordinator.
- Director of Student Life, Equity and Engagement.
- Director of Campus Community Safety.
- Campus Community Safety Coordinators.
- Associate Director of HR - Compensation, Benefits and Compliance.
- Associate Director of Talent Retention & Employee Relations.
- Director of Human Resources.
- Associate Dean of Health & Public Safety.
- Business Intelligence Coordinator.
- Vice-President for Student Services and Engagement.

10. Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (NOIA) to the Respondent upon commencement of the Formal Title IX Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all allegations.
- The identity of the parties involved (if known).
- The precise misconduct being alleged.
- The date and location of the alleged incident(s) (if known).
- The specific policies implicated.
- A description of the applicable procedures.
- A statement of the potential sanctions/responsive actions that could result.
- A statement that Western presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination.

- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period.
- A statement about Western's policy on retaliation.
- Information about the privacy of the process.
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor.
- A statement informing the parties that Western's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process.
- Detail on how the party may request disability accommodations during the interview process.
- A link to Western's Sexual Harassment and Discrimination website.
- The name(s) of the Investigator(s), along with the process to identify to the Title IX Coordinator, in advance of the interview process, any conflict(s) of interest that the Investigator(s) may have.
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties' Western-issued email. Once emailed and/or received in-person, notice will be presumptively delivered.

In cases where the Complainant requests confidentiality/no formal action and the circumstances allow Western to honor that request, Western will offer informal resolutions options as outlined below, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

Once Western has received notice or a Formal Complaint, Western will make a good faith effort to complete the resolution process within, sixty (60) to ninety (90) business days, including appeal, which can be extended as necessary for reasonable cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

11. Resolution Timeline

Once Western has received notice or a Formal Complaint, Western will make a good faith effort to complete the resolution process within, sixty (60) to ninety (90) business days, including appeal, which can be extended as necessary for reasonable cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

12. Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Title IX Personnel members to conduct the investigation usually within two (2) business days of determining that an investigation should proceed.

13. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Decisionmaker, may not have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Title IX Personnel member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the College President.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence as to whether the Respondent engaged in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or Witness.

Western operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

14. Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Western will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

15. Delays in the Investigation Process and Interactions with Law Enforcement

Western may undertake a short delay (several days to a few weeks) in its investigation if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation; the need for language assistance; the absence of parties and/or witnesses; and/or accommodations for disabilities or health conditions.

Western will communicate to the parties, in writing, the anticipated duration of, and reason for, the delay and provide status updates, as necessary. Western will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Western will implement supportive measures as deemed appropriate.

Western's action(s) or process(es) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

16. Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses, obtaining available and relevant evidence, and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions; to provide evidence and expert witnesses; and to fully review and respond to all evidence on the record.

At the discretion of the Title IX Coordinator, investigations can be combined when complaints implicate a pattern, collusion, and/or shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant.
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and parties.
- Meet with the Complainant to finalize their interview/statement, if necessary.
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations.
 - The NIOA should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Title IX Personnel or an Advisor of their choosing, present for all meetings attended by the party.

- Make a good faith effort to notify the parties of any meeting or interview involving the other party in advance, when possible.
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meetings, as well as the expected participants and purpose.
- Interview all available, relevant witnesses and conduct follow-up interviews, as necessary.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide regular status updates as to the timetable for the investigation to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding.
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included.
- Gather, assess, and synthesize evidence, ensuring no conclusions, policy analysis, or recommendations are part of the investigation report.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by 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) business 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, Complainant's Advisor, Respondent's Advisor)
- Make any necessary revisions and finalize the report. The Investigator(s) should document all rationale for any changes made after the review and comment period.
- Share the report with the Title IX Coordinator for their review and feedback regarding thoroughness and formatting.
- Incorporate any relevant feedback and share the final report with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10)

days prior to a hearing. The parties and Advisors are also provided with a file of any directly related evidence that was not included in the report.

17. Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of Western are expected to cooperate with and participate in Western's investigation and resolution process, though they cannot be compelled to do so. Witness cooperation is important as it allows Western to fulfill its role in making Western a safe and inclusive campus.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break, externships) may require individuals to be interviewed remotely. Video conferencing technologies may be used for interviews if the Investigator(s) determine(s) that timeliness or efficiency dictate a need for remote interviewing. Western will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Though it is not preferred, witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s). If a witness submits a written statement but does not intend to be, and is not present for, cross examination at a hearing, their written statement may not be used as evidence in the determination of responsibility.

18. Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

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 and may obtain a copy of any recording of their interview in which they are the record subject.

19. Evidentiary Consideration in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

20. Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing with the Wisconsin Division of Hearing and Appeals.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation (when the final investigation report is transmitted to the parties and the Decisionmaker unless all parties and the Decisionmaker agree to an expedited timeline.

The Title IX Coordinator will coordinate the hearing with the Wisconsin Division of Hearing and Appeals.

21. Hearing Decisionmaker Composition

At the initiation of the Title IX Coordinator, Western will be assigned a Decisionmaker who is an Administrative Law Judge (ALJ) with the Wisconsin Division of Hearing and Appeals. The Division of Hearing and Appeals is a quasi-judicial, independent entity created by state law to conduct high quality, impartial, and independent hearings. ALJs are civil service employees who are licensed attorneys and trained as judicial officers.

The Decisionmaker will not have had any previous involvement with the investigation.

The Title IX Coordinator may not serve as a Decisionmaker in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Decisionmaker.

22. Evidentiary Considerations in the Hearing

Any evidence that the Decisionmaker determines is relevant and credible may be considered. The hearing does not consider:

- Incidents not directly related to the possible violation, unless they evidence a pattern.
- The character of the parties.
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may not be considered in determining responsibility unless there is an allegation of a pattern of misconduct. Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming Western uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decisionmaker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decisionmaker renders a written determination based on the preponderance of the evidence (i.e., whether it is more likely than not that the Respondent violated the Policy as alleged).

23. Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties. Once emailed and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- 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.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decisionmaker and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decisionmaker based on demonstrated bias. This must be raised with the Title IX Coordinator at least seven (7) business days prior to the hearing.
- Information on how the hearing will be recorded and accessing the recording after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decisionmaker. For compelling reasons, the Decisionmaker may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and Western will appoint one. Each party must have an Advisor present if they intend to cross-examine others. There are no exceptions.
- A copy of all the materials provided to the Decisionmaker about the matter unless they have been provided already.
- An invitation to each party to submit to the Title IX Coordinator an impact statement pre-hearing that the Decisionmaker will review during any sanction determination.

- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties are permitted to bring mobile phones/devices into the hearing.

Hearing for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of the term will be typically held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Western and remain within the sixty (60) to ninety (90) business-day goal for resolution. Employees who are not contracted to work during the timeframe of the investigation and hearing are still expected to participate in Resolution proceedings.

24. Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator as soon as possible, preferably at least five (5) business days prior to the hearing.

The Title IX Coordinator can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should notify the Title IX Coordinator at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

25. Pre-Hearing Preparation

The Title IX Coordinator or Decisionmaker, after consultation with the parties, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions unless all parties and the Decisionmaker assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Decisionmaker do not assent to the admission of evidence newly offered at the hearing, the Decisionmaker may delay the hearing and instruct that the investigation needs to be re-opened to consider the evidence.

The name of the Decisionmaker will be shared with parties at least five (5) business days in advance of the hearing. All objections to any Decisionmaker must be raised in writing, detailing the rationale for the objections, and must be submitted to the Title IX Coordinator as soon as possible and no later than two (2) business days prior to the hearing. Decisionmakers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decisionmaker a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decisionmaker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decisionmaker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. The review and comment can be shared with the Decisionmaker at the pre-hearing meeting or at the hearing and will be exchanged with each party by the Decisionmaker.

26. Pre-Hearing Meetings

The Decisionmaker may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or Advisors) wish to ask or discuss at the hearing, so that the Decisionmaker can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Decisionmaker must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Decisionmaker, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Decisionmaker will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Decisionmaker may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Decisionmaker may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded. The pre-hearing meeting(s) may be conducted as separate meetings with each party/Advisor, will all parties/Advisors present at the same time, remotely, or as a written-only exchange. The Decisionmaker will work with the parties to establish the format.

27. Hearing Procedures

At the hearing, the Decisionmaker has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the

discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Anti-Harassment and Nondiscrimination Policy.

Participants at the hearing will include the Decisionmaker, any additional panelists, the hearing facilitator/Title IX Coordinator, the Investigator(s) who conducted the investigation, the parties (or three (3) organizational representatives when an organization is the Respondent), Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

The Decisionmaker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decisionmaker will allow witnesses who have relevant information to appear at a portion of the hearing to respond to specific questions from the Decisionmaker and the parties and the witnesses will then be excused.

28. Joint Hearings

In hearing involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

29. The Order of the Hearing

The Decisionmaker explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decisionmaker based on bias or conflict of interest. The Decisionmaker will rule on any such challenge unless the Decisionmaker is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator who is the Title IX Coordinator or a designee. The hearing facilitator may attend to logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, collecting all versions of documents and rationales, etc.

29.1. Investigator Presents the Final Investigation Report

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the

Decisionmaker and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decisionmaker should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Decisionmaker will direct that it be disregarded.

29.2. Testimony and Questioning

Once the Investigator(s) present their report and respond to questions, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decisionmaker.

The parties/witnesses will submit to questioning by the Decisionmaker and then by the parties through their Advisors ("cross-examination").

All questions are subject to a relevance determination by the Decisionmaker. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Decisionmaker upon request if agreed to by all parties and the Decisionmaker), the proceeding will pause to allow the Decisionmaker to consider it (and state it if it has not been stated aloud), and the Decisionmaker will determine whether the question will be permitted, disallowed, or rephrased.

The Decisionmaker may invite explanations or persuasive statements regarding relevance with the Advisors if the Decisionmaker so chooses. The Decisionmaker will then state their decision on the question for the record and advise the party/witness to whom the questions were directed, accordingly. The Decisionmaker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decisionmaker will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decisionmaker has final say on all questions and determinations of relevance. The Decisionmaker may consult with legal counsel on any questions of admissibility. The Decisionmaker may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Decisionmaker has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decisionmaker at the hearing, the Decisionmaker may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not an issue at the hearing, the Decisionmaker should not permit irrelevant questions that probe for bias.

29.3. Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting or they attend but choose not to participate in questioning, then the Decisionmaker may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decisionmaker must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they choose not to answer are excluded from consideration in determining responsibility. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission.

The Decisionmaker may not draw any inference solely from a party's or witness's absence from the hearing or choice to answer cross-examination or other questions.

If allegations of policy violations other than sexual harassment are considered at the same hearing, the Decisionmaker may consider all evidence it deems relevant, may rely on any relevant statement if the opportunity for cross-examination is afforded to all parties through their Advisors. In such instances, the Decisionmaker may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

29.4. Recording Hearings

Hearings, but not deliberations, are recorded by Western or the Division of Hearings and Appeals for purpose of review in the event of an appeal. The parties may not record the proceedings, and no other unauthorized recordings are permitted.

The Decisionmaker, the parties, their Advisors, and appropriate administrators of Western will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without the permission of the Title IX Coordinator.

29.5. Deliberation, Decision-making, and Standard of Proof

The Decisionmaker will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The preponderance of evidence standard is used. The hearing facilitator may be invited to attend the deliberation by the Decisionmaker, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decisionmaker may then consider the previously submitted party impact and/or mitigation statements in determining appropriate sanction(s).

The Decisionmaker will ensure that each of the parties has an opportunity to review any impact and/or mitigation statement(s) submitted by the other party. The Decisionmaker may, at their discretion, consider the statements, but they are not binding.

The Decisionmaker will review the statements and any pertinent conduct history provided by the Title IX Coordinator and will recommend the appropriate sanction(s) in consultation with the Title IX Coordinator.

The Decisionmaker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions recommendations and rationales explaining the sanction(s).

This report is typically three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

29.6. Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Decisionmaker to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within five (5) business days of receiving the Decisionmakers deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties' Western-issued email. Once emailed or received in person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policies reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Western from the receipt of the misconduct report to the determination, including all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent Western is permitted to share such information under state or federal law; any sanctions issued which Western is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Western's educational or employment program or activity, to the extent Western is permitted to share such information under state or federal law (this detail is typically not shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Western to be final, any changes that occur prior to finalization, and the relevant procedures and bases for appeal.

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s).
- The Respondent'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.
- The impact on the parties.
- Any other information deemed relevant by the Decisionmaker.

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination depending on the nature and facts of policy(ies) violation(s).

- 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 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. 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 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 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, 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. Terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by Western or hold an elected or appointed office at Western Technical College; or
 - b. 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: In addition, or in place of the above sanctions, Western may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive Actions

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.

30. Withdrawal or Resignation While Charges Pending

Students:

Should a student decide to not participate in the resolution process, the process proceeds, absent their participation, to a reasonable resolution. Should a student Respondent permanently withdraw from Western, the resolution process ends as Western no longer has disciplinary jurisdiction over the withdrawn student.

However, Western will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to any campus of Western in any capacity, and a hold will be placed on their ability to be readmitted. They may also be barred from Western property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one term), the resolution process may continue remotely, and that student is not permitted to return to Western unless and until all sanctions have been satisfied.

Employees:

Should an employee Respondent resign with unresolved allegations pending, the resolution process ends as Western no longer has disciplinary jurisdiction over the resigned employee.

However, Western will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The employee who resigns with unresolved allegations pending is not eligible for rehire with Western, and the records retained by the Title IX Coordinator will reflect that status.

31. Appeals

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome. A single Appeal Decisionmaker will review the appeal request. No Appeal Decisionmaker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. The Request for Appeal will be forwarded to the Appeal Decisionmaker for consideration to determine if the request meets the grounds for appeal (a Review of Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

31.1. Grounds for Appeal

Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- The Title IX Coordinator, Investigator(s), or Decisionmaker had a conflict of interest or bias for or against the Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.
- The sanctions imposed are substantially disproportionate to the severity of the violation(s) and the cumulative record of the Respondent.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Decisionmaker and the parties, and their Advisors will be notified in writing of the denial and rationale along with the Title IX Coordinator.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, the Appeal Decisionmaker will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decisionmaker.

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate the Investigator(s) and/or the original Decisionmaker will be emailed and/or provided a hard copy of the Request for Appeal with the approved grounds and then will be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Appeal Decisionmaker to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Decisionmaker and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decisionmaker, as necessary, who will submit their responses in five (5) business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Decisionmaker will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and will render a decision in no more than five (5) business days, barring exigent circumstances.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsiderations, and any sanctions that may result which Western is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extend Western is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties' Western-issued email or otherwise approved account. Once emailed and/or received in-person, notice will be presumptively delivered.

31.2. Sanctions Status During the Appeal

Any sanctions imposed because of the hearing are stated during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation. Western may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

31.3. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.

- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confirmed to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for the Appeal Decisionmaker to substitute their judgement for that of the original Decisionmaker merely because they disagree with the finding and/or sanction.
- The Appeal Decisionmaker may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and Decisionmaker for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final. Further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural or substantive error cannot be cured by the original Decisionmaker (as in cases of bias), the appeal may order a new hearing with a new Decisionmaker.
- The results of a remand to a Decisionmaker cannot be appealed. The results of a new hearing can be appealed once, on any of the above-mentioned grounds for appeal.
- In cases where the appeal results in reinstatement to Western or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

32. Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services.
- Referral to the Employee Assistance Program.
- Education to the individual and/or the community.
- Permanent alteration of housing assignments.
- Permanent alteration of work arrangements for employees.
- Provision of campus safety escorts.
- Climate surveys.

- Policy modification and/or training.
- Implementation of long-term contact limitations between the parties.
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the parties, even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies Western owes to the Respondent to ensure no effective denial of educational access.

Western will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair Western's ability to provide these services.

33. Failure to Comply with Sanctions, Interim or Long-Term Remedies, and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the Title IX Coordinator. Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Western. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

34. Recordkeeping

Western will maintain for a period of at least seven (7) years records of:

- Each sexual harassment investigation, including any determination regarding responsibility, and any audio or audiovisual recording or transcript required under federal regulations.
- Any disciplinary sanctions imposed on the Respondent.
- Any remedies provided to the Complainant designed to restore or preserve equal access to Western's education program or activity.
- Any appeal and the result therefrom.
- Any Informal Resolution and the result therefrom.
- All materials used to train Title IX Coordinators, Investigators, Decisionmaker, and any person who facilitates an Informal Resolution process. Western will make these training materials publicly available on Western's website.
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - The basis for all conclusions that the response was not deliberately indifferent.
 - Any measures designed to restore or preserve equal access to Western's education program or activity.

- If no supportive measures were provided to the Complainant, document the reasons why considering the known circumstances.

Western will also maintain all records in accordance with state and federal laws.

35. Statement of Rights of the Parties (See Appendix B)

36. Disabilities Accommodations in the Resolution Process

Western is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Western's resolution process. Students needing such accommodations or support should contact the Manager of Access Services and employees should contact Human Resources, who will review the request, consult with the person requesting accommodations and the Title IX Coordinator, and determine which accommodations are appropriate and necessary for full participation in the process.

37. Retaliation

Protected activity under this policy includes reporting an incident that may implicate this Policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Western will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Western and any member of Western's community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

38. Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinator. Western reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in these Policy and procedures.

If government laws or regulations change or Western's decision alters the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws with frame such polices and codes, generally.

Appendix A: Glossary

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Complaint* (formal) means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that the recipient investigate the allegation.
- *Confidential Resource* means an employee who is not a Responsible Employee of notice of harassment, discrimination, and/or retaliation (irrespective of Cleary Act Campus Security Authority status).
- *Business days* include Monday through Friday in which the College is open and conducting regular business. Business days do not include Saturdays, Sundays, federal holidays, or time periods when the College is closed for extended periods such as winter break.
- *Directly Related Evidence* is evidence connected to the complaint but is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and will not be relied upon by the investigation report.
- *Education program or activity* means locations, events, or circumstances where Western exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and includes any building owned or controlled by a student organization that is officially recognized by Western.
- *Final Determination*: A conclusion by preponderance of evidence that the alleged conduct did or did not violate policy.
- *Finding*: A conclusion by preponderance of evidence that the conduct did or did not occur as alleged (as in a "finding of fact").

- *Formal Grievance Process* means “Process A (C0102-E0105p – Sexual Harassment Grievance Procedure)” a method of formal resolution designated by the recipient to address conduct that falls within Western’s policies and which complies with the requirements of the Title IX regulations (34 CRF 106.45).
- *Grievance Process Title IX Personnel* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all these roles (though not at the same time or with respect to the same case).
- *Hearing Decisionmaker* refers to those who have decision-making and sanctioning authority within Western’s Formal Grievance process.
- *Investigator* means the person or persons charged by Western with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority (OWA)* means an employee of Western explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Western.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process B* means the administrative resolution procedures detailed in C0102-E0105p(1) Anti-Harassment and Nondiscrimination Procedure that apply only when Process A does not, as determined by the Title IX Coordinator.
- *Recipient* means a postsecondary education program that is a recipient of federal funding.
- *Relevant Evidence* is evidence that tends to prove or disprove an issue in the complaint.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as a mechanism to address safety, prevent recurrence, and restore access to Western’s educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by Western on a Respondent who is found to have violated this Policy.

- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, dating violence, and domestic violence.
- *Title IX Coordinator* is an official designated by Western to ensure compliance with Title IX and Western's Title IX program. Reference to the Coordinator throughout this Policy and procedure may also encompass a designee of the coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Title IX Personnel.

Appendix B: Statement of Rights of the Parties

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Western officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incident or allegations, additional Complainants unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by Western officials.
- The right to have Western policies and procedures followed without material deviation.
- The right to not be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right to not be discouraged by Western officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities.
- The right to be informed by Western officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Western authorities, in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Western campus safety and/or other Western officials.

- The right to be informed of available interim actions and support measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a Western-implemented no contact order or no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report or investigation, either campus or criminal, needs to occur before these options are available. Such actions may include, but are not limited to:
 - Relocating an on-campus student's housing to a different on-campus location.
 - Assistance from Western staff in completing the relocation.
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation).
 - Visa/immigration assistance.
 - Arranging to dissolve a housing contract and pro-rated refund.
 - Transportation accommodation(s).
 - Exam, paper, and/or assignment rescheduling or adjustment.
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive).
 - Transferring class sections.
 - Temporary withdrawal/leave of absence (may be retroactive).
 - Campus safety escorts.
 - Alternative course completion options.
- The right to have Western maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Western's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Decisionmaker to identify and question relevant witnesses, including expert witnesses.

- The right to provide the Investigator(s)/Decisionmaker with a list of questions that, if deemed relevant by the Investigator(s)/Decisionmaker, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decisionmaker who have received relevant annual training.
- The right to a Hearing Panel that is not single sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any Recipient representative in the process be recused based on disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, (preponderance of the evidence; clear and convincing evidence) to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decisionmaker following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.

- The right to be informed in writing of when a decision by the Recipient is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the Recipient.
- The right to a fundamentally fair resolution as defined in these procedures.

Appendix C: Policy Examples

Some examples of possible sexual harassment include:

- A professor offers for a student to have sex or go on a date with them in exchange for a good grade. This constitutes sexual harassment regardless of whether the student accedes to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- A student repeatedly sends graphic, sexually oriented jokes and pictures around campus via social media to hundreds of other students. Many don't find it funny and ask them to stop, but they do not. Because of these jokes, one student avoids the sender on campus and in the residence hall in which they both live, eventually asking to move to a different building and dropping a class they had together.
- A professor engages students in class in discussions about the student's past sexual experiences, yet the conversations are not in any way germane to the subject matter of the class. The professor inquires about explicit details and demands that students answer them, though the students are clearly uncomfortable and hesitant.
- An ex-partner widely spreads false stories about their sex life with their former partner to the clear discomfort and frustration of the former partner, turning the former partner into a social pariah on campus.
- Chris has recently transitioned from male to non-binary, but primarily expresses as a female. Since their transition, Chris has noticed that their African Studies professor, Dr. Mukembo, pays them a lot more attention. Chris is sexually attracted to Professor Mukembo and believes the attraction is mutual. Chris decides to act on the attraction. One day, Chris visits Dr. Mukembo during office hours, and after a long conversation about being non-binary, Chris kisses Dr. Mukembo. Dr. Mukembo is taken aback, stops the kiss, and tells Chris not to do that. Dr. Mukembo explains to Chris that they are not interested in Chris sexually or romantically. Chris takes it hard, crying to Dr. Mukembo about how hard it is to find someone who is interested in them now based on their identity. Dr. Mukembo feels sorry for Chris and softens the blow by telling them that no matter whether they like Chris or not, faculty-student relationships are prohibited by the university. Chris takes this as encouragement. One night, Chris goes to a gay bar some distance from campus and sees Dr. Mukembo at the bar. Chris tries to buy Dr. Mukembo a drink and, again, tries to kiss Dr. Mukembo. Dr. Mukembo leaves the bar abruptly. The next day, Chris makes several online posts that out Dr. Mukembo as gay and raise

questions about whether they are sexually involved with students. Dr. Mukembo contacts the Title IX Office and alleges that Chris is sexually harassing him.

Examples of Stalking:

- Students A and B were “friends with benefits.” Student A wanted a more serious relationship, which caused student B to break it off. Student A could not let go, and pursued student B relentlessly. Student B obtained a campus no-contact order. Subsequently, student B discovered their social media accounts were being accessed, and things were being posted and messaged as if they were from them, but they were not. Whoever accessed their account posted a picture of a penis, making it look as if they had sent out a picture of themselves, though it was not their penis. This caused them considerable embarrassment and social anxiety. They changed their passwords, only to have it happen again. Seeking help from the Title IX Coordinator, student B met with the IT department, which discovered an app on their phone and a keystroke recorder on their laptop, both of which were being used to transmit their data to a third party.
- A graduate student working as an on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate it if the gift deliveries stopped. The student then started leaving notes of love and gratitude on the tutor’s car, both on-campus and at home. Asked again to stop, the student stated by email, “You can ask me to stop, but I’m not giving up. We are meant to be together, and I’ll do anything to make you have the feelings for me that I have for you.” When the tutor did not respond, the student emailed again, “You cannot escape me. I will track you to the ends of the earth. If I can’t have you, no one will.”

Examples of Sexual Assault:

- Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00p.m. until 3:00a.m., Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. Despite her clear communications that she is not interested in doing anything sexual with him, Bill keeps at her, questions her religious convictions, and accuses her of being “a prude.” He brings up several rumors that he has heard about how she performed oral sex on several other guys. Finally, it seems to Bill that her resolve is weakening, and he convinces her to “jerk him off” (hand to genital contact). Amanda would have never done it but for Bill’s incessant advances. He feels that he successfully seduced her and that she wanted to do it all along but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left.
- Jiang is a junior. Beth is a sophomore. Jiang comes to Beth’s residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, soon become more intimate, and start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a babysitter at the age of five and avoids sexual relations

as a result, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses, and begins to have intercourse with Beth, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop but cannot. Beth is stiff and unresponsive during the intercourse.

- Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it's a lot. After the party, he walks John to his apartment, and John comes on to Kevin, initiating sexual activity. Kevin asks John if he is "really up to this", and John says "yes". They remove each other's clothes, and they end up in John's bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. John gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that John seems groggy and passive, and he thinks John may have even passed out briefly during the sex, but he came to again. When Kevin runs into John the next day, he thanks him for the great night. John remembers nothing and decides to make a report to the Dean.

Examples of Retaliation:

- Student-athlete A alleges sexual harassment by a coach; the coach subsequently cuts the student-athlete's playing time without a legitimate justification.
- A faculty member alleges gender inequity in pay within her department; the Department Chair then revokes his approval for her to attend a national conference, citing the faculty member's tendency to "ruffle feathers."
- A student from Organization A participates in a sexual harassment investigation as a witness whose testimony is damaging to the Respondent, who is also a member of Organization A; the student is subsequently removed as a member of Organization A because of their participation in the investigation.

Appendix D: 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 7th 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)
- **Counseling** – Counseling and Case Management Services
400 North 7th 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 7th St, Building S, Room 221, La Crosse, WI 54601
To make an appointment visit: [Counseling and Case Management Services | Western Technical College \(westerntc.edu\)](#)
- **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
- **Visa and Immigration Assistance** (for students) – 400 North 7th St, Building S, Room 142, La Crosse, WI 54601. To make an appointment call 608-785-9560.
- **Additional Student Support** – The Student Place of Action, Culture, and Empowerment (SPACE), 400 North 7th St, Building S, Room 222, La Crosse, WI 54601. www.westerntc.edu/the-space

Off-Campus Resources:

Health

- [Gundersen Health System](#) (Emplify) Domestic Violence/Sexual Assault Program
Serving La Crosse and Mauston
1900 South Ave. La Crosse, WI 54601
To make an appointment, call 608-782-7300 or visit: [Support Hotline & Resources | Gundersen Health System](#); 608-775-5950 (24-hour line)
- [Mayo Clinic Health System "Safe Path"](#). 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](#) 608-392-7804 (24-hour line)

Mental Health

- By Your Side: Support for Sexual assault Survivors in Wisconsin <https://byyoursidewi.org/>
- [Gundersen Health System](#) (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](#)
- Gundersen Sexual Abuse Counseling and Support Program (SACS)
Sexual Assault 24-hour line: 608-775-5950 or 800-262-9567 ext. 55950
- [Mayo Clinic Health System "Safe Path"](#)
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](#); 608-392-7804 (24-hour line)

- Black River Falls – Jackson County Behavioral Health <https://bhjacksoncounty.org/>
- Independence - [NAMI West Central Wisconsin](#)
Serving La Crosse, Trempealeau, and Vernon Counties
Phone: 608-785-9658
Email: Info@NAMILaCrosseCounty.org
- Independence: County Crisis Services 888-552-6642
- Tomah: Brighter Tomorrows Monroe County (<https://www.mocobrightertomorrows.com/>) 888-886-2327

Counseling

- [Gundersen Health System](#) (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](#)
Sexual Abuse Counseling & Support: 608-775-3845 or 800-262-9567 ext. 55950
- [Mayo Clinic Health System "Safe Path"](#)
700 West Ave. S., La Crosse, WI 54601
To make an appointment, call 608-785-0940 or visit: [La Crosse, WI hospital and clinics - Mayo Clinic Health System](#); 608-392-7804 (24-hour line)
- Black River Falls Healthcare Clinic Behavioral Health (<https://clinic.brmh.net/behavioral-health>)
- Gundersen Behavioral Health Tomah: 608-374-3853

Victim Advocacy

- [New Horizons Shelter & Outreach Centers](#)
1223 Main St, La Crosse, WI 54601
To make an appointment visit: nhagainstabuse.org or call 608-791-2610 or 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; <https://www.ciasiabinc.org/>
- Black River Falls: Bolton Refuge House – Jackson County Outreach <https://www.boltonrefuge.org/jco>
- Independence: Trempealeau County 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.hopehousescw.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/>) 888-886-2327
- Independence: New Horizons Trempealeau County (<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 Passport 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: 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): 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, Wi-Fi, and lifeline services for blind, deaf, or hard of hearing persons): [PSC Assistance Programs \(wi.gov\)](https://www.wisconsin.gov/PSC/assistance)
- 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](https://www.wisconsin.gov/access)

Legal Assistance

- Legal Action of WI, [Home - Legal Action Wisconsin](https://www.wisconsin.gov/legal)

Other helpful resources

- Trans Lifeline: 877-565-8860
- The Center: 7 Rivers LGBTQ Connection
230 6th 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 844-493-1052 or visit: [plannedparenthood.org](https://www.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: [La Crosse, 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
333 Vine St, La Crosse, WI 54601
608-785-9590
- Jackson County Clerk of Courts Office
307 Main St, Black River Falls, WI 54615
715-284-0208
- Trempealeau County Clerk of Courts Office
18600 Hobson Street, Whitehall, WI 54773-8614
715-538-2311 ext. 331
- Juneau County Clerk of Courts Office
200 Oak Street Room 2230, Mauston, WI 53948
608-847-9356
- Monroe County Clerk of Courts Office
112 South Court Street Room 2200, Sparta, WI 54656
608-269-8705

- Vernon County Clerk of Courts Office
400 Court House Square St Ste 108, Viroqua, WI 54665
608-637-5340

Revised March 31, 2025

Revised July 29, 2024

Revised April 19, 2022

C0102-E0105p(1) 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. 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)").

The procedures described below apply to allegations of harassment or discrimination on the basis of an actual or perceived protected characteristic and retaliation involving students, staff, faculty, administrators, and third party (e.g., non-members of the Western community, such as applicants, volunteers, vendors, alumni, directors, trustees, visitors, partners, guests, or residents) members in a Western education program or activity. This procedure also applies to all sex-based harassment and discrimination that does not fall under the 2020 Title IX regulations, but the allegations pertain more broadly such as:

- Disparate treatment (e.g., discrimination against a pregnant student; denial of access to a program; inequitable funding on the basis of sex).
- Forms of sexual orientation discrimination.
- Forms of gender identity/expression discrimination based on sex stereotypes.

Allegations of Sexual Harassment that fall within the 2020 Title IX definitions will utilize the C0102-E0105p Sexual Harassment Grievance Procedure (Title IX).

Western Technical College has adopted the C0102-E0105 Anti-Harassment and Nondiscrimination 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 College without jeopardizing an individual’s rights to an administrative investigation or other process as defined in Western’s procedures.

Inquiries or concerns may be made externally to:

Office for Civil Rights (OCR) – Department of Education	Equal Employment Opportunity Commission (EEOC)	Department of Workforce Development – Equal Rights Division (ERD)
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 Web: https://www.ed.gov/OCR	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: https://www.eeoc.gov	201 E. Washington Ave P.O. Box 7946 Madison, WI 53707 Phone: 608-266-3131 Fax: 608-267-4592 Email: erinfo@dwd.wisconsin.gov Web: https://dwd.wisconsin.gov/er

Western Technical College Response to a Harassment or Discrimination Complaint

Western will use Track A and Track B to respond to complaints of harassment and discrimination. Track A will be used to resolve allegations of harassment and/or discrimination that involves only employees as a complainant or respondent. Track B will be used whenever allegations of harassment and/or discrimination involve a student.

TRACK A: EMPLOYEE GRIEVANCE

Track 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 covered under the Anti-Harassment and Nondiscrimination 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) or another person from HR the reporter is comfortable reporting to.

TRACK B: STUDENT GRIEVANCE

Track 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 covered under the Anti-Harassment and Nondiscrimination policy, they should immediately report the incident to the Associate Director of Student Life, Senior Title IX and Civil Rights Officer, 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 reasonable person who shares a similar identity and protected characteristic to the Complainant would believe the policy was violated.

The Intake meeting usually takes one (1) to five (5) business days and can include the following steps:

- 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 (e.g., 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 Informal 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 ninety (90) days of the formal complaint being filed, depending on the specific circumstances 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.

B1. 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 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 or if necessary for legal process and/or purposes.

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.

B2. Administrative Resolution

- **Investigation:**

Once the decision is made to initiate 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 (3) 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 periodic updates on the timetable for the investigation 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 can include 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.
- Incorporate relevant elements into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report.
- 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, externships) 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 until the conclusion of the investigation, if requested, and then only recordings of interviews of the record subject will be permitted. Recordings of other interviews requested by someone other than the record subject after an investigation concludes will be handled as required by law. 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 Decisionmaker 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 Decisionmaker 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
- 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 member from Student Life or Human Resources.

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 harassment and/or discrimination occurred, or dismissal was made.

3. 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.
4. Where the decision was arbitrary or capricious. The appeal must be based on clear and convincing evidence that is contrary to the decision reached.

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 (5) 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 grounds, 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 successful, the SGO/designee will communicate the details of the additional proceedings or actions needed. If the appeal is upheld by the appeals officer, a final appeal can be made to the district board within 5 business days (Wis. Stat. 38.23). The final appeal is filed through the SGO/designee.

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

B3. 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 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.

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 SGO/designee that such a request has been made. Access Services will make a determination after consultation with the SGO/designee. The appropriate parties will be notified in accordance with the Access Services procedures.

Bryan Morris, Manager of Access Services
400 North 7th Street, Building S, Room 202E
La Crosse, WI 54601
608-785-9875
morrisb@westernnc.edu
<https://www.westernnc.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 SGO/designee.

B4. Interim Removal

In connection with this policy, an interim removal may be imposed in circumstances where the SGO 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 harassment or discrimination exists. An interim removal may be an administrative leave, interim suspension, schedule revisions, course changes, or any other 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 and/or conditions after the interim removal has been imposed**. The respondent will have five (5) 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.

B5. Consolidations

The SGO/designee 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 SGO/designee, in consultation with other school officials, will determine which grievance procedures to use.

B6. Participation

Western Technical College expects all employees of the College community to cooperate fully with any resolution processes.

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 Decisionmaker will not draw any adverse inference from a party's silence or stated desire to not participate.

B7. 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.

B8. Sanctions and Remedies

Sanctions are consequences imposed on a party 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 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 discrimination occurred.

Such remedies may include supportive measures, but they don't have to be non-disciplinary or non-punitive, nor do they have to avoid placing a burden on the Respondent.

Factors considered when determining a sanction 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 Decisionmaker.

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 Decisionmaker.

Student Sanctions

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 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 to 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. 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 Director of Student Life, Senior Title IX and Civil Rights Officer or designee.
- *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. Student 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 Associate Director of Student Life, Senior Title IX and Civil Rights Officer or designee may grant specific limitations or exceptions. Terms of this conduct sanction may include, but are not limited to, the following:
 1. Ineligibility to hold any office in any student organization recognized by Western or hold an elected or appointed office at Western Technical College
 2. 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 Associate Director of Student Life, Senior Title IX and Civil Rights Officer or designee.

Employee Sanctions/Responsive Actions

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.

B9. Record-Keeping and Annual Reports

Western Technical College will keep records for at least seven years.

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).

B10. Revision and Interpretation

Western Technical College reserves the right to review and update the policy and procedure in accordance with changing legal requirements and specific needs of the College.

Any questions of interpretation regarding the Procedure shall be referred to the Associate Director of Student Life, Senior Title IX and Civil Rights Officer. The Associate Director of Student Life, Senior Title IX and Civil Rights Officer's determination is final.

Appendix A: Glossary

- *A reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Business days* include Monday through Friday in which the College is open and conducting regular business. Business days do not include Saturdays, Sundays, federal holidays, or time periods when the College is closed for extended periods such as winter break.
- *Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *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.
- *Harassment* means unwelcome conduct, on the basis of a Protected Characteristic, where the conduct is so severe or pervasive that it denies a person's ability to work or continue employment or participate in or benefit from the education program or activity.
- *Hostile Environment Harassment* means unwelcome conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe and 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 complainant's alleged endorsement of or participation in the type of or the conduct complained of;
 3. The type, frequency, and duration of the conduct;

4. Previous conduct or incidents related to prohibited discrimination in the parties' employment history;
 5. 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;
 6. The location of the conduct and the context in which the conduct occurred; and
 7. Other harassment in the College's education program or activity.
- *Investigation is systematic and formal inquiry into allegations of prohibited discrimination or protected characteristic harassment (including sex-based harassment and discrimination that doesn't fall under the 2020 Title IX Regulations) brought by complainants through the procedures described.*
 - *On the basis of sex includes conduct on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, marital and parenting status.*
 - *Party means the complainant(s) or respondent(s). A respondent becomes a "party" to the action upon the filing of the notice of the complaint.*
 - *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.*
 - *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.*
 - *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.*
 - *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 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 Decisionmaker.*

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 7th St, Building S, Room 222, 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 7th St, Building S, Room 222 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 7th St, Building S, Room 221, La Crosse, WI 54601
To make an appointment visit: [Counseling and Case Management Services | Western Technical College \(westerntc.edu\)](#)
- **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
- **Visa and Immigration Assistance** (for students) – 400 North 7th St, Building S, Room 142, La Crosse, WI 54601. To make an appointment call 608-785-9560.
- **Additional Student Support**-The Student Place of Action, Culture, and Empowerment (SPACE), 400 North 7th St, Building S, Room 222, La Crosse, WI 54601. www.westerntc.edu/the-space

Off-Campus Resources

- **Health**
 - ◇ [Gundersen Health System](#) (Emplify) Domestic Violence/Sexual Assault Program
Serving La Crosse and Mauston
1900 South Ave. La Crosse, WI 54601
To make an appointment, call 608-782-7300 or visit: [Support Hotline & Resources | Gundersen Health System](#); 608.775.5950 (24-hour line)

- ◇ [Mayo Clinic Health System "Safe Path"](#). 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](#) 608-392-7804 (24-hour line)

- **Mental Health**

- ◇ By Your Side: Support for Sexual assault Survivors in Wisconsin <https://byyoursidewi.org/>
- ◇ [Gundersen Health System](#) (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](#)
- ◇ Gundersen Sexual Abuse Counseling and Support Program (SACS)
Sexual Assault 24-hour line: 608-775-5950 or 800-262-9567 ext. 55950
- ◇ [Mayo Clinic Health System "Safe Path"](#)
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](#); 608-392-7804 (24-hour line)
- ◇ Black River Falls – Jackson County Behavioral Health <https://bhjacksoncounty.org/>
- ◇ [Independence - NAMI West Central Wisconsin](#)
Serving La Crosse, Trempealeau, and Vernon Counties
Phone: 608-785-9658
Email: Info@NAMILaCrosseCounty.org
- ◇ Independence: County Crisis Services - 888-552-6642
- ◇ Tomah: Brighter Tomorrows Monroe
County (<https://www.mocobrightertomorrows.com/>) 888-886-2327

- **Counseling**

- ◇ [Gundersen Health System](#) (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](#)
Sexual Abuse Counseling & Support: 608-775-3845 or 800-262-9567 ext. 55950
- ◇ [Mayo Clinic Health System "Safe Path"](#)
700 West Ave. S., La Crosse, WI 54601
To make an appointment, call 608-785-0940 or visit: [La Crosse, WI hospital and clinics - Mayo Clinic Health System](#); 608-392-7804 (24-hour line)
- ◇ Black River Falls Healthcare Clinic Behavioral Health (<https://clinic.brmh.net/behavioral-health>)

◇ Gundersen Behavioral Health Tomah: 608-374-3853

- **Victim Advocacy**

- ◇ [New Horizons Shelter & Outreach Centers](#)

- 1223 Main St, La Crosse, WI 54601

- To make an appointment visit: nhagainstabuse.org or call 608-791-2610 or 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; <https://www.ciasiabinc.org/>

- ◇ Black River Falls: Bolton Refuge House – Jackson County Outreach <https://www.boltonrefuge.org/jco>

- ◇ Independence: Trempealeau County 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.hopehousescw.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/>) 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: 800-706-8586

- **Visa and Passport 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: 877-487-2778

- **Citizen and Immigration Assistance**

- ◇ Citizen and Immigration Assistance U.S. Department of Homeland Security (DHS)
Website: <https://www.dhs.gov/topics/citizenship-and-immigration-services>
Phone (Toll Free): 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, Wi-Fi, 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: 877-565-8860
- ◇ The Center: 7 Rivers LGBTQ Connection
230 6th 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 844-493-1052 or visit: 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: [La Crosse, 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
333 Vine St, La Crosse, WI 54601
608-785-9590
- ◇ Jackson County Clerk of Courts Office
307 Main St, Black River Falls, WI 54615
715-284-0208
- ◇ Trempealeau County Clerk of Courts Office
18600 Hobson St, Whitehall, WI 54773-8614
715-538-2311 ext. 331
- ◇ Juneau County Clerk of Courts Office
200 Oak Street Room 2230, Mauston, WI 53948
608-847-9356
- ◇ Monroe County Clerk of Courts Office
112 South Court Street Room 2200, Sparta, WI 54656
608-269-8705
- ◇ Vernon County Clerk of Courts Office
400 Court House Square St Ste 108, Viroqua, WI 54665
608-637-5340

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 competitions, 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.westerntc.edu/sites/AcademicPolicies/SitePages/Home.aspx>

E0700p(2) 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 Associate Director of Student Life - Senior Title IX & Civil Rights Officer 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 Associate Director of Student Life - Senior Title IX & Civil Rights Officer or designee.
2. The Associate Director of Student Life - Senior Title IX & Civil Rights Officer or designee will review the prospective student's class schedule/ academic program to determine what restrictions, if any, should be put in place.
3. The Associate Director of Student Life - Senior Title IX & Civil Rights Officer 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 Associate Director of Student Life - Senior Title IX & Civil Rights Officer or designee 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>

STATE AUTHORIZATION

Western Technical College has been approved to offer distance education outside of its home state of Wisconsin pursuant to State Authorization Reciprocity Agreement (SARA). For more information regarding both the agreement and notice of student rights on this topic please visit the College's [SARA webpage](#).

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.westerntc.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 or click on this link: [Feedback Form](#)

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 students will understand and exercise their rights, fulfill their responsibilities, and respect the rights 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, breastfeed, 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.

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 Bryan Morris, Access Services Manager, at 608-785-9875 or morrisb@westerntc.edu

The Modification Process

- Pregnant students are encouraged, but not required, to contact the Title IX Coordinator and Access Services Manager 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 implemented 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 or the Deputy Title IX Coordinator, Margy Krogman, at 608-785-9880 or krogmanm@westerntc.edu.