



Northwood Tech  
**2024-2025**  
Student Handbook

**Blaze**

your own

**trail**



**Northwood**  
Technical College

NorthwoodTech.edu  
800.243.9482



Welcome to

# Northwood Technical College



## FIRST TIME LOGIN AND PASSWORD

### Username

- From MyCampus.northwoodtech.edu - your student email address
- From a College computer – your 8-digit student ID

Default password for resources is the first 2 initials of the student's first name + the first 2 initials of the student's last name + the last 4 digits of the student's ID number. All lower case.

Students are required to change their default password upon initial login. The new password must be at least 14 characters in length.

### What do you use the MyNorthwood Tech ID for?

- Registration for Classes
- Student Financial Aid
- Viewing Grades

### What do you use the College ID for?

- Login to Windows
- Login to MyCampus Portal
- Login to Blackboard
- Logins for Classroom Applications

### Questions?

- On Campus – Please visit the iTLC Classroom Support Desk for direct, in-person support
- From any location - Please send us your request at [myhelp.northwoodtech.edu/new](mailto:myhelp.northwoodtech.edu/new)



# 2024 - 2025 Student Handbook



This handbook belongs to:

**NAME** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**PHONE** \_\_\_\_\_

Disclaimer: The College publishes a Student Handbook designed to provide students with information about College policies, procedures, and services for students. It also contains the academic calendar and a calendar of events. Every student is responsible for observing the rules and regulations of the College as published in the Handbook. Students may obtain a paper copy of the Handbook from student services free of charge while supplies last. The Handbook is also available online at [www.NorthwoodTech.edu/about/news-and-publications/publications](http://www.NorthwoodTech.edu/about/news-and-publications/publications). The College reserves the right, without prior notice, to make changes in policy and procedure as deemed necessary. Statements in this Handbook do not constitute, and should not be construed as, a contract with the College.

## Greetings from our President

Welcome to Northwood Technical College!

At Northwood Tech, our focus is putting your interests first as you begin or continue your educational journey. This Handbook will help you learn more about the many resources that are available to help you succeed.

By pursuing additional education you are making a decision to invest in yourself. Your training will prepare you for a challenging and exciting career and will provide many opportunities for personal growth. Our hands-on approach will allow you to apply what you learn and, outside of the classroom, you will be able to participate in Student Senate, student clubs, and other organizations designed to enhance your learning experience.

Your learning experience is also an investment for your community. By becoming a member of our region's high-quality workforce, you will contribute to the quality of life for those around you in the work you do and the services you provide. At Northwood Tech, we encourage you to take advantage of internships, service learning, and volunteer opportunities as they are additional ways to enhance your experience in a way that helps make Northwest Wisconsin a great place to live.

We are extremely honored to be your College. Seek help if you need it, and you will find that Northwood Tech's caring and dedicated staff are committed to making your journey a successful one!

Warm regards,

Dr. John Will  
President



Northwood Technical College is accredited by  
the Higher Learning Commission.  
[www.hlcommission.org](http://www.hlcommission.org)

# Mission, Vision and Values

## Mission

### Students First.

We strengthen communities by empowering each student to realize their own success story.

## Vision

### Transforming Communities.

We aspire to be the recognized education leader in workforce development and community engagement through our students' success.

## Values

### Collaboration

We value relationships that enhance learning and promote economic development.

### Innovation

We embrace the latest theories and technologies to support student and community success.

### Excellence

We prioritize high quality education, services, and continuous improvement in a dynamic learning environment.

### Community

We value our deep connections to our communities, working together to provide solutions through student success.

### Support

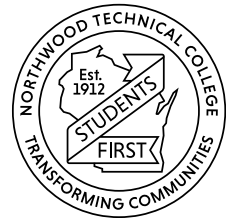
We empower individuals by supporting their success with quality experiences and services designed to meet their needs.

### Integrity

We uphold honesty and accountability in a diverse, open and ethical learning and working environment.

### Respect

We value each individual and approach all interactions mindfully, with civility, empathy, and openness to new and differing ideas.



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# COLLEGE CONTACTS

The Student Services Office at each campus is a full-service, one-stop center designed for the convenience of Northwood Tech students. Some of the services available are:

- Accommodations Services
- Admissions
- Assessment
- Career Counseling
- Counseling
- Employment Services
- Financial Aid
- GED Testing
- General Information
- Housing Information
- Registration
- Scholarships
- Student Life
- Veterans Educational Benefits

## General Campus

### Phone Numbers:

Ashland	715.682.4591
New Richmond	715.246.6561
Rice Lake	715.234.7082
Superior	715.394.6677

## Academic Support/Basic Skills

<b>Ashland</b>	
Jennifer Olson	715.319.7268
<b>New Richmond</b>	
Heather Hinz	715.752.8141
<b>Rice Lake</b>	
TBD	
<b>Superior</b>	
Stephanie Pearson	715.319.7321

## Campus Health Nurses

<b>Ashland</b>	
Jessica Clark	715.685.3015
<b>New Richmond</b>	
Stephanie Gullickson	715.246.1827
<b>Rice Lake</b>	
Syna Carlton	715.788.7134
<b>Superior</b>	
Jenny Feehan	715.752.8477

## Accommodations Specialists

<b>Ashland</b>	
Donna Jones-Ilsley	715.685.3014
<b>New Richmond</b>	
Lori Denzine	715.246.1821
<b>Rice Lake</b>	
Heidi Diesterhaft	715.788.7142
<b>Superior</b>	
Hillary Olson	715.319.9344

## Campus Business Office

<b>Ashland</b>	
Kim Gunderson	715.685.3032
<b>New Richmond</b>	
Tamara Haupt	715.752.8498
<b>Rice Lake</b>	
Vanessa Hanninen	715.788.7080
LuAnn Cummings	715.788.7137
<b>Superior</b>	
Dorinda Cook	715.319.7294

## Admissions Advisors

<b>Ashland</b>	
Jennifer Bednarik	715.685.3039
<b>New Richmond</b>	
Sherry Rehnelt	715.752.8136
<b>Rice Lake</b>	
Nicole Messicci	715.788.7144
<b>Superior</b>	
Anna Kalin	715.319.7331

## Counseling/Career Services

<b>Ashland</b>	
Katie Rybak	715.319.7273
<b>New Richmond</b>	
Rena Arneberg	715.752.8499
Kristin Nelson	715.246.1888
Brian Vrtis	715.752.8086
<b>Rice Lake</b>	
Aaron Staut	715.788.7038
Catrina Everitt	715.788.7154
Rachel Berg	715.788.7126
<b>Superior</b>	
Kent Lundahl	715.319.7333
Dede Maki	715.319.7334

## Alumni Office

Brian Schroeder	715.246.1849
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## Bookstore

<b>Ashland</b>	
Kim Gunderson	715.685.3032
<b>New Richmond</b>	
Anna Stanway	715.752.8081
<b>Rice Lake</b>	
Lacy Sellent	715.788.7071
Norma Scheurer	715.788.7079
<b>Superior</b>	
Diane Schmitt	715.319.7178



**Employment Assistance**

<b>Ashland</b>	
Benita Allen	715.685.3041
<b>New Richmond</b>	
Jill Fox	715.752.8132
<b>Rice Lake</b>	
Justin Johnson	715.788.7184
<b>Superior</b>	
Kristin Vesel	715.319.7184

**Enrollment Services Managers**

<b>Ashland</b>	
Beth Hazelton	715.685.3008
<b>New Richmond</b>	
Jessica Eccles	715.246.1823
<b>Rice Lake</b>	
Casey Lambert	715.788.7193
<b>Superior</b>	
Allison Carroll	715.319.7337

**Financial Aid**

<b>Ashland</b>	
Stephanie Zaleski	715.319.7280
<b>New Richmond</b>	
Anthony Rubis	715.752.8084
Kristi Johnson	715.484.6005
<b>Rice Lake</b>	
Blake Paul	715.788.7213
<b>Superior</b>	
Mike Phillips	715.319.7370
<b>Director, Financial Aid</b>	
Terry Klein	715.645.7048
<b>Assistant Director, Financial Aid</b>	
Kim Terry	715.685.3092

**Learning Technology Center**

<b>Ashland</b>	
Sean Thomas	715.319.7281
<b>New Richmond</b>	
Charlotte Nicholes	715.246.1889
<b>Rice Lake</b>	
Alexander Birkholz	715.788.7145
<b>Superior</b>	
Michelle Rusk	715.319.7375

**Library**

<b>Ashland</b>	
Rebecca Houle	715.685.3043
Flip Filipenko	715.685.3085
<b>New Richmond</b>	
Jami Graves	715.246.1801
Julie Knudtson	715.246.1863
<b>Rice Lake</b>	
Stephen Anderson	715.788.7121
Alexander Birkholz	715.788.7128
Matt Taylor	715.319.7279

**Superior**

Leslie Gramstrup	715.319.7313
Michelle Rochon	715.319.7324

**MyHelp**

Off Campus:	715.475.1111
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**Registrar's Office**

Emilie Bailkey	715.788.7122
Susan Bouchard	715.645.7031
Jami Koivisto	715.752.8475
Jade Peckels	715.246.1894

**Scholarship Coordinator**

Angela Scott	715.319.7171
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**Student Life Coordinators**

<b>Ashland</b>	
Jennifer Bednarik	715.685.3039
<b>New Richmond</b>	
Jill Fox	715.752.8132
<b>Rice Lake</b>	
Aleesha Drost	715.788.7147
<b>Superior</b>	
Rebecca Bourque	715.319.7290

**Veterans Services**

Kathy Steffen	715.731.1244
Stephanie Smith	715.788.7087

# NORTHWOOD TECHNICAL COLLEGE

## 2024-2025 Calendar

### SUMMER TERM

Classes Start	June 10, 2024
Holiday	July 4, 2024
Classes End	August 2, 2024
Summer Grades Due	August 7, 2024

### FALL TERM

Faculty Professional Development Day	August 19, 2024
Program Collaboration Days	August 20 & 21, 2024
Campus Staff Fall Kick-off	August 22, 2024
Student Orientation	August 23, 2024
Classes Start	August 26, 2024
Holiday	September 2, 2024
Dual Credit Day	October 18, 2024
Fall Student Recess	November 28-29, 2024
Classes End	December 16, 2024
Faculty Work Day	December 17, 2024
Faculty Collaboration Days	December 18 and 20, 2024
Collegewide Inservice Day	December 19, 2024
Winter Break – College Closed	December 24, 2024 – January 1, 2025
Winter Student Recess	December 23, 2024 – January 19, 2025
Fall Grades Due	December 20, 2024

### SPRING TERM

Faculty Professional Development Day	January 13, 2025
Program Collaboration Days	January 14 & 15, 2025
Campus Staff Spring Kick-off	January 16, 2025
Student Orientation	January 17, 2025
Classes Start	January 20, 2025
Spring Student Recess	March 17-21, 2025
Classes End/Commencement	May 16, 2025
Program Collaboration Day	May 19, 2025
Faculty Professional Development Days	May 20 & 21, 2025
Faculty Work Day	May 22, 2025
Spring Grades Due	May 27, 2025

# CLASS SCHEDULE

<b>Fall Term</b>	<b>Spring Term</b>
------------------	--------------------

	<b>Time</b>	<b>Class/Location</b>	<b>Time</b>	<b>Class/Location</b>
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

**CLASS SCHEDULE**

# August 2024

Monday	Tuesday	Wednesday
5	6	7
12	13	14
Faculty Professional Development Day 19	Program Collaboration Day 20	Program Collaboration Day 21
Fall Classes Begin 26	27	28

Thursday	Friday	Saturday/Sunday
----------	--------	-----------------

**AUG**

1	2	3 4
8	9	10 11
15	16	17 18
Campus Staff Fall Kick-off 22	Student Orientation 23	24 25
29	30	31



# September 2024

Monday	Tuesday	Wednesday
Holiday, College Closed 2	3	4
9	10	11
16	Constitution Day 17	18
23	24	25
30		

Thursday

Friday

Saturday/Sunday

		1
5	6	7
		8
12	13	14
		15
19	20	21
		22
26	27	28
		29

SEP

# October 2024

Monday	Tuesday	Wednesday
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

Thursday	Friday	Saturday/Sunday
----------	--------	-----------------

3	4	5 6
10	11	12 13
17	Dual Credit Day 18	19 20
24	25	26 27
31		

OCT

# November 2024

Monday	Tuesday	Wednesday
4	Election Day 5	6
11	12	13
18	19	20
25	26	27



Thursday	Friday	Saturday/Sunday
----------	--------	-----------------

	1	2 3
7	8	9 10
14	15	16 17
21	22	23 24
Holiday, College Closed Fall Student Recess 28	Holiday, College Closed Fall Student Recess 29	30

NOV

# December 2024

Monday	Tuesday	Wednesday
2	3	4
9	10	11
Fall Classes End <b>16</b>	Faculty Work Day <b>17</b> Winter Student Recess	Faculty Collaboration Day <b>18</b> Winter Student Recess
Winter Student Recess <b>23</b>	College Closed <b>24</b> Winter Student Recess	College Closed <b>25</b> Winter Student Recess
College Closed <b>30</b> Winter Student Recess	College Closed <b>31</b> Winter Student Recess	

Thursday	Friday	Saturday/Sunday
----------	--------	-----------------

		1
5	6	7
		8
12	13	14
		15
College Inservice Winter Student Recess <b>19</b>	Faculty Collaboration Day Winter Student Recess <b>20</b>	21
		22
College Closed Winter Student Recess <b>26</b>	College Closed Winter Student Recess <b>27</b>	28
		29

DEC

# January 2025

Monday	Tuesday	Wednesday
		College Closed Winter Student Recess <b>1</b>
Winter Student Recess <b>6</b>	Winter Student Recess <b>7</b>	Winter Student Recess <b>8</b>
Faculty Professional Development Day Winter Student Recess <b>13</b>	Program Collaboration Day Winter Student Recess <b>14</b>	Program Collaboration Day Winter Student Recess <b>15</b>
Spring Classes Begin <b>20</b>	<b>21</b>	<b>22</b>
<b>27</b>	<b>28</b>	<b>29</b>

Thursday	Friday	Saturday/Sunday
----------	--------	-----------------

Winter Student Recess <b>2</b>	Winter Student Recess <b>3</b>	<div style="text-align: right;"><b>4</b></div> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="text-align: right;"><b>5</b></div>
Winter Student Recess <b>9</b>	Winter Student Recess <b>10</b>	<div style="text-align: right;"><b>11</b></div> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="text-align: right;"><b>12</b></div>
Campus Staff Spring Kick-off <b>16</b> Winter Student Recess	Student Orientation <b>17</b> Winter Student Recess	<div style="text-align: right;"><b>18</b></div> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="text-align: right;"><b>19</b></div>
<div style="text-align: right;"><b>23</b></div>	<div style="text-align: right;"><b>24</b></div>	<div style="text-align: right;"><b>25</b></div> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="text-align: right;"><b>26</b></div>
<div style="text-align: right;"><b>30</b></div>	<div style="text-align: right;"><b>31</b></div>	<hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>

JAN



# February 2025

Monday	Tuesday	Wednesday
3	4	5
10	11	12
17	18	19
24	25	26

Thursday                      Friday                      Saturday/Sunday

		1
		2
6	7	8
		9
13	14	15
		16
20	21	22
		23
27	28	

FEB

# March 2025

Monday	Tuesday	Wednesday
3	4	5
10	11	12
Spring Student Recess 17	Spring Student Recess 18	Spring Student Recess 19
24	25	26
31		

Thursday	Friday	Saturday/Sunday
----------	--------	-----------------

		1
		2
6	7	8
		9
13	14	15
		16
Spring Student Recess 20	Spring Student Recess 21	22
		23
27	28	29
		30

**MAR**

# April 2025

Monday	Tuesday	Wednesday
	Election Day 1	2
7	8	9
14	15	16
21	22	23
28	29	30

**Thursday                      Friday                      Saturday/Sunday**

3	4	5 6
10	11	12 13
17	18	19 20
24	25	26 27

**APR**

# May 2025

Monday	Tuesday	Wednesday
5	6	7
12	13	14
Program Collaboration Day 19	Faculty Professional Development Day 20	Faculty Professional Development Day 21
College Closed 26	27	28

Thursday	Friday	Saturday/Sunday
----------	--------	-----------------

1	2	3 4
8	9	10 11
15	Classes End/ Commencement 16	17 18
Faculty Work Day 22	23	24 25
29	30	31

**MAY**



# June 2025

Monday

Tuesday

Wednesday

2

3

4

9

10

11

16

17

18

23

24

25

30

Thursday

Friday

Saturday/Sunday

		1
5	6	7
		8
12	13	14
		15
19	20	21
		22
26	27	28
		29

JUN

# July 2025

Monday	Tuesday	Wednesday
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

**Thursday                      Friday                      Saturday/Sunday**

3	4	5 6
10	11	12 13
17	18	19 20
24	25	26 27
31		

**JUL**

# August 2024

MONDAY

29  
jul

TUESDAY

30  
jul

WEDNESDAY

31  
jul



1

2

3

4

August

September

S	M	T	W	T	F	S
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# August 2024

MONDAY

5

TUESDAY

6

WEDNESDAY

7



THURSDAY

8

AUG

FRIDAY

9

SATURDAY

10

SUNDAY

11

August

S	M	T	W	T	F	S
	29	30	31	1	2	3
4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# August 2024

MONDAY

12

TUESDAY

13

WEDNESDAY

14



THURSDAY

15

AUG

FRIDAY

16

SATURDAY

17

SUNDAY

18

August

September

S	M	T	W	T	F	S
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# August 2024

MONDAY

19

Faculty Professional  
Development Day

TUESDAY

20

Program Collaboration Day

WEDNESDAY

21

Program Collaboration Day

Campus Staff Fall Kick-off

22

Student Orientation

23

24

25

August

S	M	T	W	T	F	S
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# September 2024

MONDAY

26  
aug

Fall Classes Begin

TUESDAY

27  
aug

WEDNESDAY

28  
aug



THURSDAY

29  
aug

SEP

FRIDAY

30  
aug

SATURDAY

31  
aug

SUNDAY

1

September

October

S	M	T	W	T	F	S
	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22/29	23/30	24	25	26	27	28

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# September 2024

MONDAY

2

Holiday, No Classes

TUESDAY

3

WEDNESDAY

4



THURSDAY

5

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FRIDAY

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SATURDAY

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SUNDAY

8

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September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEP



# September 2024

MONDAY

9

TUESDAY

10

WEDNESDAY

11



THURSDAY

12

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FRIDAY

13

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SATURDAY

14

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SUNDAY

15

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September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEP

# September 2024

MONDAY

16

TUESDAY

17

Constitution Day

WEDNESDAY

18

THURSDAY

19

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FRIDAY

20

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SATURDAY

21

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SUNDAY

22

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September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEP

# September 2024

MONDAY

23

TUESDAY

24

WEDNESDAY

25



THURSDAY

26

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FRIDAY

27

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SATURDAY

28

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SUNDAY

29

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September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEP

# October 2024

MONDAY

30  
sep

TUESDAY

1

WEDNESDAY

2



THURSDAY

3

FRIDAY

4

SATURDAY

5

SUNDAY

6

OCT

October

S	M	T	W	T	F	S
	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



# October 2024

MONDAY

7

TUESDAY

8

WEDNESDAY

9



THURSDAY

10

FRIDAY

11

SATURDAY

12

SUNDAY

13

OCT

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# October 2024

MONDAY

14

TUESDAY

15

WEDNESDAY

16



THURSDAY

17

FRIDAY

18

SATURDAY

19

SUNDAY

20

OCT

Dual Credit Day

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# October 2024

MONDAY

21

TUESDAY

22

WEDNESDAY

23



THURSDAY

24

FRIDAY

25

SATURDAY

26

SUNDAY

27

OCT

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# November 2024

MONDAY

28  
oct

TUESDAY

29  
oct

WEDNESDAY

30  
oct



THURSDAY

31  
oct

FRIDAY

1

SATURDAY

2

SUNDAY

3

NOV

November

December

S	M	T	W	T	F	S
	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# November 2024

MONDAY

4

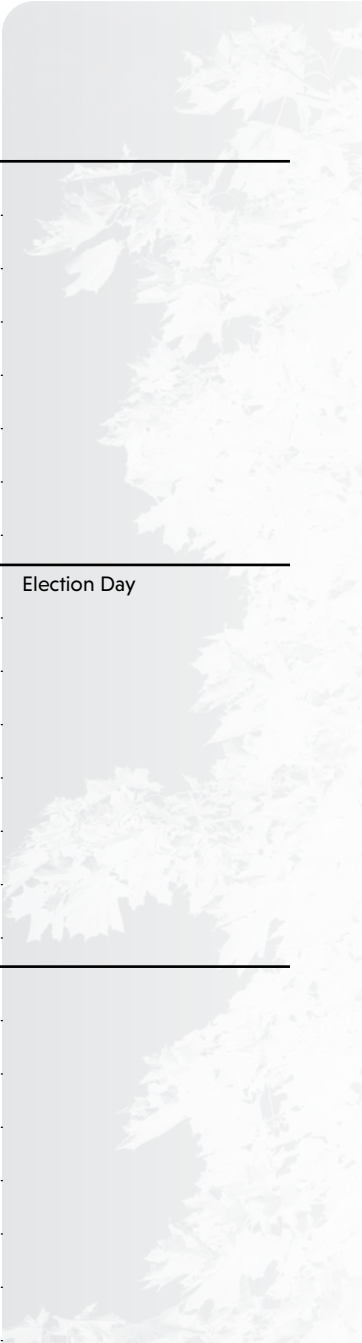
TUESDAY

5

Election Day

WEDNESDAY

6



THURSDAY

7

FRIDAY

8

SATURDAY

9

SUNDAY

10

NOV

November

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# November 2024

MONDAY

11

TUESDAY

12

WEDNESDAY

13



THURSDAY

14

FRIDAY

15

SATURDAY

16

SUNDAY

17

NOV

November

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# November 2024

MONDAY

18

TUESDAY

19

WEDNESDAY

20



THURSDAY

21

FRIDAY

22

SATURDAY

23

SUNDAY

24

NOV

November

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	25	26	27	28	29	30

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# December 2024

MONDAY

25  
nov

TUESDAY

26  
nov

WEDNESDAY

27  
nov



THURSDAY

Fall Student Recess

28  
nov

FRIDAY

Fall Student Recess

29  
nov

SATURDAY

30  
nov

SUNDAY

1

DEC

December

January

S	M	T	W	T	F	S
	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22/29	23/30	24/31	25	26	27	28

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



# December 2024

MONDAY

2

TUESDAY

3

WEDNESDAY

4



THURSDAY

5

FRIDAY

6

SATURDAY

7

SUNDAY

8

DEC

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# December 2024

MONDAY

9

TUESDAY

10

WEDNESDAY

11



THURSDAY

12

FRIDAY

13

SATURDAY

14

SUNDAY

15

DEC

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# December 2024

MONDAY

16

Fall Classes End

TUESDAY

17

Faculty Work Day  
Winter Student Recess

WEDNESDAY

18

Faculty Collaboration Day  
Winter Student Recess

THURSDAY

Collegewide Inservice Day  
Winter Student Recess

19

FRIDAY

Faculty Collaboration Day  
Winter Student Recess

20

SATURDAY

21

SUNDAY

22

DEC

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	23	24	25	26	27	28
29	30	31				

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# December 2024

MONDAY

23

Winter Student Recess

TUESDAY

24

Winter Break -  
College Closed  
Winter Student Recess

WEDNESDAY

25

Winter Break -  
College Closed  
Winter Student Recess

Winter Break -  
College Closed  
Winter Student Recess

26

Winter Break -  
College Closed  
Winter Student Recess

27

28

29

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	30	31				

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



# January 2025

MONDAY

**30**  
dec

Winter Break -  
College Closed  
Winter Student Recess

TUESDAY

**31**  
dec

Winter Break -  
College Closed  
Winter Student Recess

WEDNESDAY

**1**

Winter Break -  
College Closed  
Winter Student Recess

Winter Student Recess

2

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Winter Student Recess

3

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JAN

January

S	M	T	W	T	F	S
	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

# January 2025

MONDAY

6

Winter Student Recess

TUESDAY

7

Winter Student Recess

WEDNESDAY

8

Winter Student Recess

Winter Student Recess

9

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Winter Student Recess

10

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11

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12

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JAN

January

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

# January 2025

MONDAY

13

Faculty Professional  
Development Day  
Winter Student Recess

TUESDAY

14

Program Collaboration Day  
Winter Student Recess

WEDNESDAY

15

Program Collaboration Day  
Winter Student Recess

Campus Staff Spring Kick-off  
Winter Student Recess

16

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Student Orientation  
Winter Student Recess

17

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18

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19

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JAN

January

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

# January 2025

MONDAY

20

Spring Classes Begin

TUESDAY

21

WEDNESDAY

22



THURSDAY

23

FRIDAY

24

SATURDAY

25

SUNDAY

26

JAN

January

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



# February 2025

MONDAY

27  
jan

TUESDAY

28  
jan

WEDNESDAY

29  
jan



THURSDAY

30  
jan

FRIDAY

31  
jan

SATURDAY

1

SUNDAY

2

FEB

February

S	M	T	W	T	F	S
	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 <sub>/30</sub>	24 <sub>/31</sub>	25	26	27	28	29

# February 2025

MONDAY

3

TUESDAY

4

WEDNESDAY

5



THURSDAY

6

FRIDAY

7

SATURDAY

8

SUNDAY

9

FEB

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 <sup>/30</sup>	24 <sup>/31</sup>	25	26	27	28	29

# February 2025

MONDAY

10

TUESDAY

11

WEDNESDAY

12



THURSDAY

13

FRIDAY

14

SATURDAY

15

SUNDAY

16

FEB

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

# February 2025

MONDAY

17

TUESDAY

18

WEDNESDAY

19



THURSDAY

20

FRIDAY

21

SATURDAY

22

SUNDAY

23

FEB

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29



# March 2025

MONDAY

24  
feb

TUESDAY

25  
feb

WEDNESDAY

26  
feb



THURSDAY

27  
feb

FRIDAY

28  
feb

SATURDAY

1

SUNDAY

2

MAR

March

April

S	M	T	W	T	F	S
	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 <sup>30</sup>	24 <sup>31</sup>	25	26	27	28	29

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# March 2025

MONDAY

3

TUESDAY

4

WEDNESDAY

5



THURSDAY

6

FRIDAY

7

SATURDAY

8

SUNDAY

9

MAR

March

April

S	M	T	W	T	F	S
						1
2	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# March 2025

MONDAY

10

TUESDAY

11

WEDNESDAY

12



THURSDAY

13

FRIDAY

14

SATURDAY

15

SUNDAY

16

MAR

March

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# March 2025

MONDAY

17

Spring Student Recess

TUESDAY

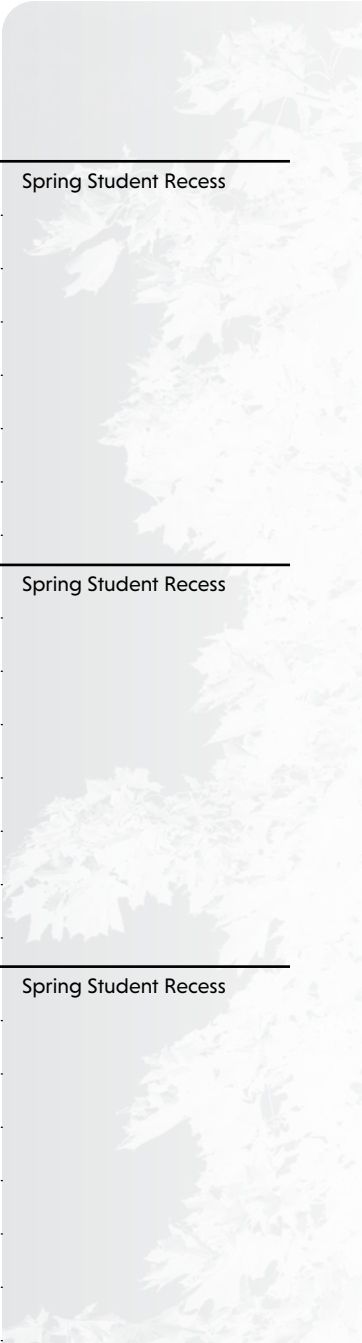
18

Spring Student Recess

WEDNESDAY

19

Spring Student Recess



Spring Student Recess

20

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Spring Student Recess

21

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23

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MAR

March

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



# March 2025

MONDAY

24

TUESDAY

25

WEDNESDAY

26



THURSDAY

27

FRIDAY

28

SATURDAY

29

SUNDAY

30

MAR

March

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# April 2025

MONDAY

31  
mar

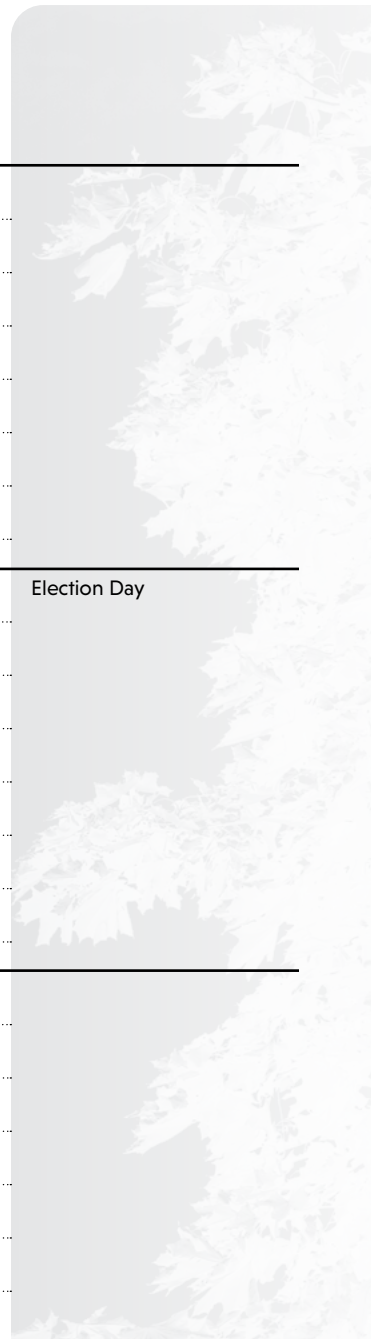
TUESDAY

1

Election Day

WEDNESDAY

2



THURSDAY

3

FRIDAY

4

SATURDAY

5

SUNDAY

6

APR

April

S	M	T	W	T	F	S
	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# April 2025

MONDAY

7

TUESDAY

8

WEDNESDAY

9



THURSDAY

10

FRIDAY

11

SATURDAY

12

SUNDAY

13

APR

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# April 2025

MONDAY

14

TUESDAY

15

WEDNESDAY

16



THURSDAY

17

FRIDAY

18

SATURDAY

19

SUNDAY

20

APR

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# April 2025

MONDAY

21

TUESDAY

22

WEDNESDAY

23



THURSDAY

24

FRIDAY

25

SATURDAY

26

SUNDAY

27

APR

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# May 2025

MONDAY

28  
apr

TUESDAY

29  
apr

WEDNESDAY

30  
apr



THURSDAY

1

FRIDAY

2

SATURDAY

3

SUNDAY

4

MAY

May

June

S	M	T	W	T	F	S
	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# May 2025

MONDAY

5

TUESDAY

6

WEDNESDAY

7



THURSDAY

8

FRIDAY

9

SATURDAY

10

SUNDAY

11

MAY

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# May 2025

MONDAY

12

TUESDAY

13

WEDNESDAY

14



THURSDAY

15

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Spring Classes End/  
Commencement

FRIDAY

16

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SATURDAY

17

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SUNDAY

18

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MAY

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# May 2025

MONDAY

19

Program Collaboration Day

TUESDAY

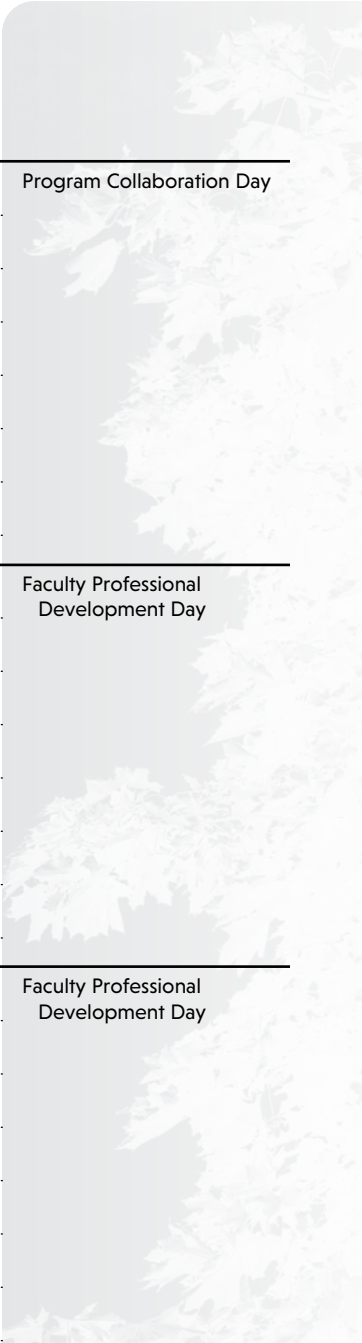
20

Faculty Professional Development Day

WEDNESDAY

21

Faculty Professional Development Day



Faculty Work Day

22

23

24

25

MAY

May

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# June 2025

MONDAY

**26**  
may

TUESDAY

**27**  
may

WEDNESDAY

**28**  
may



THURSDAY

29  
may

FRIDAY

30  
may

SATURDAY

31  
may

SUNDAY

1

JUN

June

July

S	M	T	W	T	F	S
	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22/29	23/30	24	25	26	27	28

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# June 2025

MONDAY

2

TUESDAY

3

WEDNESDAY

4



THURSDAY

5

FRIDAY

6

SATURDAY

7

SUNDAY

8

JUN

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# June 2025

MONDAY

9

TUESDAY

10

WEDNESDAY

11



THURSDAY

12

FRIDAY

13

SATURDAY

14

SUNDAY

15

JUN

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# June 2025

MONDAY

16

TUESDAY

17

WEDNESDAY

18



THURSDAY

19

FRIDAY

20

SATURDAY

21

SUNDAY

22

JUN

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# June 2025

MONDAY

23

TUESDAY

24

WEDNESDAY

25



THURSDAY

26

FRIDAY

27

SATURDAY

28

SUNDAY

29

JUN

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# July 2025

MONDAY

30  
jun

TUESDAY

1

WEDNESDAY

2



THURSDAY

3

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FRIDAY

Holiday

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SATURDAY

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SUNDAY

6

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July

S	M	T	W	T	F	S
	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 <sub>31</sub>	25	26	27	28	29	30

JUL

# July 2025

MONDAY

7

TUESDAY

8

WEDNESDAY

9



THURSDAY

10

FRIDAY

11

SATURDAY

12

SUNDAY

13

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

JUL



# July 2025

MONDAY

14

TUESDAY

15

WEDNESDAY

16



THURSDAY

17

FRIDAY

18

SATURDAY

19

SUNDAY

20

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

JUL

# July 2025

MONDAY

21

TUESDAY

22

WEDNESDAY

23



THURSDAY

24

FRIDAY

25

SATURDAY

26

SUNDAY

27

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

JUL

# August 2025

MONDAY

28  
jul

TUESDAY

29  
jul

WEDNESDAY

30  
jul





### Prefer text?

Customize alert notification settings today.

# Class is cancelled.



The Northwood Tech Emergency Notification System, "Northwood Tech Alert", is intended to give students, faculty, and staff timely notification of campus emergencies, including campus closures due to weather or non-weather related circumstances, and lock down situations. The emergency notification system is capable of sending users text, voice, and email messages, as well as a full-screen pop up alert on all PCs and Macs on campus.

To manage your phone settings, <https://www.NorthwoodTech.edu/currentstudents/support-services> and click on Emergency & Closing Alert Notifications.

#### Emergency Alert Beacons on Campus

Emergency Alert buttons have been strategically placed throughout each campus and integrated with the Northwood Tech Emergency Notification system called RAVE. The Emergency Alert buttons (yellow boxes with red buttons) are to be used during any dangerous situations such as a campus lock down or intruder alert. A loud signal will be heard throughout the campus; local emergency services notified and campus lock down communication generated (text, phone, email) to all students and staff.



The college will test this system each term to verify the system is working and to provide an awareness to all students and staff. Advanced communications will be sent notifying students and staff when system tests are scheduled.

## ACADEMICS AND GRADING

### Academic Advising

During a student's first term of attendance at Northwood Tech, they will be assigned an academic advisor who is an instructor from a declared program area or general studies department. Students who have not selected a program but are taking six credits or more will be assigned an advisor to assist in developing a personalized academic plan. Students are encouraged to arrange appointments with their academic advisor early in the semester. Advisors can help students in selecting classes, sequencing of courses and registration activities. Additionally, advisors will assist in defining career goals and are often knowledgeable of local career opportunities in a chosen field.

### Auditing Courses

Students may audit an undergraduate course to gain a general understanding of a subject matter, but only with approval from the faculty member (or academic dean, if the faculty member is not available).

Students must complete an Intent to Audit form (available on the student portal in a downloadable format or in hard copy from the Student Services office). A student wanting to audit a class must pay the same tuition and fees and meet any course prerequisites as a student enrolled for credit. At the time of registration, a course enrolled as an audit or changed to an audit within the first seven calendar days from the start of the course will be reflected on the student's official record as a "G". Enrollment on an audit basis may not be changed to a credit basis or vice versa after the first seven calendar days from the start of the course. Individuals who are 60 years of age or older are exempt from paying program fees when auditing courses, excluding community service courses and apprenticeship courses. Any auditor age 60 or over must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

Students auditing a course are expected to fully participate in classroom and lab work and complete all assignments, however, are not required to take examinations. Students do not earn credit or a grade for an audited course. Audited courses cannot be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student's credit load for financial aid and veterans' benefits.

The College reserves the right to restrict the auditing of any course and gives students registering for credit priority over those auditing a course. Additional course sections will not be created or course capacities increased to accommodate students auditing courses.

### Maximum Credits per Term

A student may register for a maximum of 22 credits for fall or spring term, and 12 credits for summer term. To exceed the maximum number of credits a student may enroll in a given term, the counselor must give permission.

### Maximum Credits per Session

A student may register for a maximum of 6 credits for a 4-week session, 12 credits for an 8-week session, 16 credits for a 12-week session. To exceed the maximum number of credits a student may enroll in a given session, the counselor must give permission.

## Midterm Advisement

Midway through each fall and spring term, students are encouraged to meet with their academic advisor. It is an opportunity to sit down one-on-one to discuss their progress, course selection for the upcoming semester, academic progress towards their degree and provide assistance in understanding college policies.

## Prerequisite Course Standards


Students completing coursework that is a prerequisite to the next level of coursework must achieve a minimum grade point of 2.0 on a 4.0 scale to progress. Note: some programs/certificates require higher course grade point requirements. See the College's website or the current College Catalog for specific program/certificate requirements.

## Student Responsibilities in the Advising Process:

1. Become familiar with general studies, graduation, and program requirements and monitor progress toward fulfillment of these requirements.

The Academic Requirements Report is an interactive tool that allows students to review current and up-to-date details regarding their progress toward degree completion. The Academic Requirements Report matches all of the student's completed and enrolled courses at Northwood Tech and any external coursework and credits from other institutions, including exams (e.g. Advanced Placement, International Baccalaureate) and other credits (e.g. military credit), to the student's current academic program(s) requirements.

The Academic Requirements Report is current as of the time students access it online. Since any change to the student's academic record, such as dropping or adding a course, changing their major, or repeating a course, could affect the student's Academic Requirements Report, students are encouraged to review it whenever course enrollment changes are made. Students should also check their report after grades have been posted, and in preparation for advising registration related activities.

Students can access their Academic Requirements Report from the Student Center in MyNorthwoodTech, select "Academic Requirements" in the drop down menu and click the  arrow.

2. Students should schedule an appointment with their assigned academic advisor in advance of the registration date and come prepared for this meeting to discuss options for next term.
3. Students should schedule an additional appointment with their assigned academic advisor if having academic difficulty and/or before changing programs or withdrawing from the College.
4. Students should seek their assigned academic advisor's assistance with academic decisions rather than expecting advisors to make those decisions.
5. Students should seek information about on-campus opportunities appropriate to their program (clubs, teams, organizations), as well as internships, scholarships, career opportunities, and related certificates.

## Expectations Outside of the Classroom

### Associate Degree Courses

Classroom Presentations (Lecture/Demonstration/Discussion) - 2 hours outside of class for each scheduled hour of instruction

On-Campus Laboratory - 1 hour outside of class for each 2 scheduled hours of instruction



**Clinical, Occupational Instruction, or On-the-Job Experience** - no time is expected outside of class

Example: Financial Accounting 1 is a 4-credit associate degree course. 3 credits are designated as Classroom Presentation, with an expectation of up to 6 hours outside of class. 1 credit is designated as On-Campus Laboratory, which would expect up to 1 hour outside of class. Total time for this course per week could be up to 11 hours a week – 4 hours of class and 7 hours of homework time outside of class for a 16-week semester.

### Technical Diploma Courses

Classroom Presentations and On-Campus Laboratory - No less than 30 minutes outside of class for each scheduled hour of instruction effort outside the classroom. The rigor of some technical diploma programs is such that an increased amount of student effort outside the classroom may be necessary for each scheduled hour per week.

**Clinical, Occupational Instruction, or On-the-Job Experience** - No time is expected outside of class.

### Online Courses

In an online course, students should plan on the same amount of time spent in the class/lab and additional homework time to complete the online activities. For example, an associate degree lecture course with 48 classroom hours, equals 3 hours a week. The outside expectation for homework is 2 hours for every class hour, or 6 hours per week. Therefore, students should schedule 9 hours per week to complete the activities in the online course.

## Grading

### Grading Key:

Letter grades are assigned based on how well students have achieved course objectives (outlined in each course syllabi). At the end of the term, students will receive individual letter grades—and a grade point average (GPA). The GPA is computed by multiplying the point value assigned to each letter grade (i.e. A = 4.00, A- = 3.67, etc.) by each courses credit value (i.e. College Mathematics = 3 credits, etc.) and dividing the total point value by the total number of credits.

Letter	Description	Grades Scored Between	Grade Points/ Credit
A	Excellent	94.5% and 100%	4.00
A-		92.5% and less than 94.5%	3.67
B+		90.5% and less than 92.5%	3.33
B	Above Average	86.5% and less than 90.5%	3.00
B-		84.5% and less than 86.5%	2.67
C+		82.5% and less than 84.5%	2.33
C	Average	79.5% and less than 82.5%	2.00
C-		77.5% and less than 79.5%	1.67
D+		75.5% and less than 77.5%	1.33

Letter	Description	Grades Scored Between	Grade Points/ Credit
D	Below Average	71.5% and less than 75.5%	1.00
D-		69.5% and less than 71.5%	0.67
F	Failure	0% and less than 69.5%	0.00
G	Audited Course		0.00
I	Incomplete		0.00
NG	No Grade		0.00
R	Repeated Course		0.00
S	Satisfactory		0.00
TCU	Transcripted Credit Unearned		0.00
U	Unsatisfactory		0.00
W	Withdrawn		0.00
WE	Extenuating Circumstances Withdrawn		0.00
WF	Failure Withdrawn		0.00
WN	No Show - Withdrawn		0.00

**Satisfactory/Unsatisfactory (S/U)** – Grades earned under the S/U option do not carry grade point values and are not computed in the student's grade point average. S/U grading basis is subject to program/division approval. A grade of S is equal to an A thru D-. A grade of Unsatisfactory is equal to an F.

**Incomplete (I)** – Incompletes are given at the faculty member's discretion and may be granted to students who have attended class regularly and are able to complete the class within six weeks from the last scheduled class meeting date. If coursework is not completed within six weeks, the incomplete will change to an "F".

**Withdrawal (W)** – Students can withdraw from a class within the first 10 percent of the class without a "W" appearing on their transcript. Classes dropped from 11 percent up to 80 percent will receive a "W". Any withdrawals made in which 80 percent or more of the class hours have been met will result in a "WF" grade.

**NOTE:** Nursing Division requires that grading for Nursing coursework be rounded down to the nearest whole number.

**NOTE:** Public Safety Division requires that the passing standard for all law enforcement and jail academy exams and coursework shall be the minimum standard determined by the State of Wisconsin Department of Justice, Training and Standards Bureau.

## TRANSFER CREDIT/TEST CREDIT/OTHER CREDIT CODES

These are not calculated in the Grade Point Average (GPA)

- AS** Advanced Standing – credit earned through high school agreements or apprenticeship (effective June 2019)
- CRD** Credit earned through Northwood Tech challenge exams (effective June 2002 through May 2019)
- CT** Credentials and External testing – national and state exams and industry certifications (effective June 2019)
- IP** In-Progress Transfer Credit - college credit in-progress (effective June 2024)

- TR** Transfer Credit – college credit accepted as transfer (grade of 2.0 or higher earned that fulfills current program requirements (prior to June 2002 and resuming June 2019)
- VL** Verified Learning – assessment of prior learning through Northwood Tech challenge exams, portfolio, or skills assessment (effective June 2019)

## Participation Guidelines

Full participation in a course results in increased learning and enjoyment of the course. The amount and type of participation will vary by faculty and course content. When class participation is included as a component of the course grade, faculty will outline in the course syllabus what constitutes participation and how participation factors into determining the final grade.

## Withdrawals and Dropping Courses

- Students are responsible for officially dropping classes or withdrawing from the College if they decide not to attend or eventually stop attending Northwood Tech. Refunds are issued in accordance with guidelines established by the Wisconsin Technical College System.
- Students may withdraw online through the MyNorthwoodTech portal.
- Withdrawal/Drop forms are also available from the Student Services office.
- Students are encouraged to schedule a meeting with a counselor to complete the withdrawal process as there are consequences of dropping a class or completely withdrawing from all classes, such as:
  - Repaying financial aid (including veterans' benefits, if eligible)
  - Ineligible to remain on their parents' insurance plan
  - Jeopardizing progression in or graduation from program, etc.
- Within the Division of Allied Health, any withdrawal from the same course two (2) times is considered a failure of the course and may prevent the student from continuing in the program.
- The official withdrawal date is based on the date the student notifies the College of his/her intent to withdraw.
- Students receiving Federal Direct Loans must be enrolled at least half-time to remain eligible. Students dropping below half-time status may owe a repayment to the College.
- Federal financial aid recipients who do not stay enrolled for more than 60 percent of the payment period may owe a financial aid repayment.
- Failure to formally withdraw from the College, which is considered an unofficial withdrawal, will result in the recording of failing grades unless the student has completed enough coursework to earn a passing grade.
- If less than 20 percent of the scheduled hours of instruction remain, class drops or complete withdrawals will result in a WF grade. In extenuating circumstances, exceptions may be approved by the campus Dean of Students. Documentation must be provided.

## Graduation

### Graduation/Program Completion Requirements

Graduation and academic requirements in effect at the time of enrollment will remain in effect until graduation—unless the program is governed by state or national licensing requirements. If students leave the College for one term or more (excluding summer) and re-enroll, new graduation and academic requirements will apply. Although academic advisors can provide guidance, students are ultimately responsible for selecting courses to meet program graduation requirements.

- **GPA Requirements**

Students must achieve a 2.0 program GPA on a 4.0 grading scale to graduate. Each division of the College may maintain academic standards in addition to the graduation requirements listed above. These standards may relate to prerequisite course grades, minimum course grades, and course repeat rules. Students not meeting the minimum requirements for graduation may file an Academic Appeals Request Form. Contact the Registrar's office for more information.

- **Summer Session Enrollment**

Students who are registered for the remaining courses needed during the summer term may participate in the May commencement ceremony. If coursework needed to complete degree requirements extends beyond summer term, students will be eligible to participate in commencement the following May.

- **Honors**

Students who complete an associate degree or technical diploma (one or two year) with a program GPA of 3.5 to 3.79 will be recognized as an "honors" graduate. Students who complete an associate degree or technical diploma (one or two year) with a program GPA of 3.80 to 4.00 will be recognized as a "high honors" graduate. Commencement ceremony honors are based on the student's program GPA achieved at the end of the semester prior to the term of graduation. After graduation, when final grades are posted and all degree requirements are complete, honors eligibility for all degree candidates will be recalculated. Final honors designations will be reflected on the graduate's transcript.

- **Notice of Intent to Attend Graduation Ceremony**

Students earning an associates degree or technical diploma (one or two year) are eligible to attend the commencement ceremony. Students on track to graduate are required to complete a Graduation Information Form. This form collects the student's name preference for the diploma and commencement program, mailing address, and other pertinent graduation information. Additional information will be communicated to students by Northwood Tech e-mail.

- **The fee for a replacement or duplicate diploma is \$10.00.**

- **As a graduate, you become part of the Northwood Tech Alumni Association. Stay connected! Contact [alumni@NorthwoodTech.edu](mailto:alumni@NorthwoodTech.edu)**

## Repeating Courses

Students may repeat a course by enrolling in the same course (same course number and description). Some exceptions may apply to the same course number requirement and will be reviewed on a case-by-case basis. A course grade will only be replaced for courses retaken at the College. The highest grade will be used in calculating the program and cumulative grade point. Students should notify Student Services to have the lower grade for the repeated course changed to an "R" (this is not an automatic process). All classes attempted are shown on the permanent record. In changing from one program to another, students may be required to repeat coursework in which a C- grade or lower was received to meet the new program's minimum course grade requirements. The new program GPA will only include those courses required for that degree.

## Requirement Term

The requirement term starts when the student begins coursework in a program. If the student does not attend for one term (excluding summer), the requirement term changes and the student must follow the most current program curriculum in place.

## Prior Learning

### Course Substitution

Students may be awarded substitution credit for coursework completed at the College or elsewhere in a prior term that is comparable to the coursework in the student's current program. Students may also request prior approval to enroll in a different course than required in the approved program plan.

- Student must be admitted to a program
- Academic Deans review and approve course substitution requests
- Course substitutions are processed after a grade is received
- Course substitutions are reflected as fulfilling the student's Academic Advisement Requirements; the official transcript reflects actual coursework completed

### Credit for Prior Learning

Credit for prior learning is the term used to describe receiving credit for prior education, skills and knowledge in the following categories:

- High school
- International Credit
- Military
- National Exams or Industry Credentials
- Prior Learning Assessments
- Registered Apprenticeship
- Transfer Credit

The criterion for awarding credit for prior learning is based on competencies previously attained and equivalent to college course competencies. These credits may be used in place of selected college course requirements if the competencies gained are equivalent to the college program curriculum outcomes. Students should inquire about credit for prior learning after they are admitted to a program.

Northwood Technical College will provide recognition for work completed through nationally or regionally accredited higher education institutions or other education, training or work experiences pertinent to the student's new educational programming and the technical college's graduation requirements.

At least 25 percent of technical studies credits in an associate degree program, 25 percent of occupational-specific credits in a technical diploma program or 25 percent of technical certificate credits must be earned at the College. The College has developed policies and procedures governing the evaluation of credit for prior learning. Students are responsible for requesting credit and providing official transcripts.

Transfer credit guidelines and program curriculum requirements in effect at the time the student is admitted (defined as requirement term) are followed when making transfer credit evaluations. If the student does not begin taking coursework or has more than one term (excluding summer) without enrollment, a transfer credit evaluation will be recompleted using current transfer credit guidelines and program curriculum requirements as defined by the new requirement term.

College credit through credit for prior learning will appear on the student's record without any grade or grade point listed. These courses are not included in the calculation of the student's grade point average (GPA). Courses previously transferred that no longer meet program curriculum requirements or the College's transfer credit policies as defined by the requirement term will be removed from

the student's academic record. Find more information online at: <https://www.northwoodtech.edu/admissions/preparing-for-college/credit-for-prior-learning>

## Prior Learning Assessments

Students may earn credit for previous knowledge learned through work, military, volunteer, and/or other learning experiences. To earn credit for your experience, you must complete a prior learning assessment. The method of assessment will be chosen by the college and the student must demonstrate mastery of the course competencies at a level of 80% or better. The three types of assessments are exams, portfolios, and skills demonstrations. An assessment may be a combination of assessment types. The college is not required to develop assessments for all classes. If you are interested in completing an assessment for a class that is not listed on the website, please contact the Credit for Prior Learning Coordinator for more information. In many cases an assessment can be developed.

<https://www.northwoodtech.edu/admissions/preparing-for-college/credit-for-prior-learning>

Each prior learning assessment requires the student to pay a nonrefundable fee. The fees are listed below.

Exam - \$90

Portfolio - \$90

Skills Demonstration - \$90

Combination - \$90

For those students enrolled in courses where an assessment has been requested, successful students must request a class drop. Students will receive a 100% refund for those courses dropped due to an approved prior learning assessment. Students are ineligible to complete a prior learning assessment for a class in which they have previously received a letter grade (A through F, excluding W). Credit earned through prior learning assessment will be recorded on the student's transcript as "VL." Credits earned through prior learning assessment are not included in Financial Aid course loads and may not be counted when a minimum number of credits are required for scholarships and grants. Prior learning awarded credits do not earn a letter grade and may not transfer to other institutions.

Exams must be completed prior to the end of the first week of class. It is best if the exam is completed before the semester starts. A student is required to score 80% or better on an exam to pass. Students are generally allowed one attempt to pass the exam. For exceptions, please work with the Credit for Prior Learning Coordinator. A list of existing exams can be found at <https://www.northwoodtech.edu/admissions/preparing-for-college/credit-for-prior-learning/credit-through-exams>

Portfolios and skills demonstrations must be submitted for evaluation two weeks prior to the course's start date. This allows time for the assessment to be evaluated by a subject matter expert. Students not enrolled in the course may submit a portfolio or skills demonstration at any time throughout the semester. A student is required to demonstrate mastery of 80% or more of the course competencies to pass. Students are generally allowed one attempt to pass the assessment. For exceptions, please work with the Credit for Prior Learning Coordinator. A list of existing portfolios and skills demonstrations can be found at: <https://www.northwoodtech.edu/admissions/preparing-for-college/credit-for-prior-learning/credit-for-work-or-life-experiences>

## National Exam or Industry Credential

- Credit may be awarded for nationally recognized tests including, but not limited to, the College Board Advanced Placement (AP) exams, the International Baccalaureate exams, CLEP, DSST (formerly DANTES).
- Industry credentials such as CompTia A+ or CCNA certification may also award credit.
- Students must have official exam scores or completion certificates sent directly to the College.
- Northwood Tech has identified acceptable scores required to award credit for equivalent courses. Required scores and certification crosswalk can be found at <https://www.northwoodtech.edu/admissions/preparing-for-college/credit-for-prior-learning/credit-through-exams>
- Students will not be assessed a fee for this service.

## High School Credits

High school students will be awarded Northwood Tech credit by successfully completing high school courses, including coursework completed by home-school students, deemed comparable in scope and content to a specific Northwood Tech course(s) as follows:

### High School Advanced Standing Coursework

Advanced standing agreements may be developed when high school course(s) are recognized as equivalent to technical college course(s). Students may receive credit toward a program if:

- The high school has an advanced standing agreement in place for the year a course is taken.
- Students submit a high school transcript documenting course(s) completed with a minimum of 3.0 on a 4.0 scale.

The College will award credit for high school coursework articulated between a high school and WTCs colleges covered by an articulation agreement toward completion of a comparable Northwood Tech course(s) for students transferring from one technical college to another. Credit awarded for high school coursework covered by an articulation agreement at the originating technical college will be accepted as credit toward completion of a comparable course(s) by the receiving technical college.

## Transcribed Credit

Transcribed credit courses are college courses taught by a high school instructor. Successfully completed transcribed credit courses will appear on the student's Northwood Tech transcript.

## Youth Apprenticeship

Students completing a state-approved youth apprenticeship will be awarded credit for a specific Northwood Tech course(s) under the following conditions:

- The state-issued certificate of successful completion of the youth apprenticeship program is submitted to the campus credit for prior learning contact.
- Associate degree students must complete 25 percent of technical studies credits, technical diploma students must complete 25 percent of occupational-specific credits and 25 percent of technical certificate credits must be earned through coursework taken at Northwood Tech.

## Other Advanced High School Coursework (includes home-school)

Students may be awarded credit from Northwood Tech for a specific course(s) by

presenting appropriate documentation of completion of one or more advanced high school courses, with a 3.0 on a 4.0 scale, that have not been identified through an articulation agreement; Northwood Tech deems the coursework comparable to a specific Northwood Tech course(s).

Find more information online at: <https://www.NorthwoodTech.edu/admissions/preparing-for-college/credit-for-prior-learning/start-college-in-high-school>

## Transfer Credit

Northwood Tech shall provide maximum recognition for work completed through nationally or regionally accredited higher education institutions pertinent to the student's new educational programming and the college's graduation requirements.

Only credits awarded a minimum 2.0 grade point on a 4.0 scale qualify for transfer.

Time limits shall not restrict the awarding of transfer unless a program has documented a specific programmatic reason for the time limits.

Course equivalency for transfer credit is awarded if the course meets at least 80% of Northwood Tech's course competencies.

Northwood Tech affirms the transferability of similar courses and those courses adopted as part of systemwide curricula among the Wisconsin Technical College System (WTCS) colleges applied to the student's associate degree, technical diploma, or certificate program.

For students transferring from one WTCS college to another, credit awarded for courses designated as fulfilling the general education requirement at one WTCS college will fulfill the same general education requirement at Northwood Tech.

The College will reevaluate credits awarded as fulfilling program course requirements to determine their applicability to new program requirements other than those considered as general education. Additional documentation to assist in the reevaluation of the credits may be required.

The College will evaluate occupational-specific and general education credits earned as part of a technical diploma program or career pathway based on course competencies when students seek to transfer these credits toward the completion of an associate degree program.

Students with credits earned from colleges (WTCS or non-WTCS) previously attended:

- Must send an official transcript to Northwood Tech
- Will not be charged additional fees for credit evaluation
- Will receive credit on a semester credit basis (each quarter credit will be converted to .67 semester credit)
- Associate degree students must complete 25 percent of technical studies credits, technical diploma students must complete 25 percent of occupational-specific credits and 25 percent of technical certificate credits must be earned through coursework taken at the Northwood Tech.

## Military Credit

Students who have military experience may be eligible to receive college credit toward their degree. Northwood Tech reviews military transcripts and awards credit based on recommendations from the American Council on Education (ACE).

An official Joint Services Transcript (JST) for Army, Marine Corps, and Coast Guard or Community College of the Air Force Transcripts are required to complete a transfer evaluation.



For experiences not transcribed, students may earn credit for their military experience. To evaluate this, a student must complete a prior learning assessment. The method of assessment will be chosen by the college, and the student must demonstrate mastery of the course competencies at a level of 80% or better. The three types of assessments are exams, portfolios, and skills demonstrations. An assessment may be a combination of assessment types.

For more information online at: <https://www.northwoodtech.edu/admissions/preparing-for-college/credit-for-prior-learning/credit-for-military-experience>

## International Credit

For credits earned from educational institutions outside the United States, a detailed course by course evaluation may be required to determine if credits transfer. English translations by a formal Foreign Credential Translation and Evaluation Service provider must be included if transcripts are written in another language. Transcripts may need to be evaluated even if from an English-speaking country or if the educational program was conducted in English. Northwood Tech accepts foreign credential evaluations from any current member of the National Association of Credential Evaluation Services (NACES). For additional NACES-affiliated credential evaluation options, please visit: <https://www.naces.org/>

## Registered Apprenticeship

When students enroll in the Technical Studies – Journey Worker Associate of Applied Science (AAS) degree, the College will award credit for the successful completion of a WTCS program of apprentice-related instruction and possession of Certificate of Apprenticeship issued by the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards (DWD-BAS) as fulfilling the 39-credit minimum Technical Studies requirement of the AAS Technical Studies – Journey Worker. The WTCS apprentice program must include at least 400 hours of related instruction to receive the 39-credits.

## Transferring Credits to 4-Year Universities

The College has developed transfer agreements with four-year public and private colleges and universities. Transfer agreements may contain course-to-course equivalencies or a total program transfer. These agreements may benefit students in a current Northwood Tech program or those who have completed their program and are looking to continue their career and educational goals at another institution. Transferology is a nationwide network designed to help students explore their college transfer options. Students should create an account to see how their classes will transfer to the College using Transferology. After adding your courses to your Transferology account, you will be able to see how what you have taken applies to Northwood Tech or at another higher education institution. To get started, go to <https://www.transferology.com>.

Students planning to transfer to another college or university will need to contact that institution for information on course and program transferability. If you are considering transferring, please work with the transfer coordinator at the college/university that you want to attend next. They will be able to assist with the transfer process and will be responsible for the final credit transfer decision.

For more information about transfer out options: <https://www.northwoodtech.edu/academic-programs/options-after-northwood-tech/transfer-options>

## Transcripts (official)

The College has retained Parchment to accept official transcript orders online via a secure site. The quickest and most convenient way to request an official transcript is to order it online. To use this service, payment must be made by credit or debit card and students must have an e-mail address. Online transcript ordering information is available at [www.NorthwoodTech.edu/transcript](http://www.NorthwoodTech.edu/transcript). There is a \$8 fee charged for each official transcript request.

## PAYING FOR COLLEGE

### Financial Aid

#### Application Process

- Complete the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov).
- When completing the FAFSA for the first time, students will need to create an account. Your account will then be used to sign the FAFSA and to log into the FAFSA in the future. One parent of a dependent student must also have an account.
- A FAFSA must be completed for each new school year.
- Be sure to apply early. The FAFSA is available as early as October 1 for the upcoming school year.

#### Student Eligibility

To qualify for financial aid from the student aid program at Northwood Tech, students must:

- Have financial need, except for some loan programs.
- 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 a technical diploma in a financial aid-eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid social security number.
- Make satisfactory academic progress.
- Not be in default on a federal student loan nor owe a federal student grant repayment.
- Use federal student aid for educational purposes only.

#### Verification

Three to four days after completing a FAFSA, the FAFSA will be sent to the school. When received, the FAFSA will be reviewed and per financial aid regulations and college policy, more information may be needed before financial aid can be awarded. Students can view the required information on the To Do List in MyNorthwoodTech and the financial aid office will also send an email requesting the information. To prevent delays in awarding financial aid, it is very important to respond to these requests in a timely manner.

#### Award

After the FAFSA has been received and all To Do items have been completed correctly and verified, financial aid eligibility will be determined, and a financial aid offer will be emailed to the school email address. The financial aid offer will include the types and amount of aid offered as well as important next steps and other information.

## Student Financial Aid Assistance Programs

Financial aid in the form of grants does not have to be repaid except under the provisions of the Return of Title IV Funds Policy. College work-study is employment at the College currently paid at the rate of \$16 an hour. Community service jobs are also available. Loans are borrowed money that must be repaid with payments beginning six months after the student is no longer enrolled at least half-time.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Stafford Loan
- Federal PLUS (Parent) Loan
- Federal Work Study
- Federal Indian Student Assistance Program
- Wisconsin Grant
- Wisconsin Minority Retention Grant
- Wisconsin Hearing and Visually Handicapped Student Grant
- Wisconsin Indian Student Assistance Program
- Talent Incentive Program (TIP)
- Technical Excellence Scholarship
- Other Available Aid
  - Workforce Resource
  - Division of Vocational Rehabilitation (DVR)

## Financial Aid Payments

1. Any outstanding debt owed to the College will be collected in full from any funds received; any remaining amounts will be mailed to the student in the form of a financial aid difference check and/or electronically deposited into the student's checking or savings account.
2. Student's tuition and fees will be charged to their Northwood Tech student account. Financial aid in excess of account charges will be disbursed in the form of a difference check or e-Refund. For fall semester, Northwood Tech will apply grants and scholarships to student accounts on Tuesday, September 10, 2024 and loans will be applied on Wednesday, September 25, 2024. Spring semester grants and scholarships will be applied on Tuesday, February 4, 2025 and loans will be applied on Wednesday, February 19, 2025. This is the earliest aid can be applied to student accounts and there are no exceptions. Please allow four business days for delivery. These funds can be used to purchase books, tools, uniforms, or other school-related expenses.
3. Students can log into MyNorthwoodTech to view account charges paid, disbursements made, and the refund amount. Difference checks will be sent to the current address on file. Students should contact Student Services to update their address.
4. As aid becomes available for disbursement, on Monday of each week, student accounts will be reviewed and reconciled.
5. Students requesting stop payment for lost or stolen refund checks must wait 10 business days from the date the check was mailed. All stop payment requests will be assessed a \$25 fee.

## Return of Title IV Funds

The amount of federal financial aid assistance that a student earns is determined on a prorated basis. Once the student has completed sixty percent (60%) of the term, all financial aid is considered to be earned. Students may need to repay financial aid received if they withdraw from school before 60% of the term has been completed, drop a class before it starts, do not attend a class or classes, stops attending classes, or

receives all failing grades for the term. If a repayment of financial aid is required, the financial aid office will mail a letter that includes the amount owed and other details. Balances not paid within 45 days are turned over to a collection agency.

## Financial Aid Online Services

Many student questions can be answered by accessing MyNorthwoodTech student account online. Students can complete the Master Promissory Note; complete Entrance Counseling; access student awards, student accounts and student records online.

Go to **www.NorthwoodTech.edu**, click on MyNorthwoodTech link at the top on the Northwood Tech home page. Enter Northwood Tech user ID (student ID found on class schedule or registration). Enter current MyNorthwoodTech password. Click the Sign In button.

## Satisfactory Academic Progress Requirements

Federal regulations require that colleges monitor the academic progress of students receiving financial aid and veteran education benefits. Continued eligibility for each academic term is based on the following satisfactory progress standards of Northwood Tech:

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

## 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. Students 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 and veteran educational benefits, if eligible, while on warning.

## 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 and veteran educational benefits unless an appeal is granted.

## Appeal Process

Students who believe their circumstances merit reconsideration, may appeal their suspension by submitting a Petition for Reinstatement (available online or from Student Services). Completed petitions must be submitted at least one week prior to the term that enrollment is planned. The financial aid director will review petitions in consultation with campus staff. Students will receive an e-mail with the decision of the petition and further instructions. If approved, the student will be placed on probation. After the probationary term, if the student does not meet either the progress standards or the terms of an academic plan, the student will be placed on suspension. Students whose petition is denied or who choose not to appeal will need to self-pay for classes until a cumulative GPA of 2.0 and 67% pace has been met or petition again after completing a successful term of 6 or more credits.

## 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.  $64 \text{ credits} \times 150\% = 96$ . 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 Northwood Tech will count toward the maximum number of attempted credits.

## Helpful Information for Financial Aid Recipients

1. Definition of Enrollment Status
  - a) Full-time (12 credits or more)
  - b) Three-quarter time (9-11 credits)
  - c) Half-time (6-8 credits)
  - d) Less than half-time (fewer than 6 credits)
2. Only courses that are required for the program can be counted in the student's enrollment status for financial aid awards.
3. Repeating Courses - Students may receive aid for a previously passed course once, and for failed courses until passed.
4. Credit by Exam - Credits earned from proficiency examinations are not included when determining financial aid enrollment status for the term.
5. Audited Class Credits - Credits are not included when determining financial aid enrollment status for the term.
6. Noncredit Class Credits - Credits are not included when determining financial aid enrollment status for the term.

## Emergency Student Support

Funds may be available for emergency student grants or loans to help students through crises and unforeseen expenses that could interfere with college success. Students experiencing hardship are encouraged to schedule an appointment with a campus counselor.

## Veteran Administration Educational Benefits

Federal Educational Benefits:

### Montgomery G.I. Bill® – Active Duty (Chapter 30)

The benefit is for those who served active duty in the US Armed Forces, met time requirements, and were honorably discharged. Basic entitlement provides assistance for 36 months that typically ends after 10 years of release from active duty.

## **Montgomery G.I. Bill® – Selected Reserve (Chapter 1606)**

This benefit is for members of the Selected Reserve, including National Guard who enlist for a period of six years or more; active duty is not required. An eligible reservist is entitled to a maximum of 36 months of educational assistance while serving. Eligibility typically ends with separation from the Selected Reserves or Guards.

## **The Survivors' and Dependents' Educational Assistance Program (Chapter 35)**

Provides an educational assistance allowance to qualifying spouses, surviving spouses, and children of veterans who died while on active duty or who are determined permanently and totally disabled due to their military service. The time limit for a spouse to use this benefit is 10 or 20 years from the date the VA finds the veteran eligible or from the date of death of the veteran. For children, the benefit starts at age 18 and has time limitations depending on the veteran's disability determination date.

## **Veteran Readiness and Employment - VR&E (Chapter 31)**

Provides educational assistance to veterans who have a disability or disabilities that the VA has rated at least 20 percent compensable. VA may authorize up to 48 months upon entering a training program. Full cost of tuition, books, fees, supplies, and equipment (if approved) is covered. For eligibility, contact the Department of Veterans Affairs, to be connected with a VR&E Counselor.

## **Post 9/11 Veterans Education Act (Chapter 33)**

This benefit was enacted in July 2008 to expand educational benefits to veterans who served on or after September 11, 2001. Benefits are based on total months of active duty, and offer up to 36 months of entitlement. Benefit covers tuition and fees, includes a book stipend, and provides a housing allowance for students whose enrollment is greater than half-time. Benefits are prorated if enrollment is less than full-time. Benefit may be transferable to spouses and dependents based on military service time.

## **Fry Scholarship**

The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) provides Post-9/11 GI Bill® benefits to the children and surviving spouses of Service members who died in the line of duty while on active duty after September 10, 2001. Eligible beneficiaries attending school may receive up to 36 months of benefit at the 100 percent level.

## **Other Federal Tuition Assistance for Active Service Members**

The military provides tuition assistance to active service members, including the Reserves. Contact your unit for directions to apply and to receive pre-authorization for tuition coverage. Student must provide a tuition authorization to the College showing military coverage.

For more information, contact your unit, your Veterans Service Office or the School Certifying Official.

State Educational Benefits:

## **Wisconsin G.I. Bill®**

Benefit for eligible Wisconsin resident veterans and service members who have entered the service through Wisconsin or have established Wisconsin residency for at least five consecutive years immediately preceding the beginning of a semester. Also available to eligible spouses and children of veterans who have died, or who have been determined disabled, due to military service. Benefit covers program and material fees of all undergraduate (UGRD) classes. Maximum benefit is 128 credits or eight semesters (whichever takes longer) for the combined total credits and semesters attended at all UW system and Wisconsin Technical College institutions. Any student using this benefit must maintain at least a 2.0 cumulative grade point average.

## Veterans Education (VetED)

Provides a reimbursement grant based on a credit-bank system that is based on length of active duty military service to eligible veterans who have not yet been awarded a bachelor's degree for the reimbursement of tuition and fees following successful course completion at an eligible UW, technical college, or approved private institution of higher learning. Applications must be submitted within 60 days of the start of the term.

## Retraining Grant

Any recently unemployed or underemployed veteran who demonstrates financial need while being retrained for employment may qualify. Grant application must be submitted within one year after involuntary lay-off or dismissal through no fault of the veteran. The veteran must have been employed six consecutive months with the same employer or similar occupation. Eligibility may vary based on the Wisconsin Department of Veterans Affairs (WDVA) need formula. There is a maximum of two years entitlement, and the veteran must apply each year.

## Wisconsin National Guard Tuition Grant Program (NGTG)

All Guard members, regardless of rank, unit, or Military Occupational Specialty (MOS) can take part in the program. Reimbursement is 100 percent of actual tuition charged by the school (fees, books, and supplies are not included). The student should submit a pre-application within 30 days of beginning school. The student must earn a 2.0 term GPA, and application for the grant program must be received by the WI National Guards within 90 days after completion of the term of either full-time or part-time study. The program is limited to eight semesters.

## Maintaining Eligibility for Veterans Education Benefits – Satisfactory Academic Progress

Students using military benefits must meet satisfactory academic standards to maintain eligibility for VA benefits. (See Satisfactory Academic Progress Requirements, on page 152.)

## Scholarships

Scholarships are an excellent way for new or continuing students to secure additional financial assistance for tuition, books, and other education expenses. In addition to Northwood Tech Foundation, many businesses, civic organizations, and other associations offer scholarships. The Internet is also a great source of information. Go to [www.NorthwoodTech.edu/scholarships](http://www.NorthwoodTech.edu/scholarships) for links to free scholarship search sites.

Northwood Tech Foundation offers two scholarship cycles each year, during the fall and spring semester. Funds are applied to tuition the following term. Please check online for application dates.



### General Guidelines and Information

- Applications are available online at: [www.NorthwoodTech.edu/scholarships](http://www.NorthwoodTech.edu/scholarships)
- Students must be admitted to Northwood Tech, have a MyCampus password, and have a valid Northwood Tech student e-mail address to access the online scholarship application.
- Students must be enrolled in a minimum of six credits in the semester the award would be applied to their account.
- Find a complete list of scholarship guidelines and eligibility, as well as a helpful video and list of external scholarships, at [www.NorthwoodTech.edu/scholarships](http://www.NorthwoodTech.edu/scholarships).

# Registration

## Academic Terms

Northwood Tech operates on a semester schedule and offers classes during the fall, spring, and summer semesters (or “terms”). Fall and spring term consist of 16 weeks and the summer term is 8 weeks. Classes not offered for the full length of a standard term may be offered in 12, 8, or 4 week sessions. The chart below identifies the term and session start and end dates. Any late registrations beyond the dates listed below will require faculty and dean approval.

<b>Fall 2024</b> <b>Term/Session</b>	<b>Term/Session</b> <b>Start Date</b>	<b>Term/Session</b> <b>End Date</b>	<b>Late Registrations</b> <b>Accepted Until</b>
16 week Term	8/26/2024	12/16/2024	*Seven days from first day of class start
Four Week Session 4-1	8/26/2024	9/20/2024	*One day from first day of class
Four Week Session 4-2	9/23/2024	10/18/2024	*One day from first day of class
Four Week Session 4-3	10/21/2024	11/15/2024	*One day from first day of class
Four Week Session 4-4	11/18/2024	12/16/2024	*One day from first day of class
Eight Week Session 8-1	8/26/2024	10/18/2024	*Three days from first day of class
Eight Week Session 8-2	10/21/2024	12/16/2024	*Three days from first day of class
Twelve Week Session 12-1	8/26/2024	11/15/2024	*Three days from first day of class
Twelve Week Session 12-2	9/23/2024	12/16/2024	*Three days from first day of class

\*Late registration date is determined by counting the number of days beginning with the first day after the class start date (i.e. If the class begins on 8/26/2024, count seven calendar days beginning with 8/27/2024. The last date to register would be 9/02/2024).

<b>Spring 2025</b> <b>Term/Session</b>	<b>Term/Session</b> <b>Start Date</b>	<b>Term/Session</b> <b>End Date</b>	<b>Last Registrations</b> <b>Accepted Until</b>
16 week Term	1/20/2025	5/16/2025	*Seven days from first day of class start
Four Week Session 4-1	1/20/2025	2/14/2025	*One day from first day of class
Four Week Session 4-2	2/17/2025	3/14/2025	*One day from first day of class
Four Week Session 4-3	3/24/2025	4/18/2025	*One day from first day of class
Four Week Session 4-4	4/21/2025	5/16/2025	*One day from first day of class
Eight Week Session 8-1	1/20/2025	3/14/2025	*Three days from first day of class
Eight Week Session 8-2	3/24/2025	5/16/2025	*Three days from first day of class
Twelve Week Session 12-1	1/20/2025	4/18/2025	*Three days from first day of class
Twelve Week Session 12-2	2/17/2025	5/16/2025	*Three days from first day of class

\*Late registration date is determined by counting the number of days beginning with the first day after the class start date (i.e. If the class begins on 1/20/2025, count seven calendar days beginning with 1/21/2025. The last date to register would be 1/27/2025).

FLEX LAB LAST DATE TO REGISTER: 4 credit course = 1 week from 1st day of term; 3 credit course = 3 weeks from 1st day of term; 2 credit course = 7 weeks from 1st day of term; 1 credit course = 9 weeks from 1st day of term.



## Swapping Classes by Term/Session

Students may drop one or more classes and add additional classes by the term/session late registration date and receive 100 percent credit for tuition and fees paid, provided this amount is applied toward the fees for the additional classes added. The classes added must be in the same term or session as the classes dropped. To ensure the percentage of tuition refund for the classes dropped is calculated correctly, swapping classes must be done by completing a Change Form. This form is available from your campus Student Services office. Swaps cannot be completed through the MyNorthwoodTech portal, as this will not result in the correct refund or impact on your academic record. If the fees for the classes dropped exceed fees for the classes added, refunds will be made according to the Wisconsin Technical College System (WTCS) Refund Policy. If the fees for the classes added exceed fees for the classes dropped, the student must pay any additional fees. No swaps will be allowed after the late registration date without faculty and dean approval.

## Tuition and Fees

**The act of registering for a class at Northwood Tech creates an obligation to pay.**

Ten business days prior to the start of the term and thereafter, students will not be able to register for classes without payment or payment arrangements. Students with an existing agency/employer sponsorship, financial aid, or payment plan that has been previously applied to the student's account and covers their class fees in full, will not be required to self-pay at the time of registration.

## Payment Options

In the event that a student's financial aid, billing authorization, or personal payment does not fully cover the tuition and fee charges, the student must pay the balance or make satisfactory payment arrangements 10 business days prior to term start using the following options:

- Online payment options: credit card (VISA, MasterCard, Discover), auto debit to checking or savings, or Payment Plan (\$300 or more tuition balance, and student must be 18 years of age or older).
- Mail or pay in person: credit card (VISA, MasterCard, Discover), check, money order, cash (if paying in person), or Payment Plan (\$300 or more tuition balance, and student must be 18 years of age or older).
- Deferring against financial aid - students may defer payment of their tuition and fees, if they have anticipated financial aid that fully covers tuition and fees.
- Defer against agency funding. A billing authorization must be on file with the campus Business Office.

## Books

Students are responsible for purchasing their own textbooks prior to the start of class from our on-line bookstore at <https://northwoodtech.ecampus.com/>. Books may be purchased separately on a "cash and carry" basis or deferred against anticipated financial aid in excess of tuition and fees at any Northwood Tech bookstore.

Effective Fall 2010 the Higher Education Opportunity Act of 2008 (HEOA) requires all institutions receiving federal financial aid to "publish," in time for registration, a list of all required and recommended books and other course materials for all classes offered at the college. The items we must display are:

- Book title, including edition
- ISBN number
- Book author
- Retail price

This is an effort to make more transparent the cost of education, as indicated in the following statement from the HEOA:

**PURPOSE AND INTENT**—The purpose of this section is to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. It is the intent of this section to encourage all of the involved parties, including faculty, students, administrators, institutions of higher education, bookstores, distributors, and publishers, to work together to identify ways to decrease the cost of college textbooks and supplemental materials for students while supporting the academic freedom of faculty members to select high quality course materials for students.

## **Agency/Employer Sponsorship**

Financial assistance may be provided on a student's behalf by an agency (CEP, DVR, BIA, PIC, etc.) or an employer. If a written third-party authorization from the sponsor is on file at the Business Office prior to the beginning of classes, the student's account will be credited up to the amount authorized. If the agency or employer does not cover the entire cost, the student will be responsible for the balance (by the scheduled due date.) Northwood Tech cannot charge the cost of tools to an agency or employer. If a third-party authorization is received after a student's account is paid, Northwood Tech cannot honor the authorization. The student should seek reimbursement directly from the agency. NOTE: An agency will usually require the student to apply for financial aid before sponsoring educational expenses. Authorizations should be sent to the Northwood Tech campus the student is attending.

## **Tuition Payment Plan (students 18 years of age or older)**

The payment plan at Northwood Tech is an education loan to defer tuition and fee charges for students with a minimum outstanding balance of at least \$300.00. Students completing a payment plan agree to pay his or her tuition and fees by the installment due dates listed in the payment plan agreement. Students can sign up for a payment plan online or in person in the Student Services office. See online payment plan instructions for more information.

The Northwood Tech online payment plan allows payments to be taken automatically from the student's checking account, savings account, or credit card account. On the payment dates listed in the agreement, the payment is automatically taken out of the student's banking account or charged to their credit card. This automatic account withdrawal may be attempted daily until account balances have been satisfied.

Students who do not make a payment by the payment plan installment due date are subject to immediate collection procedures. Unpaid accounts may be turned over to a collection agency, the Wisconsin Department of Revenue Taxpayer Refund Intercept Program (TRIP). Students are liable for the unpaid balance plus any collection costs up to 35% of the debt. If necessary, unpaid balances may be submitted to Washburn County small claims. In these cases, students would be liable for additional court costs. All efforts to collect unpaid accounts are coordinated from the Northwood Tech, 1900 College Drive, Rice Lake WI 54868.

## **Online Payment Plan Instructions (students 18 years of age or older)**

**This is an educational loan.**

- Go to [www.NorthwoodTech.edu](http://www.NorthwoodTech.edu).
- Click on "Current Students and Staff" and "MyNorthwoodTech".

- Sign-in using your personal portal access information.
- Click on "eAccount Management" tile.
- Sign-in and click on "Payment Plans" and follow the prompts for this educational loan.

## Nonpayment of Tuition and Fees

Students will be dropped for nonpayment of fees on the fifth business day prior to the start of the term. Charges will be recalculated using the WTCS state-mandated Fee Refund Policy; the remaining fees are the student's responsibility.

Students with any prior term unpaid balances will be dropped from their future term classes at the time they are sent to the Business Office for collections or by the fee due date of the future term (whichever comes first). Additionally, any admission to a Northwood Tech program may be revoked and students registered for future terms will be withdrawn.

## Attendance Guidelines

- Students must be registered for a course to attend. If a student does not appear on the class roster, the faculty member will ask the student to complete the registration process and return to class with registration documentation.
- Classroom (course) attendance requirements are at the discretion of each faculty member except for school-approved activities such as student government, field trips, participation in student organization activities (provided faculty has received prior notification); requested accommodation for religious beliefs; absence due to pregnancy as outlined in Title IX, and mandated attendance by outside agencies.
- Faculty will report all students with excessive absences to the appropriate Student Services counselor.
- It is the student's responsibility after any absence to make arrangements with faculty regarding the possibility of completing missed assignments or tests due to the absence according to the policy stated on the course syllabus.
- Students are responsible for officially dropping classes or withdrawing from the College if they decide not to attend or consequently stop attending.

## Billing

Northwood Tech only mails bills out once per term—approximately 30 days prior to the start of each term. It is the student's responsibility to go to their MyNorthwoodTech Student Center/eAccount Management to view their current account balance and billing history.

## Refund Policy

- Refunds for program, material and activity fees are processed according to the Wisconsin Technical College System (WTCS) Refund Policy. Students are responsible for a percentage of tuition and fees as determined by the WTCS Tuition and Fee Refund Policy when a class is dropped after the date classes start (regardless of if the student ever attended).
- Refunds are calculated from the date the student formally notifies the Student Services office of their intent to drop a class or completely withdraws. Students must complete a drop form (available in Student Services) or drop classes online through MyNorthwoodTech.
- If the College cancels a class, the refund is 100 percent. If the College cancels a class during the 80 percent refund period, the College will refund 100 percent of all tuition and fees paid. After this period or after consumable materials have been issued to the student, the refund will be a proportionate amount of the total tuition and fees paid. Financial aid may be affected and reduced.

Students who decide to withdraw from a class should do so immediately as a single day could make a difference in the refund amount. Students registering after the class start date are subject to the refund guidelines as stated below. Class refunds are calculated as follows:

- 100 percent before the first scheduled class meeting
- 80 percent if ten percent or less of the class's total potential hours of instruction have been completed
- 60 percent if greater than ten percent through 20 percent of the class's total potential hours of instruction have been completed
- No refund after more than 20 percent of the class's total potential hours of instruction have been completed

## Tuition Refund Exceptions

A tuition refund appeal process is available to students when their situation warrants an exception. Any Withdrawal/Tuition Refund Exception Appeal (WTRE) must be received no later than ninety (90) (45 days for summer term) calendar days from the end of semester in which the courses were taken. In the event of extenuating circumstances, such as serious medical, death of an immediate family member, or military, students should meet with a counselor in Student Services. Late fees, collection costs, tools, and supplies are not refundable and cannot be appealed.

## Attendance Expectations

The College is required to verify the enrollment and participation of students who receive Federal Title IV financial aid and/or who receive educational benefits through alternate funding sources. Verification of such attendance ensures the College is distributing financial aid to individuals who are attending classes and reduces financial aid overpayment and fraud.

## No Show Policy

Students who fail to begin classes or fail to complete an assignment for an on-line course during the first week of the course will be recorded as a "no show" and administratively withdrawn. Administratively withdrawn students will receive a grade of WN (withdrawal non-attendance or no grade depending on length of the course) and the tuition and fees for administratively withdrawn students will be refunded at 80%.

Administratively withdrawn students will have their financial aid award recalculated. Any books and/or supply charges to the Northwood Tech bookstore covered by financial aid in which the student is no longer eligible will become the responsibility of the student.

Students administratively withdrawn from any courses that are prerequisites or co-requisites to other courses will be dropped from those courses as well.

Students may be reinstated into administratively withdrawn classes due to extenuating circumstances upon approval of the instructor and academic dean. The Dean of Students collaborates with instructors and deans in determining whether reinstatement is an option.

In the case of extenuating circumstances, for all course delivery options, the student must notify the instructor prior to the start of class if unable to attend class in week one.

## Students Who Stop Attending

Students who stop attending and/or participating in courses will be referred to student services for non-attendance. Students must officially drop courses they do not intend to complete. Students not actively participating in a course for 21 consecutive calendar days, or roughly 25% of the course, will be administratively withdrawn without the student's permission including courses that have not started when the student has

failed to communicate their intent. Students withdrawn for non-attendance will be responsible for all tuition and bookstore charges. Courses dropped will reflect a WN for withdrawal non-attendance.

- 16 Week Course (Full Session) - 21 Consecutive Calendar Days
- 12 Week Course - 15 Consecutive Calendar Days
- 8 Week Course - 10 Consecutive Calendar Days
- 4 Week Course - 5 Consecutive Calendar Days

## Hold Policy

Students who have outstanding financial obligations to the College will not be allowed to register for courses or receive any services from the College until the obligations are met. A "hold" will be placed on the student's record until all outstanding financial obligations are paid. In addition, any admission to a Northwood Tech program may be revoked and the student may be withdrawn from future term classes. The student will be placed at the end of any program waitlist and may be required to reapply for program admissions.

## Stop Payment

Students requesting stop payment for lost or stolen refund checks must wait 10 business days from the date the check was mailed. All stop payment requests will be assessed a \$25 fee.

## Call-Up for Active Military Service

In the event that students serving in the National Guard or Reserve are activated for military service with notification after classes started, the College will provide a 100 percent refund of all program fees, material fees, and special fees (excluding tools and/or miscellaneous purchases). It is the student's responsibility to notify the College and drop their courses/withdraw. Upon return, the College will re-enroll students at the same point in their program.

If the call-up occurs at a time when students can possibly complete a course early, students may complete on a course-by-course basis with the faculty member's permission. These students will not be withdrawn from the College, but will only be withdrawn from the courses they cannot complete.

If you are currently serving in the National Guard or Reserve, please contact Stephanie Smith, Veteran Student Advocate, to discuss how your military training might affect your time at Northwood Tech, and how to best communicate your training schedule to your instructors. [Stephanie.smith@northwoodtech.edu](mailto:Stephanie.smith@northwoodtech.edu) or 715.788.7087.

## Tuition Guarantee

Northwood Tech affirms that education and training are designed to enable eligible persons to acquire occupational skills necessary for full participation in the workforce.

The Northwood Tech Board, in compliance with Wisconsin Statute 38.24(4), provides a fee exemption for up to six credits to a graduate who is unable to obtain employment within six months of graduation or whose employer certifies that the graduate lacks entry-level job skills in the graduate's field of study.

Applications for fee exemption should be made to the campus Dean of Students, who will determine if the graduate qualifies for the exemption. To respond to this policy, the Board stipulates that a graduate of an associate degree or technical diploma program who is a resident of the state of Wisconsin, is exempt from program and material fees for up to six credits within the same occupational program for which the

degree or diploma was awarded if the graduate applies for exemption of fees within six months of graduation and either of the following two conditions apply:

1. Within 90 days after initial employment, the graduate's employer certifies to the Northwood Tech Board that the graduate lacks entry-level job skills and specifies in writing the areas in which the graduate's skills are deficient.
2. The graduate certifies in writing that all of the following conditions apply:
  - a. The graduate has not secured employment in the occupational area in which (s)he received a degree or diploma.
  - b. The graduate has demonstrated that (s)he has actively pursued employment in that occupational area.
  - c. The graduate has not refused employment in that occupational or related field.
  - d. The graduate has actively sought the assistance of employment assistance services.

### **Program Fee – \$149.50 per credit**

All programs are subject to a uniform fee per credit established by the Wisconsin Technical College System Board and state legislature. The rate is subject to change. Certain unique courses and programs are exempt from program fees.

### **Material Fee – \$5.00 minimum per course**

All courses are subject to a material fee per credit established by the state. These fees vary by both the program and the different costs of materials used in each course. Certain unique courses and programs are exempt from material fees.

### **Incidental Fee – \$9.70 per credit**

An incidental fee is charged to help fund a wide range of services to students including parking, library and media services, student activities, records processing, health services, graduation, and other miscellaneous student support activities.

### **Out-of-State Tuition – \$238.95 per credit**

In addition to the \$149.50 program fee, out-of-state non-resident students pay \$89.45.

### **Supplementary Supplies and Materials – Fees Vary**

Certain classes will require a fee to cover special laboratory costs, supplies, duplication, uniforms, etc.

### **Challenge Exam/Credit by Exam - \$90**

A standard fee of \$90 will be charged to students who attempt the challenge exam of a class.

### **Portfolio-Work Experience Evaluation Fee - \$90 per class**

A standard fee of \$90 per class will be charged to students who attempt to obtain credit for work or life experience.

### **Wisconsin Caregiver Background Check Fee – \$10**

(For Minnesota, there is an additional \$44 required, plus \$10.50 for fingerprint/photograph.) This fee is collected by Northwood Tech to process background checks from the Wisconsin Department of Justice required under the Caregiver Background Check Law. Some programs may also require a National Criminal Background Check—\$68 to \$118 depending on program requirements. Additional background checks may be required; fees vary and are subject to change at any time.

## SERVICES FOR YOU

### Behavioral Intervention Team

The Northwood Tech Behavioral Intervention Team (BIT) promotes and maintains the safety and well-being of students, faculty, and staff through positive, proactive, and practical risk and threat assessment. The BIT meets to review, document, and provide a systematic response to College situations involving students showing signs of serious distress or engaging in harmful or disruptive behaviors. The work of the BIT is not intended to replace the current College disciplinary process and/or faculty classroom management.

To report an incident or a situation of concern, an online Behavioral Intervention Student of Concern Report Form is available at <https://www.NorthwoodTech.edu/about-NorthwoodTech/college-policies/behavioral-intervention-form>. Information relative to a situation of concern will be handled confidentially. For additional information, contact the Dean of Students.

### College Information

#### Books and Campus Store

Shop affordable textbooks and course materials for Northwood Tech at <https://www.northwoodtech.ecampus.com>. Shop Northwood Tech Campus Store for all your Northwood Tech gear and merchandise. You will also find a limited selection of school supplies and gifts.

#### Campus Services and Hours

For specific campus services and hours, please visit [www.NorthwoodTech.edu](http://www.NorthwoodTech.edu)/campuses and find your campus of choice.

### Housing

#### Ashland Campus Area Housing Information

Area housing for Northwood Tech students is available through Northland College. For more information regarding area housing, contact the Ashland Student Services office or visit Northland's website at: [www.northland.edu/live/sleep/housing](http://www.northland.edu/live/sleep/housing).

#### New Richmond Campus Area Housing Information

Area housing in New Richmond can be found in local newspapers, local resources, or on bulletin boards within the building.

#### Rice Lake Campus Area Housing Information

Area housing in Rice Lake can be found in local newspapers and bulletin boards within the building.

#### Superior Campus Area Housing Information

Area housing for Northwood Tech students is available through the University of Wisconsin-Superior. Information regarding housing can be obtained in the Student Services office or by contacting the University of Wisconsin-Superior Resident Life office: 715.394.8438; e-mail: [reslife@uwsuper.edu](mailto:reslife@uwsuper.edu).

### Lockers

Northwood Tech provides lockers to students for the purpose of temporary storage. To secure the lockers, students are provided with a combination or a locker key from Student Services or the Information Desk.

It is the student's responsibility to keep their locker locked and clean. Students must empty and clean the locker at the end of each academic year. **Unclaimed contents left in the locker will become the property of Northwood Tech after a two-week period from the end of the term.** Lockers are the property of the College and subject to search. When possible, the student, a College official, and law enforcement personnel shall be present during a search.

Students are expected to maintain their key. **If the key is lost or stolen, there will be a \$20.00 fee charged.** If the key is not returned at the end of the semester, a hold will be placed on the student's account. This will prevent the student from obtaining their diploma as well as receiving any services until the key is returned or the lost or stolen fee is collected, at which time the hold will be promptly removed.

## Lost and Found

Any items lost or found should be taken to the designated area on campus. Check with Student Services for the exact location on your campus.

## Public Relations

The College regularly releases news items about the campus and students to area and hometown newspapers, radio, and TV, as well as on the College website and social media channels. All news ideas and items should be submitted to [media@northwoodtech.edu](mailto:media@northwoodtech.edu).

## Tools and Equipment

Special equipment and tools are required in a number of programs. Students should check with the Student Services office to obtain a list. Students may purchase many of the required supplies from the online bookstore at <https://www.northwoodtech.ecampus.com>. In some cases, tools may be purchased directly from suppliers during scheduled on-campus visits.

## Visitors

Visitors to Northwood Tech are welcome to visit campus and are encouraged to make arrangements in advance with the campus admissions advisor and sign-in at the Student Services office. Visitors should register their vehicles in Student Services to avoid parking violations.

## Counseling Services

The primary mission of the counselors is to assist students in maximizing their potential for educational and occupational success. Students are encouraged to consult with counselors about academic, career, and/or other college-related issues. Students can be assured of a confidential setting, to the extent possible, in which to explore their aspirations, abilities, interests, educational issues, and/or other concerns. The counselors take into account the unique needs of each student and respond accordingly.

Counseling services include career counseling, interest and personality assessment, and educational guidance. Counselors also assist students in overcoming personal barriers that stand in the way of their educational success. Counselors often refer students to internal College resources and to community agencies for the assistance they need to enjoy a positive educational experience.

Students considering withdrawing from Northwood Tech or making other important decisions affecting their college career are encouraged to schedule an appointment with a counselor.



## Employment Services

Employment Services available to College students and graduates include:

- Electronic postings of all current openings listed with Northwood Tech are located on Handshake.
- Part-time employment opportunities are posted on Handshake.
- Work-study positions within Northwood Tech are mailed/e-mailed to eligible students.
- Salary and placement information of Northwood Tech graduates are posted on the Northwood Tech Web site on each program page.
- Resumé Assistance - staff are available to assist with resumés, cover letters, etc. Check with the Academic Support Center.
- Seminars/workshops held on campus.
- Job fairs held on campus.

## Food Service and Vending Machines

Food service and vending machines are available in the student lounge at campuses. Eating and drinking is restricted in other areas of the buildings. Hours are posted in the food service area. Out of consideration of others, students are to keep the lounge area clean by properly disposing of litter/waste materials. Please use the recycling bins provided. Food service for groups is also available by special request.

## Health Insurance

Students should be aware that Northwood Tech is not responsible for, and does not maintain insurance to pay for student, doctor, ambulance, or hospital bills incurred as a result of accidents or illness while attending Northwood Tech. Since some family health insurance programs terminate when individuals reach a certain age, the student may wish to purchase individual health insurance to continue protection. Students are encouraged to carry medical insurance coverage (under their own or a parent's policy).

## Health Services

The College Health office provides free health services for all students. Individuals may be seen in the office on a walk-in basis or by appointment. All records, treatment, or counseling of individuals are kept strictly confidential, as required by law. The nurse promotes the physical, emotional, and spiritual well-being of students by providing essential health, safety, and wellness services. This includes enhancing the educational process by removing and modifying health-related barriers and empowering students to be self-directed and well-informed consumers of health care services.

Services Provided:

- First aid
- Treatment for minor injuries and illnesses
- Over the counter medications
- Health screenings
- Health and wellness counseling and resources
- Promotion and activities
- Accident and injury reporting
- Flu vaccines
- Mantoux (TB) testing
- Reproductive health services
- Privacy space and mother's room

## MyHelp

If any technical problems arise while attending Northwood Tech, please contact MyHelp using one of the following methods:

Online: <https://myhelp.NorthwoodTech.edu>

Email: [myhelp@NorthwoodTech.edu](mailto:myhelp@NorthwoodTech.edu)

Phone on-campus: RA Help Desk AA

Phone off-campus (toll-free): 715.475.1111 (voicemail only)

MyHelp support includes:



- Computer hardware and software
- Lab and classroom technology
- Northwood Tech e-mail
- Office 365
- College Software and Applications
- MyNorthwoodTech and MyCampus portals
- Network and wireless access
- Learning Management System (Blackboard)

## Innovative Teaching and Learning Center - iTLC

The Northwood Tech iTLC combines the resources and services students need to interact with technology, collaborate with one another, and find support for their academic efforts. The iTLC is a one-stop shop connecting the Academic Support Center, the Learning Technology Center, and the Library.

Online: <https://itlc.northwoodtech.edu>

## Academic Support Center

The following academic services are available through the Academic Support Centers:

- Academic support and foundational courses for Northwood Tech students enrolled in credit courses
- Study skills, time management, note taking and test taking strategies
- Academic coaching
- Computer literacy
- Peer tutoring
- Professional tutoring in the Math and Writing Labs
- Job-seeking skills and employment assistance
- College preparation coursework for students not yet enrolled in college
- Adult Basic Education and GED/HSED preparation
- English Language Learner classes

The Academic Support Center's (ASC) mission is to help students achieve academic and career success through both individualized and group instruction. Courses in study skills, mathematics, social science, reading, science, career education, and English Language Learning (ELL) provide students the opportunity to remediate throughout the year as we offer multiple start dates. Classes are available day and evening at the four main campuses as well as outreach centers in Northwest Wisconsin. There is no tuition fee for these courses; however, certain courses may require a minimal material fee.

Resources and materials are matched to individual skill levels as students progress toward individualized goals. Students are encouraged to meet with an Academic Support Center faculty member to start a personalized success plan.

More information can be found at: <https://itlc.northwoodtech.edu/itlc/academic>

## Learning Technology Center (LTC)

The LTC is where to go for technological expertise. Students have access to computers, collaborative working spaces, and various technology tools.

Learning Technology Specialists offer assistance in the following areas:

- Online learning technology: Blackboard, MyCampus, MyNorthwoodTech, e-mail, Microsoft 365, Infobase Learning Cloud and Teams
- Basic computer lessons: file management, storage, and navigation
- Microsoft 365 support: Word, PowerPoint, Excel, Access, and Outlook
- Computer hardware and software assistance
- Accommodation services: software support/guidance
- Mobile devices education and support
- Scholarship software support
- Specialized software presentations and workshops
- Open computer lab and study rooms available

Visit the LTC Web site at <https://itlc.northwoodtech.edu/iTLC/technologyresources>.

## Library – Library Services

From books to movies to databases, the Library provides all manner of resources for students. From basics to the most advanced, the Library staff provides assistance with research needs.

We are here to help you succeed! Find us at

<https://itlc.northwoodtech.edu/iTLC/library>.

### Library Highlights

**Student IDs:** Student IDs are issued in the Library at no charge. Please bring a valid driver's license or another valid photo ID and your Northwood Tech ID number. If your ID is lost, stolen, or damaged, there will be a \$5 replacement charge. Student IDs allow for easy access to printing services and occasionally provide discounts at local stores and theaters. Your ID is good for admission to various Student Senate activities throughout the year.

**Course Reserves:** Many instructors add course-related materials to our reserves shelf. These are available for use in the Library, ensuring that all students have access to them throughout the semester.

**Guides:** We know library resources can be a lot to sort through, especially if you've got that assignment due. These guides narrow down our selection of databases, books, and more into one-stop shops for your course or topic.

**Study Spaces:** We have spaces for collaborative and quiet study alike, with computers open for student use. Headphones and other study aids are available for check-out and use within our space.

**BlueBox:** Need a break from your studies? Check out our collection of popular DVDs, sponsored by your own Student Senate!

**Online Materials:** We have a wide selection of journals, books, and even full-length videos online through our database page. These are accessible to all Northwood Tech students, on- or off-campus. Explore our materials at <https://itlc.northwoodtech.edu/iTLC/library>

**Chat With Us:** Can't make it to campus? Use the chat feature at the bottom of the Library webpage to instant message us during our open hours.

## **Fines and Late Fees**

Overdue fines are assessed to ensure that materials are returned on time and available for use by other patrons.

A fine of \$.10 per day per item is charged for books, \$5 for reserve items, \$1 for A/V materials, and \$5 for equipment.

## **Lost or Damaged Items**

Lost materials should be reported immediately. Payment for lost items will be assessed for the replacement cost of the item plus a \$10 processing fee. Library users may be assessed in the same manner for materials that are damaged.

A hold will be placed on student records having outstanding fines or fees until these obligations have been met.

Theft of library materials may result in a misdemeanor or felony, depending on the value of the stolen materials, according to section 943.61 of Wisconsin State Legislation.

## **Orientation**

New students are strongly encouraged to attend new student orientation—it provides incoming students a chance to find out about campus activities, educational opportunities, student services, student activities, rules, policies and procedures. New students will also have an opportunity to meet with the College staff, their academic advisor, and fellow students. The orientation is also offered online at <https://www.NorthwoodTech.edu/admissions/how-to-apply/orientation>.

## **Parking**

Parking is free; however, permits are required on some campuses. For details, check with Student Services. Motorcycle parking may be available in the student parking lot. Bicycle racks are located at various entrances at campuses. No overnight parking is permitted (in an emergency, notify the information desk or maintenance department staff). Parking regulations will be enforced. Vehicles in violation will be ticketed or towed at the owner's expense. Failure to pay the fine will result in the withholding of transcripts, course registration, and financial aid. It is the student's responsibility to pay any fines at the Campus Business Office. Northwood Tech is not responsible for items lost, stolen, or vandalized.

## **Visitor and Conference Center Parking**

A parking lot is reserved exclusively for the Conference Center and visitors on some of the campuses. These lots are clearly marked and are located near the main entrance and/or the Conference Center entrance at each campus. The Conference Center parking lot on some campuses is not authorized for student parking. Students who park in these lots will be ticketed and/or towed at the owner's expense.

## **Student Printing**

In an effort to reduce printing costs and the environmental impact associated with paper waste, Northwood Tech utilizes a print management application called PaperCut. Each student is given an initial, one-time \$25 balance that is good for their entire time as a student at Northwood Tech. If the student expends their \$25 account, they will need to purchase a voucher card for additional print capabilities from the Bookstore.

# Technology

## Northwood Tech Student E-mail

See page 182 for the College's Internet/E-mail Acceptable Use Policy.

**Northwood Tech considers e-mail as the official communication tool with students, and it's expected that they access their Northwood Tech e-mail account regularly throughout each term.**

Important information regarding registration, financial aid, transfer credit, College events, courses, and graduation will be communicated via e-mail. Additionally, faculty members will use student e-mails to correspond with them regarding coursework.

After a student graduates or leaves the College, their Northwood Tech e-mail and Office 365 applications will remain accessible for a year. However, after this period, their Office 365 account will be deleted, and they will lose all access to it. Therefore, students are advised to migrate any essential data to a personal service, such as Outlook.com or Gmail.com, before this happens. It's important for students to use their Northwood Tech e-mail account for college-related activities and maintain a separate personal e-mail account for personal use.

## Wireless Network

To provide internet access to students and visitors while on campus, Northwood Tech offers a student/public wireless network. The network, named **Northwood\_Student**, is accessible throughout all campuses. To gain access, students must first accept the Internet Use Agreement by clicking on the "accept" button.

## Support for Using NorthwoodTech.edu Student E-mail Account

- All customer support will be directed and handled through MyHelp
- MyHelp - myhelp.NorthwoodTech.edu
- Off Campus: Dial toll free 1.715.475.1111
- On Campus: Help Desk AA

## Student Account Lifecycle

- All credit (UGRD) students enrolled in a degree-seeking (or unassigned) program will be given an e-mail account with the expectation they will receive e-mail communications and will read them on a frequent and consistent basis.
- Student e-mail accounts will be created automatically upon full admit status.
- If the student leaves and returns to the College, the same e-mail account will be used.

## Quality Assurance

- The College Technology Services Team will monitor and enforce these guidelines.
- Faculty maintain the right to use e-mail communications to contact students registered in their classes during the current term without prior permission.
- Any deviation from this approved policy will be dealt directly with the student.
- The above guidelines are not meant to be exhaustive. The College President is the final authority on questions of acceptable use of the network. Until an issue is resolved, questionable use should be considered unacceptable.

- All users are expected to take all reasonable measures, given the constraints of technology and management practices, to ensure that traffic entering Northwood Tech from other networks conforms to these guidelines.
- The Northwood Tech network should not be considered a secure network and should not be relied upon for transmitting confidential or sensitive information.
- It is also the responsibility of the user community to report any potential misuse of the College student e-mail communication services. Inquiries and concerns can be reported to the Student Services office.

## MFA (Multi-Factor Authentication)

Northwood Tech has implemented a MFA (Multi-Factor Authentication) Policy, which mandates students to enable two-step verification when logging into their school account. This is in addition to the Password Policy. To fulfill this requirement, students are advised to use the Microsoft Authenticator application.

## Password Policy

Northwood Technical College Password Policy requires a minimum 13-character password which must contain a Capital letter, a lower-case letter, a number and a special character. New students will also be required to change the password at first login.

The National Institute of Science and Technology now suggests creating simple passwords that are long, memorable phrases composed of typical English words. Creating passwords as phrases of common words in uncommon combinations, such as "speedy hot broccoli anteater" make your password much harder to crack. And if the phrase produces an vivid image, or has meaning for you, it will be that much easier to remember.

**Information regarding logins and passwords can be found at:**

**<https://myhelp.NorthwoodTech.edu>**

**Information regarding a forgotten password can also be found at:**

**<https://myhelp.NorthwoodTech.edu>**

Students are encouraged to access the MyCampus portal immediately after receiving a Northwood Tech network account to answer the security questions and change the default password. Students should contact the MyHelp for assistance with password-related questions at **<https://myhelp.NorthwoodTech.edu>**

## STUDENT LIFE

Northwood Technical College provides a variety of activities, organizations, and clubs for students through Student Life, clubs, and organizations for students to get involved in. Activities include educational, cultural, and social events that are designed to support involvement and the College's mission, values, and strategic goals. The College establishes and follows processes and guidelines to encourage student engagement; foster student leadership; coordinate and provide administrative oversight of activities, organizations, and clubs as well as related funding and expenditures; charter official student clubs and organizations; maintain a safe learning environment; and ensure compliance with College policies and with state and federal laws.

Get involved today, find clubs, organizations, and activities in The Den; **[theden.northwoodtech.edu](http://theden.northwoodtech.edu)**



## Campus Activities Board (CAB)/Events

Campus Activities Board, in conjunction with other campus clubs and organizations, coordinates most of the student events held on campus. A wide range of extracurricular, social, recreational, and cultural activities are conducted at each campus throughout the year. Students gain valuable experience in leadership and teamwork, while enhancing their career advancement potential. Students can participate in activities that are best suited to their individual interests, needs, and schedule.

For more information contact the Student Life Coordinator at your campus:

Ashland [jennifer.bednarik@northwoodtech.edu](mailto:jennifer.bednarik@northwoodtech.edu)

New Richmond [jill.fox@northwoodtech.edu](mailto:jill.fox@northwoodtech.edu)

Rice Lake [aleesha.drost@northwoodtech.edu](mailto:aleesha.drost@northwoodtech.edu)

Superior [becky.bourque@northwoodtech.edu](mailto:becky.bourque@northwoodtech.edu)

## Clubs and Organizations

Student organizations help students develop and enhance leadership skills and gain experience in their career area. Some co-curricular organizations are affiliated with state and national groups and may offer students the opportunity for competition and travel.

Clubs and organizations vary by campus and are active throughout the year in a variety of activities such as conferences, workshops, business and industry tours, skill competition events, self-improvement projects, fund raising, guest speakers, and social functions. All students must be in good standing to participate in student organizations.

Students can find available clubs and advisor contact information in The Den. To be recognized by the College, all organizations must have a faculty advisor and complete the annual registration process located in The Den.

Co-curricular student organizations consist primarily of activities focused on professional enrichment, personal growth, and occupational skill development related to the instructional goals and career objectives of the program(s) in which the members are enrolled.

Extra-curricular organizations consist of activities primarily outside of the regular academic curriculum.

These activities exist to complement the academic curriculum and to enhance the student's educational experience and to support student development.

## Student Senate

Student Senate is the voice of the students at Northwood Tech. It is the philosophy of the Northwood Tech Student Senate to promote academic achievement, citizenship, leadership, student participation in worthwhile activities, and to serve as a liaison among administration, faculty, and students.

Functions of the Student Senate include representing Northwood Tech students; providing educational, cultural, and social activities; allocating financial support to student organizations; working on legislative activity; serving on Northwood Tech and Statewide Committees; and promoting education and leadership opportunities for all students. All students who pay activity fees are automatically part of the Student Senate. Students influence how student fees are spent to enhance student life at each Northwood Tech Campus. Students elect voting representation by program. Representation on Student Senate fosters a spirit of democracy and encourages mutual understanding among students, faculty, and administration.

The Student Senate is under the direction of the Student Services office and the Student Senate advisor. The Student Senate is responsible for formulating a budget for activities for an annual school plan of events, and the budget must be approved by the administration.

Students who seek a broader leadership opportunity may choose to participate in Wisconsin Student Government (WSG). This organization meets several times a year with representatives from other Wisconsin Technical Colleges to promote the interests and concerns of students throughout the Wisconsin Technical College System

A full listing of active clubs and organizations can be found in The Den, **thedn.northwoodtech.edu**.

## Educational Field Trips

Field trips and off campus club activities are scheduled learning activities. All policies and procedures that apply on-campus and in the Student Code of Conduct apply to off campus activities. Illegal drug and/or any alcohol use during any scheduled part of the trip is prohibited and is cause for dismissal from the trip. Any violation of the Student Code of Conduct while participating in off campus learning activities will be subject to disciplinary action upon return to the campus in accordance with the Student Code of Conduct Policy.

## Bulletin Boards

Bulletin boards are available for club announcements, student activities, and event publicity. All material must be approved by Student Services before posting. Community events and personal sale posters may be posted only on designated bulletin boards. The College reserves the right to remove any postings.

## Alumni and Foundation

### Alumni Association

The Northwood Tech Alumni Association unites the graduates of the College in a common bond. This organization supports and promotes recognition of the value of postsecondary technical education. Alumni participate in college activities such as awards programs, fundraisers, graduation exercises, and serve as members of Northwood Tech Advisory Committees and Alumni Boards. Each year the Alumni Association presents its Distinguished Alumni Award (the highest form of recognition for a Northwood Tech alumnus/alumna) and its Alumni Association Scholarship. For more information on the Northwood Tech Alumni Association, contact the Foundation office, via **Alumni@NorthwoodTech.edu**.

### Student Recognition

At Northwood Tech, we make every effort to recognize outstanding students. One type of recognition is the Ambassador award, a statewide program that recognizes exceptional technical college students and provides an excellent opportunity for students to demonstrate their leadership skills. Additionally, each campus may recognize student accomplishments throughout the year. If you are interested in representing your campus and serving as a consistent champion in your community for the many opportunities available at Northwood Tech, please email **Foundation@NorthwoodTech.edu**.



# STUDENT RIGHTS AND RESPONSIBILITIES

## Accommodations for Persons with Disabilities

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services, and employment in accordance with Section 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, as amended. If accommodations are needed, contact the campus Accommodations Specialist or the Northwood Tech Affirmative Action/Equal Opportunity Officer, at 800.243.9482, TTY 711, 30 days in advance of needed assistance. Services available:

- Adaptive technology
- Admissions coordination
- Academic assessment
- Accommodations for students with disabilities
- Division of Vocational Rehabilitation (DVR) coordination
- Tutoring
- Transitioning
- Alternative testing
- Extended time
- Reader
- Quiet room
- Taped books
- Note-taking assistance
- Physical and/or mobility accommodations to classrooms

## Handicapped Parking

Handicapped parking spaces have been designated in the parking lots closest to the main entrances on each campus. To occupy these spaces, a vehicle must display an appropriate state permit.

## Service Animals, Emotional Support Animals and Pet Policy

Animals, including pets, are not permitted in Northwood Tech buildings with the exception of approved Service Animals for individuals with disabilities.

### Service Animals

According to the Americans with Disabilities Act (ADA), Service Animal refers to any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a Service Animal must be directly related to the person's disability, including, but not limited to:

- Guide Dog: Assisting individuals with low vision or blindness
- Hearing Dog: Alerting individuals who are deaf or hard of hearing
- Service Dog: Pulling a wheelchair or stabilizing a person's gait
- Seizure Dog: Recognizing and assisting a person having a seizure
- Psychiatric Service Dog: Trained to recognize psychiatric episodes or destructive behavior

Subject to some limitations, Service Animals may accompany students, employees or the general public, throughout campus. Northwood Tech does not require documentation, such as proof that the animal has been certified, trained or licensed as a Service Animal. Individuals accompanied by a Service Animal on campus who do not need any other disability related accommodations are not required to register with Accommodation Services.

When it is not obvious that a dog is a Service Animal, it is recommended that students with a Service Animal make an appointment with the Accommodations Specialist to assist in transition to campus.

Northwood Tech recommends Service Animals be identifiable by wearing a

vest or harness. Under the ADA, Service Animals must be housebroken and must be harnessed, leashed, or tethered, unless these devices interfere with Service Animal's work or the individual's disability prevents using these devices. Service Animals must not be disruptive or active in any classroom situation.

Northwood Tech Accommodation Services will assess requests for the use of miniature horses by people with disabilities on a case-by-case basis. Requests should be submitted to Accommodation Services, consistent with applicable laws.

### **Service Animals-in-Training**

Service animals-in-training are not recognized under the ADA, but they are protected under Wisconsin state law. Service animals are permitted only in facilities offering goods or services to the general public, unless their presence would jeopardize the safe operation or fundamentally alter the program, service, or activity in the location. Service animals-in-training are not permitted in classrooms. These animals are undergoing obedience or task specific training such as: settling, attention to and focus on the handler, and behaviors associated with disability access.

Additional information about service animals-in-training:

- Must always be on a harness or leash and wear a special cape.
- Must always be under the control of the handler and in training mode.

The handler may be asked to produce certification or documentation of a training school. However, a handler with a disability may not be asked for documentation of their own disability.

### **Emotional Support Animals**

An Emotional Support Animal provides emotional support that minimizes one or more identified symptoms or effects of a person's disability. This group includes therapy animals, assistance animals, or comfort animals. Unlike Service Animals, assistance animals are not required to be trained to perform work or tasks, and they include species other than dogs and miniature horses.

The ADA does not grant Emotional Support Animals the same right of access to public places. Individuals are not permitted to keep or bring emotional support animals on college property.

### **Pets**

A pet is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal. Individuals are not permitted to keep or bring pets on College property.

Individuals with disabilities who are accompanied by Service Animals must comply with the same rules regarding noise, safety, disruption, and cleanliness.

### **Procedure for Accommodation Request**

Inquiries Regarding Service Animals: In general, Northwood Tech will not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a Service Animal. Northwood Tech may ask:

1. If the animal is required because of a disability
2. What work or task the animal has been trained to perform

Northwood Tech cannot require documentation, such as proof the animal has been certified, trained, or licensed as a Service Animal. Generally, Northwood Tech will not inquire about a Service Animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.

Specific questions related to the use of Service Animals on all Northwood Tech campuses by visitors can be directed to the office of Accommodation Services.

## Accommodations for Religious Beliefs

Northwood Tech will reasonably accommodate the religious beliefs of students in its attendance, examination, and other academic practices. Notify the faculty member five business days in advance to receive an accommodation.

## Alcohol and Other Drug Policy and Procedures

### Alcohol/Drug-Free College

It is the intent of the College to provide students, staff, and visitors with an educational environment which is alcohol and drug-free. The College Health Nurse at each campus can provide awareness, education, support, resources, and referral related to alcohol, tobacco and other drug use or abuse for staff and students. The Northwood Tech Board has approved G-181/G181A Alcohol/Drug-Free Workplace Policy/Procedure:

- The use, possession, manufacture, sale, or delivery of illegal drugs (or its facsimile) is prohibited from all Northwood Tech campuses, other Northwood Tech instructional sites, and at all Northwood Tech-sponsored activities
- The possession and/or use of any beverage containing alcohol, including beer or other malt beverages, wine, wine coolers, or distilled beverages (or its facsimile) on College property is prohibited (except as an ingredient in College-approved food preparation programs or with President approval).
- All students and employees are prohibited from being under the influence of alcohol or controlled substances while on College property or while conducting College business or receiving instruction.
- This policy shall not apply to substances prescribed by a physician, ingredients in food preparation, or utilized as part of the Field Sobriety Testing Program.
- The possession and/or use of alcohol as part of any off-campus, College-sponsored activity without prior approval by the President (or his designee) is prohibited. All College-sponsored student activities (using tax dollars and/or activity fees) must be open to all students regardless of age. If alcoholic beverages are present at off-campus, Northwood Tech-sponsored activities, provisions must be made to accommodate any student under 21 years of age
- The consumption of alcoholic beverages is prohibited during the program/activity portion of any educational field trip or while in transit to or from the campus
- The expenditure of student activity fees for alcoholic beverages is not allowed
- The advertising of alcoholic beverages is prohibited on Northwood Tech property and in College publications

Violations of this policy will be reported to law enforcement agencies when appropriate, as well as being the basis for disciplinary action, up to and including dismissal or termination from the College.

### Campus Resources

Education, referral, and recovery assistance for alcohol, tobacco and other drug abuse is available at Northwood Tech whether a student personally abuses chemicals or is affected by someone who does. Students can learn about chemical dependency using materials in the learning resource center (LRC), or by contacting a College Health Nurse or Campus Counselor. All contact with College staff is free and confidential.

## Summary of the Health Effects of Alcohol and Drug Abuse

The abuse of alcohol and other drugs is harmful to the health of the user. Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drugs impede the learning process and can cause disruption for other students and disturb their academic interests. The use of alcohol or drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner and may result in injuries to others. Early diagnosis and treatment of drug and alcohol abuse is in the best interests of students, employees, and the College.

## Tobacco-Free Policy

The State of Wisconsin, through the passage of Act 12, has enacted a statewide smoking ban that prohibits smoking in all public places. The ban went into effect on July 5, 2010. Northwood Tech recognizes its responsibility to comply with state law and provide a safe and healthy learning environment. Because of this commitment, the use of tobacco in any form and the use of electronic alternative smoking devices is prohibited in all campus facilities, near entryways, and in College vehicles. Please refer to the local campus policies and procedures regarding the use of tobacco products.

## Cell Phone Usage

Cell phones may be used in public areas. Please respect the intent of the learning environment and fellow classmates by turning cell phones off when in class or the library. If a cell phone is misused this will constitute a breach of code of conduct and may result in disciplinary action. Check the course syllabus for specific course-related cell phone protocol. Faculty maintain the right to manage classrooms and may prohibit the use of cell phones.

## Change of Name and/or Address

It is the student's responsibility to notify the Student Services office whenever they change their name, chosen or legal. To complete a legal name change, you must present acceptable documentation of official recognition and usage of the new name. No documentation is necessary for a chosen name. Students can change their demographic information (address, phone number, personal e-mail and emergency contact) through their MyNorthwoodTech student portal. No documentation is required for a phone or address update.

## Children in School

Children are restricted from attending classes or labs (shops, computer labs, study skills, lectures, shop, individualized study, etc.). Students are not allowed to leave children unattended while in class without providing adult supervision. Children who are visiting the campus outside of class time must be under adult supervision at all times.

## Non-Discrimination/Non-Harassment Compliance Policy

The Northwood Tech Board has approved G-112 & J-120 Non-Discrimination/Non-Harassment Compliance Policy and G-113/G-113A/G-113B & J-121/J-121A/J-220A Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints Policy/Procedure/Grievance Procedure.

The College prohibits and will not tolerate unlawful discrimination, harassment or sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or any unwelcome conduct determined to deny a

person equal access to the College's educational programs or activities by or against any student, employee, student/employee applicant, vendor/customer, anyone associated with Northwood Tech or other members of the public.

To make a claim of unlawful discrimination, harassment, or sexual harassment/sexual misconduct/sexual violence: Any student, employee, or student/employee applicant who believes that he/she has been unlawfully discriminated against or harassed or sexually harassed or a victim of sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or unwelcome conduct in violation of College policy is urged to report the incident.

All complaints or reports of alleged acts or charges of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or unwelcome conduct reported to the College will be handled under developed procedures that will include, but not be limited to, taking immediate action to eliminate the unlawful action, preventing its recurrence, addressing its effects, publishing a notice of non-discrimination/non-harassment/non-retaliation, adopting and publishing complaint procedures and ensuring College employees are trained to respond to issues/complaints promptly and equitably. Prompt and remedial action will be taken, if necessary, to ensure appropriate behavior in the academic/work environment.

It is possible for harassment and/or discrimination to occur within different levels of relationships: between faculty members and students, supervisors and work-study students, student to student, supervisor to employee, student to employee, and employee to employee. An employer may also be responsible for the acts of non-employees, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. Any employee or student who believes that he/she has been harassed or discriminated against or suffered sexual violence in violation of this policy is urged to report the incident to the Associate Vice President, Talent and Culture who is the coordinator for Affirmative Action/Equal Opportunity, including Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, as amended, Section 504 and Section 508 of the Rehabilitation Act of 1973, Title II of The Americans with Disabilities Act of 1990, as amended, and The Americans with Disabilities Act Amendments Act of 2008, Higher Education Act of 1965, §485(f) (20 U.S.C. 1092 (f)) and the guidance supplied by Department of Education, Office of Civil Rights. All such reports will be investigated in accordance with procedures developed pursuant to federal and/or state laws. Other counselors, advisors, or faculty may also provide assistance to students.

Don't allow harassment and/or discrimination or sexual violence to jeopardize student's rights and opportunities for work or education. We want to help. For support and counseling opportunities after a sexual assault, rape crisis, or sexual harassment, contact the Student Counseling offices, Deans of Students, and/or Affirmative Action/Equal Opportunity Officer/Associate Vice President, Talent and Culture, Amanda Gohde at [amanda.gohde@northwoodtech.edu](mailto:amanda.gohde@northwoodtech.edu).

Sexual harassment can include:

- Unwelcome sexual advances
- Unwelcome requests for sexual favors
- Unwelcome physical contact of a sexual nature
- Unwelcome verbal or physical conduct of a sexual nature

Such conduct can include:

- Deliberate verbal or physical conduct and unsolicited gestures or comments of a sexual nature, and displays of offensive sexually graphic materials, whether or not repeated, that are sufficiently severe to interfere substantially with an employee's work performance or a student's educational experience, or to create an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment behaviors, expressed electronically or otherwise:

- Vulgar and obscene jokes
- Crude or vulgar language
- Pinching or patting
- Unwelcome hugging
- Grabbing or tearing someone's clothing
- Leering or "undressing" the person with your eyes
- Pressuring someone to sit on your knee, hug you, kiss you
- Leaning over someone for a "better view"
- Commenting on the clothing of an individual in a sexual way; for example, "boy, I sure like the way those pants fit"
- Jokes or comments that put women or men down
- Recounting one's sexual exploits in the office, classroom, or work area
- Referring to someone in demeaning terms; example, "girl," "sweetie," or "hunk"
- Repeatedly asking someone for a date after you have been turned down
- Displaying crude jokes and pictures, including pinups from magazines such as Playgirl or Playboy
- Revealing parts of your body that violate common decency
- Starting and spreading rumors about the sex life of a fellow employee or student
- Physically forcing sexual activity on someone
- Stalking someone
- Vulgar or obscene slogans on any items of clothing: caps, shirts, etc.

Other actions/behaviors may constitute unlawful discrimination, harassment, or sexual harassment/sexual misconduct/sexual violence. Students are encouraged to seek help from Dean of Students or Affirmative Action/Equal Opportunity Officer/Associate Vice President, Talent and Culture who will assist you in determining available resources.

## **What Can Students Do About Harassment, Discrimination, and/or Sexual Violence?**

If students believe they have been a victim of harassment, discrimination, and/or sexual violence, they have several options:

Students may discuss their concerns with a campus counselor, advisor, faculty member, student services, or with the College's Affirmative Action/Equal Opportunity Officer/Associate Vice President, Talent and Culture.

### **And/Or**

Students may file a written formal complaint using the College's Unlawful Discrimination/Harassment /Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints procedures (G-113A, G-113B, J-121A, and J-220A). More information about these procedures can be found in the campus Student Services office or from Northwood Tech's Affirmative Action/Equal Opportunity Officer/Associate Vice President, Talent and Culture. If an individual wishes to file a formal complaint, he/she must do so within 300 days of the alleged violation; however, a more immediate reporting of the incident will facilitate a prompt and thorough investigation of the facts and circumstances involved.

- If a written complaint is filed, the Associate Vice President, Talent and Culture will initiate an investigation process within 10 business days of the receipt of the complaint or as soon as administratively possible.
- Individual meetings will be conducted with the person who filed the report and with other persons identified in the report as being either witness to or responsible for the alleged act(s) of discrimination/harassment. Cooperation with the investigation is expected and required by all parties to the complaint.
- An attempt will be made to resolve the matter consistent with College policies and law.
- Notice of the action will be sent to the principal parties involved.
- If the matter is not resolved through this process, the individual will have the option to proceed to an appeal hearing with the Northwood Tech Board of Trustees. The complainant may also, at all times, seek redress through avenues outside of Northwood Tech as allowed by law.

College staff members including faculty and counselors have a legal obligation to report allegations of harassment/discrimination. Confidentiality will be maintained to the extent possible and retaliation is prohibited. The College cannot guarantee absolute confidentiality, but will only disclose information to individuals on a need-to-know basis.

The filing of a report with the College does not restrict a person's right to seek redress through avenues outside the College.

## Emergency Services

### Reporting Accidents

All accidents occurring on College premises must be reported immediately to a faculty member, supervising staff member, College Nurse, or to Campus Administration. An accident report will be completed and submitted to the Safety Office. <https://www.northwoodtech.edu/about/safety-and-security/file-a-report>

Note: if the nurse is unavailable, please report to the Student Services office. Northwood Tech assumes no responsibility for accidents or injuries and will not pay for doctor, ambulance costs, or hospital bills incurred as a result of accidents on College premises.

### Reporting Incidents

To report theft, property damage, physical security, or student misconduct, please use the Incident/Misconduct Report forms available from the Student Services office. Students should complete this form or found online at <https://www.northwoodtech.edu/about/safety-and-security> within 24 hours of the incident.

### Equal Opportunity Policies

The Northwood Tech Board has approved G-112 & J-120 Non-Discrimination/ Non-Harassment Compliance Policy.

Northwood Technical College (Northwood Tech) does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. Northwood Tech offers degrees, diplomas, apprenticeships, and certificates in Emergency Management Services, General Education/ABE, Business, Family and Consumer Services, Allied Health, and Trade and Technical divisions. Admissions criteria vary by program and are available by calling our Admissions office at 1.800.243.9482. The following position has been designated to oversee compliance with federal and state statutory and regulatory requirements related to equal employment and equal

educational opportunities including Title IX, Title VI, Title VII, Section 504, Section 508, Title II and the guidance supplied by Department of Education, Office of Civil Rights and to handle inquiries, investigations and resolve complaints regarding the College's equal opportunity and non-discrimination/non-harassment policies for students, employees and student/employee applicants.

Amanda Gohde, Associate Vice President, Talent and Culture  
Northwood Technical College, 1900 College Drive, Rice Lake, WI 54868,  
715.645.7042, Wisconsin Relay System TTY: 711 E-mail: amanda.gohde@  
NorthwoodTech.edu

Northwood Tech provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities.

## **Diversity, Equity, and Inclusion**

Northwood Tech is committed to providing a diverse, equitable, and inclusive working and learning environment. Current goals of the College center on creating opportunities, removing barriers, and ensuring a climate of success that appreciates uniqueness and celebrates diversity. To learn more about the College's Affirmative Action/Equal Opportunity goals and find helpful resources, please visit [www.NorthwoodTech.edu/DEI](http://www.NorthwoodTech.edu/DEI).

## **Equity Vision Statement**

The faculty, staff and community partners of Northwood Tech commit to identifying and addressing inequities through purposeful data use and intentional planning of policies, procedures, professional learning and continuous improvement actions to ensure every individual receives what they need to develop their full academic and economic potential.

## **Chosen Name**

Individuals use names other than their legal name for a variety of personal or cultural reasons. The College strives to create a welcoming and respectful environment to promote access, opportunity, and equity. Northwood Technical College supports the choice for students, faculty, and staff to identify themselves with a chosen name rather than legal name. Any individual may designate a chosen name regardless of whether they have legally changed their name. It is the expectation that Northwood Technical College students, faculty, staff, and visitors respect and utilize a student's or employee's chosen name. For more information, please reference G-350/G-350A/J-350/J-350A Name (Legal/Chosen) Policy and Procedure.

## **Civil Rights**

Educational programs, services, financial aid, and other benefits in the State Technical College System are provided on a nondiscriminatory basis as required by Title VI of the Civil Rights Act of 1964 and 1989 Wisconsin Act 136. Individuals applying for or receiving assistance within the State Technical College System who believe they have been discriminated against on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions, programs or activities may file a complaint with the Affirmative Action/Equal Opportunity Officer (see above). If it is felt the discrimination is on the part of the Northwood Tech Board, the complaint should be sent to the President, Wisconsin Technical College System, 4822 Madison Yards Way, North Tower, 5th Floor, PO Box 7874, Madison, WI 53707-7874.



## Free Speech and Expression

Northwood Technical College highly values the First Amendment rights of freedom of speech and expression and the right to peaceably assemble. Northwood Tech encourages diverse perspectives and open discussion of those perspectives among its students, faculty, staff, and administration. Northwood Tech provides these rights on an equal basis and adheres to the principles of content and viewpoint neutrality. In order to achieve this objective and to also further Northwood Tech's educational mission, Administrative Policy C-133 (approved 5/31/2024) describes reasonable time, place, and manner regulations of expression. However, it is not Northwood Tech's role to shield individuals and groups from ideas and opinions they find unwelcome, disagreeable, or even offensive. Questions regarding this policy should be directed to the College President's Office.

## Political Activity

Individuals or groups wishing to engage in formal political activity at a Northwood Technical College (Northwood Tech or College) location must obtain approval from the President or the President's designee to ensure compliance with applicable policies, procedures and legal requirements. In addition, all individuals and groups are expected to adhere to the Northwood Tech Facility Use Policy, Free Speech, Public Assembly and Expression Policy, the Northwood Tech Student Code of Conduct, and the Employee Code of Ethics. State law strictly prohibits the use of Northwood Tech facilities for solicitation of political contributions. For more information, please see Administrative Policy C-132 (Political Activity, approved 5/31/24). Questions regarding this policy should be directed to the College President's Office.

## Jury Duty

Students called for short-term jury duty (three or less class days), must send written notification to faculty and provide a copy of the summons. Faculty will determine available accommodations for missed attendance, assignments, and tests. Students called for long-term jury duty, must meet with the Dean of Students to determine if jury duty will create personal hardship or jeopardize the student's academic work. Any student withdrawing for the above reason should complete the Tuition Refund Exception Form and submit appropriate documentation.

## Driving College-Owned Vehicles

With permission, students are allowed to operate Northwood Tech-owned or Northwood Tech-leased vehicles for official College business. However, the student must fill out and submit the "Motor Vehicle Record Check" form and provide a copy of their insurance declaration page (DECC) locally to the Dean of Students. This form is submitted to the College's insurance company to perform a driver's background check. The student's insurance must meet the minimum coverage levels and the driver's record must be deemed acceptable per College policy G-185 "Safe Vehicle Operation and Driver's Information" prior to authorizing the student's travel.

## Internet/E-mail Acceptable Use Policy

A College-assigned student e-mail account is the **official means of communication with students** at Northwood Tech. The College expects students to sign in and check their College-issued e-mail account on a frequent and consistent basis as students are responsible for all information sent to them via their College-assigned e-mail account. E-mail is the primary mode of communication between students and the College. The information distributed via e-mail includes College updates, fee payment, and registration information, as well as instructional communication and more.

## Northwood Tech Uses Microsoft's Office 365 Service to Host Student E-mail.

The proper use of (legal, safety, privacy, and similar aspects) e-mail communications will be governed by Northwood Tech policies and procedures. This policy provides guidance regarding how, when, and in what format e-mail communications will be used and how the ever increasing quantity of communications will be managed.

The purpose of this document is to outline the policy and provide guidance to the College and our user community to ensure the acceptable use of e-mail communications.

## Guidelines for Acceptable Use of E-mail (Northwood Tech Student E-mail Communications)

1. It is the policy of the College that its facilities be used to fulfill its mission of teaching and public service. Northwood Tech facilities including the e-mail system are not available for unrestricted use for other purposes.
2. E-mail is not intended to be used for personal gain nor as a medium for free expression when unrelated to the academic programs or operations of the College.
3. Communications that violate Wisconsin, federal, local or international laws are unacceptable. Activities that interfere with the ability of others to make effective use of campus e-mail, computing and network resources are prohibited. The student may be subject to criminal prosecution if they access or release unauthorized information/data; intentionally disclose their password to another individual who uses it to gain unauthorized access to information; or fail to exercise adequate care in maintaining system security. Using the network in an inappropriate, harmful or harassing manner is prohibited and is a violation of the Student Code of Conduct.
4. It is also the responsibility of all students to report any potential misuse of the College e-mail communications services. Inquiries and concerns can be reported to the Student Services office.
5. It is imperative that Northwood Tech ensure that all e-mail communications to the user community (students and staff) are essential and relevant to the College mission.
6. Official College business communications from faculty and staff to students should be properly addressed in the subject line of the e-mail (Example: "Subject: Northwood Tech grades now available in the portal").
7. Keep messages simple and direct.
8. Examples of inappropriate uses are:
  - Information not related to the College mission
  - Personal information
  - Solicitation
  - Promotion of political viewpoints
  - Surveys that do not serve sanctioned College purposes
  - Messages that contain confidential information in the body such as grades, financial aid, etc.
9. **E-mail communication is official communication with students.** Students are expected to check their official Northwood Tech e-mail at last name+first letter of first name + middle initial@NorthwoodTech.edu.
10. Student's e-mail and Office 365 applications are available for one year after the student graduates or leaves the College. After this time the Office 365 account is removed and all access is revoked. Students will need to migrate any data to a personal service. There are a variety of services that can be used, such as Outlook.com or Gmail.com. Students should keep this in mind and use their Northwood Tech e-mail for College activities and use a personal e-mail for personal activities.

## Reporting Criminal Actions

In an emergency situation, immediately contact 911. Next, contact a staff member who will take appropriate action.

To report a security situation, contact the Student Services office.

- After hours - incidents occurring after the normal school day should be reported to a supervisor at the facility or the local law enforcement depending on the circumstances.
- Response - incidents involving injury, assault, burglary, or theft - contact 911 immediately.
- Responsibility - Campus Safety Teams are responsible for security responses at their respective campuses.

## Safety

### Lab and Classroom

Faculty members will go over safety rules during the first week of classes. Safety precautions should be observed at all times. Shoes and shirts are required at all times in College buildings. Safety rules and regulations are made for the well-being of all students.

### General

- Do not run.
- Equipment must be returned to its proper place immediately after use. Only authorized personnel should use tools and equipment.
- Do not operate equipment without the faculty member's permission.
- If machinery is faulty, call it to the attention of the faculty member immediately.
- Toxic material bulletins must be observed. In the event of a toxic material spill, report it immediately to a faculty member.
- If anything is spilled on the floor, proper procedures must be followed. If safe, clean it up immediately.
- Always use required personal protective equipment including protective clothing for the task being performed.
- Propane lighters are not allowed in the Trade and Industry lab areas.

### Personal Protective Equipment

In compliance with Occupational Safety and Health Administration Standard 1910.132 and Wisconsin Public Employee Safety and Health SPS332, personal protective equipment shall be used when there are hazards in the environment capable of causing injury or impairment. Personal protective equipment may include safety glasses, goggles, face shields, hard hats, gloves, hearing protection, respirators, etc. All affected employees must have knowledge of when and where personal protective equipment is required and share information with students and visitors who enter the area.

### Infectious Waste Management/Exposure Control

Some courses at Northwood Tech present the possibility for exposure to substances with the potential for creating health hazards. Faculty members will inform students of this fact during the course orientation and provide information on possible exposures and risk reduction methods.

### Universal Precautions

Universal precautions are methods of infection control that treat all human blood and body fluids as if they were infected with blood borne disease agents (pathogens)

such as human immunodeficiency virus (HIV) and hepatitis B virus (HBV). If anyone on campus is or may have been exposed to another person's blood or body fluids through accident/injury/illness, report the incident to the Campus Nurse and/or Dean of Students immediately. They will initiate the proper documentation and follow-up procedures.

### **Sharps Container**

Sharps containers are available at one or more restrooms on each of the Northwood Tech campuses or centers. These are provided specifically for the disposal of needles used for health purposes. Needles cannot be disposed of in other trash containers.

### **Latex**

While the College strives to maintain an environment free of natural rubber latex, there is no guarantee that all products purchased for employee/student use do not include natural rubber latex either as a component or from the production process. Employees/students with allergies or reactions to latex must self-report to ensure they are protected against exposure.

## **Campus Crime Statistics**

Northwood Tech prides itself on maintaining a safe environment for its students, faculty, and staff and provides the following information and statistics on the frequency of crime, known and reported, on- and off-campus on an annual basis and in compliance with the federal Student Right to Know and Campus Security Act of 1990, the Jeanne Clery Act (the Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act).

For a full detailed Annual Security Report, please refer to: <https://www.NorthwoodTech.edu/about-NorthwoodTech/college-policies/consumer-disclosures>.

Please contact the Safety Office at the Northwood Tech, 1900 College Drive, Rice Lake WI 54868 or 800.243.9482 with any questions.

## **Emergency Contact Information**

The MyNorthwoodTech Self Service portal provides a secure place to enter emergency contact information. Students can access the emergency contacts page by navigating the following path: Profile>Emergency Contacts. An emergency contact is someone Northwood Tech may contact in the event something should happen to the student. It is important that all Emergency Contact information be accurate and kept up to date.

## **Student Emergency Messages**

Only emergency messages for students or telephone calls of extreme importance can be delivered to classrooms. Parents and friends should refrain from calling students at Northwood Tech for personal conversations. The receptionist will not contact the student in a class for a telephone message unless it is an emergency.

## **Emergency Notifications – Campus Closing/Class Cancellations**

The Northwood Technical College Emergency Notification System, "Northwood Tech Alert", is intended to give students, faculty, and staff timely notification of campus emergencies, including campus closures due to weather or non-weather related circumstances, and lock down situations. The emergency notification system is capable of sending users text, voice, and e-mail messages, as well as a full-screen pop up alert on all PCs and Macs on campus.

Northwood Tech students, faculty, and staff will receive an e-mail in the event of a campus emergency. Depending on the phone numbers provided, students may also receive a text message and/or a voice message. All students are responsible for updating their mobile or landline phone numbers on MyNorthwoodTech.

Text messages and data rates may apply through the student's mobile service provider. Students should refer to their mobile phone contract for more information.

**Students can opt out of text/SMS messages at any time by replying any of the following: stop, remove, delete, wrong number, do not send, take me off, unsubscribe, or opt out.**

This service is compatible with the products and services provided by AT&T, Sprint, Verizon Wireless, T-Mobile, and most other mobile phone carriers. A complete list of supported carriers is displayed during phone registration.

**Important Note Regarding Alerts:** Students are able to opt out of text messages. E-mail alerts will be sent automatically to all students, faculty and staff. Students may express a preference for receiving alerts via text message, voice message, OR both. Northwood Tech encourages students to enable as many alert methods and phone numbers as possible to stay informed when emergencies arise.

Disclaimer: While in the event of an emergency, Northwood Tech will make every effort to reach all students and staff. Northwood Tech acknowledges that technical limitations such as overtaxed communications systems, transmission errors, and cellular telephone roaming and out of range areas, may limit the effectiveness of the system and delay or prevent the issuance or receipt of messages to all or certain users. Northwood Tech will make every effort to inform all users of an emergency in a timely and appropriate manner, but cannot guarantee performance of the system and disclaims liability for messages delayed or not received due to technological limitations or human error.

## Sexual Assault

Northwood Tech, out of concern for its students and employees and in compliance with Wis. Act 177, provides the following information:

### Sexual Assault of an Adult: Definitions and Penalties

**First-Degree Sexual Assault** - Whoever does any of the following is guilty of a Class B felony:

- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person
- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence

Penalty for first-degree sexual assault is imprisonment for not more than 60 years.

**Second-Degree Sexual Assault** - Whoever does any of the following is guilty of a Class B Felony:

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence
- Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease, impairment of a sexual or reproductive

organ, or mental anguish requiring psychiatric care for the victim

- Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition
- Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person
- Is an employee of an inpatient facility or a state treatment facility and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility

Penalty for second-degree sexual assault is imprisonment for not more than 30 years and/or a fine of not more than \$10,000.

**Third-Degree Sexual Assault** - Whoever has sexual intercourse with a person without their consent is guilty of a Class D felony. Penalty for third-degree sexual assault is imprisonment for not more than 10 years and/or a fine of not more than \$10,000.

**Fourth-Degree Sexual Assault** - Whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor. Penalty for fourth-degree sexual assault is imprisonment for not more than 9 months in the county jail and/or a fine of not more than \$10,000.

## **Sexual Assault of a Child: Definitions and Penalties**

**First-Degree Sexual Assault** - Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of a Class B felony. Penalty for first-degree sexual assault is imprisonment for not more 60 years.

**Second-Degree Sexual Assault** - Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class BC felony. Penalty for second-degree sexual assault is imprisonment for not more than 30 years and/or a fine of not more than \$10,000.

**Domestic Violence** - includes felony or misdemeanor crimes of violence committed by:

- an individual's current or former spouse,
- an individual's current or former cohabitant
- a person with whom the individual shares a child
- a person whom the individual is in any other situation protected by domestic or family violence law

**Dating Violence** - is defined as violence by a person who has been in a romantic or intimate relationship with the victim.

**Stalking** - refers to conduct directed at a specific person that would cause a reasonable person to fear for his/her or another person's safety or suffer substantial emotional distress.

**Failure to Act** - A person responsible for the child's welfare is guilty of a Class C felony if that person has knowledge that another person intends to have, is having, or has had sexual intercourse or sexual contact with the child; is physically and emotionally capable of taking action which will prevent the intercourse or contact from taking place or being repeated; fails to take that action and the failure to act exposes the child to an unreasonable risk that intercourse or contact may occur between the child and the other person; or facilitates the intercourse or contact that does occur between the child and the other person. Penalty of second-degree sexual assault is imprisonment for not more than 30 years and/or a fine of not more than \$10,000.

**Death of Victim** - This section applies whether a victim is dead or alive at the time of the sexual contact or sexual intercourse.

## **Sexual Exploitation by Therapist**

**Sexual Contact Prohibited** - Any person who is or who holds himself/herself out to be a therapist and who intentionally has sexual contact with a patient or client during any ongoing therapist-patient or therapist-client relationship, regardless of whether it occurs during any treatment, consultation, interview, or examination, is guilty of a Class C felony. Consent is not an issue in an action under this subsection. Penalty for sexual exploitation by a therapist is imprisonment for not more than 15 years and/or a fine of not more than \$10,000.

## **Protective Behaviors**

Being Aware - Being aware that sexual assault can happen to you is the first step in self-protection. Thinking that sexual assault only happens to someone else could increase your chances of actually becoming a victim. The next step is to decrease your vulnerability by increasing your ability to protect yourself:

- Be aware of the people who are around you (i.e. on the street, in the elevator, on the bus.)
- Be aware of areas of potential danger: high crime areas, unlit streets, vacant lots, alleys, dark doorways, parking lots. Be aware of areas where you can seek help: 24-hour stores, police stations, houses with lights on, restaurants, and hospitals.
- Know the facts about sexual assault.
- Present yourself as strong and capable.
- Body language: make eye contact with people on the street approaching you and those you meet in elevators and walk erect with a firm step.
- If you are approached, don't be afraid to make a scene. As a person you have rights. If someone violates you in any way, you do not have to tolerate it.
- You have the right to say no. Say it as loudly and as often as you need to.
- You have the right to set sexual limits and communicate those limits as needed to people.
- Be honest with people about what you want or don't want.
- Trust your feelings. If you feel you are in danger, you're probably right.
- Act on those feelings; do not ignore them. Walk or run away, get angry, seek help.

## **How to Avoid Sexual Assault Situations**

**Home** - We all like to feel safe in our homes and apartments and often don't consider the possibility of being attacked while at home. There are some ways, however, that you can make your home safer:

- Do not allow anyone in your home with whom you are not comfortable or do not know.
- Always check the identification of repair/sales people before opening your door. If you have doubts, call the employer.
- If you live alone, do not advertise it. Use only last name on mailbox and first initial and last name in phone book.
- Teach children not to open the door or give out information by phone about who is home, or how long they may be out.
- When you come home, if you notice any signs of tampering on doors or windows, do not go inside. Leave immediately and call police.
- Install dead-bolt locks and a peephole viewer in the door and use them.
- Never open your door without knowing who is on the other side.

**While Driving or Riding** - Be especially cautious when driving your car and/or using public transportation. Reduce risks by taking these precautions:

- Have keys ready in your hand for your car or home.
- Park your car in well-lighted areas.
- After entering or leaving your car, always lock the door.
- If you think you are being followed, drive to a public place or police station.
- When taking public transportation, wait in a well-lighted place.
- Notice who gets on and off with you.
- Sit near the driver.
- If you feel you are being followed by someone, go to the nearest well-lighted area or house/business and request help.

**Date or Acquaintance Rape** – Nationally, sexual assault on college and university campuses is occurring at an alarming rate. The majority of these are date/acquaintance rapes perpetrated against women by men. Date/acquaintance rapists often believe myths such as: women owe men sex if they spend money on her; some women play hard to get and say no when they mean yes; and women enjoy being pursued by an aggressive male. Additionally, alcohol and drugs as well as gendered communication may be factors in these sexual assaults. Regardless, it is NEVER the victim/survivor's fault no matter what she wore, where she was, whether or not she fought back, or whether or not she and the perpetrator were drinking. Perpetrators are 100 percent responsible for their actions.

If you feel your date is pressuring you into sex you don't want, be assertive in expressing your feelings. Every person has the right to say "NO."

Because all people and all situations are different, there is more than one specific way to protect yourself from an attack. We all have different capabilities and you must decide for yourself the best defense method for you. Don't panic. THINK. If you are attacked:

- There are many factors that will determine how you may react. Make a quick assessment of the situation. Is there a weapon involved? Is there available help? Is there a means of escape? Do you have something you could use as a weapon or could an element of surprise throw the attacker off guard? Whether you choose to escape, talk your way out of it, or fight your way out of it, there is no wrong decision. You'll do what you have to do to survive.
- Immediate assertive action has been shown to be effective in many situations. If the assault can't be prevented, concentrate on identifying characteristics so you can make an accurate report to the police. Reporting sexual assaults or attempted assaults to the police is a personal decision. Reporting can help prevent the assailant from victimizing others in the future.
- After an assault, do not change clothing, shower, bathe, or apply medication even though this would be your natural reaction. The physical evidence will be important in the prosecution of the attacker, should you decide to report the assault.
- It is recommended that you have a medical exam not only for collection of evidence, but also because of the possibility of injury, pregnancy, or disease.

## **Sexual Assault Facts**

SEXUAL ASSAULT IS ANY ACT (VERBAL AND/OR PHYSICAL) WHICH BREAKS A PERSON'S TRUST AND/OR SAFETY AND IS SEXUAL IN NATURE. Sexual assaults are acts of violence where sex is used as a weapon. Assaults are motivated primarily out of anger and/or a need to feel powerful by controlling, dominating, or humiliating the victim.



## Basic Bill of Rights for Victims and Witnesses

As a victim of a crime in Wisconsin, you have the following rights:

- To be informed of your rights and how to exercise your rights.
- To information regarding the offender's release from custody.
- To be notified of a decision not to prosecute if an arrest has been made.
- To speak with the Assistant Attorney General (AAG), or prosecutor representative upon your request, about the possible outcome of the case, potential plea agreements and sentencing options.
- To attend court proceedings in the case.
- To have reasonable attempts made to notify you of the time, date and place of upcoming court proceedings, if you so request.
- To be provided with a waiting area separate from defense witnesses.
- To a speedy disposition of the criminal case.
- To have your interest considered when the court is deciding to grant a request for a delay (continuance).
- To be notified if charges are dismissed.
- To be accompanied to court by a service representative. This right is limited to specific types of crimes.
- To ask for assistance with your employer if necessary, resulting from court appearances.
- To request an order for, and to be given the results of, testing the offender for sexually transmitted diseases or HIV. This right is limited to specific types of crimes.
- To provide a written or oral victim impact statement concerning the economic, physical and psychological effect of the crime upon you to be considered by the court at sentencing.
- To have the impact of the crime on you included in a presentence investigation.
- To be provided sentencing or dispositional information, upon request.
- To restitution as allowed by law.
- To a civil judgment for unpaid restitution.
- To compensation for certain expenses as allowed by law.
- To have your property expeditiously returned when it is no longer needed as evidence.
- To be notified of the offender's eligibility for parole and to have input into the parole-making decision.
- To have the Department of Corrections make a reasonable attempt to notify you of specific types of releases, escapes or confinements as provided by law.
- To have a reasonable attempt made to notify you of a pardon application to the governor and to make a written statement regarding the pardon application.
- To contact the Department of Justice about any concerns you may have about your treatment as a crime victim.

In order to receive information, keep the appropriate agency informed of your current address and telephone number.

## Sex Offender Registry

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims, and the general public. The state Web site is <https://appsdoc.wi.gov/public>. The fact that an individual is listed on the Sex Offender Registry does not automatically prevent the individual from pursuing educational opportunities at Northwood Tech.

The Northwood Tech Board has approved G-113/G-113A/G-113B & J-121/J-121A/J-220A Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints Policy/Procedure/Grievance Procedure.

## Student Behavior Expectations

### Preamble

Just as a student does not lose citizenship rights upon enrolling at a college, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of Northwood Technical College (Northwood Tech) students are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the college, honesty in academic work and all other activities, and observance of local, state, and federal laws.

When students enter college, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Student conduct, therefore, is not considered in isolation within the College community but as an integral part of the education process. All students are expected to know and abide by the student code of conduct and academic misconduct policies.

The process is an educational one by which Northwood Tech applies its values to establishing the best possible learning environment for students.

### Academic Misconduct Policy

Faculty are responsible for familiarizing students with conduct expectations associated with academic integrity through a statement in the syllabus concerning academic dishonesty to the specific course. Students have an obligation to conduct their academic work according to College standards. Students also have a right to expect that they will be graded fairly and have the right to due process procedures should they be charged with academic misconduct.

Academic misconduct includes, but is not limited to:

1. Cheating, which is intentional deceit or an attempt to deceive, during the pursuit of academic course work, includes but is not limited to:
  - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations.
  - b. Use of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments.
  - c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
  - d. Engaging in any behavior specifically prohibited by a faculty member as outlined in the course syllabus or course materials.
  - e. Allowing another person to do one's work and submitting that work under one's own name.
2. Plagiarism is representing the work of others as one's own. The use of another's words, ideas or information without acknowledgment is also plagiarism. Plagiarism includes but is not limited to:
  - a. The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  - b. Purchasing of term papers or other written/electronic assignments and submitting in whole or in part to meet course requirements.

3. Collusion is obtaining or giving a student unauthorized assistance on material in any course work.
  - a. The term "facilitating academic dishonesty" means knowingly helping or attempting to help another to violate the College's policy on academic dishonesty.
4. Creating an unfair advantage by:
  - a. Assisting other students in cheating, falsifying information, or plagiarizing.
  - b. Providing false information in connection with an inquiry regarding academic dishonesty.
  - c. Engaging in conduct aimed at making false statements of a student's academic performance.

Additional provisions from accrediting bodies and clinical/internship sites may supplement this list of potential academic misconduct activities. Additional information may be provided in departmental or program handbooks.

#### Academic Misconduct—First Offense:

It is the responsibility of the faculty member who identifies an academic misconduct occurrence to investigate the matter in a timely manner. The faculty member will communicate in writing the basis of his or her suspicion so that the student has the opportunity to respond to the misconduct charge. If, as a result of this investigation, the faculty member determines that no academic misconduct occurred, the matter will be considered closed. For the first offense and if action is not otherwise governed by the syllabus, departmental policy, or program handbook, the faculty member may choose one or more of the following sanctions:

1. Give a verbal and/or written warning to the student about the unacceptable behavior
2. Issue an alternative assignment, project, or examination
3. Reduce the grade or assign a failing grade for the assignment, project, or examination

The faculty member will keep copies of all relevant material concerning the academic misconduct.

#### Academic Misconduct—Second Offense:

A "second offense" of academic misconduct can occur in the same class as the first offense of misconduct or it could be a second occurrence of misconduct in different courses within the same semester. It is the responsibility of the faculty member who identifies an academic misconduct occurrence to investigate the matter in a timely manner. The faculty member will communicate in writing the basis of his or her suspicion so that the student has the opportunity to respond to the misconduct charge. If, as a result of this investigation, the faculty member determines that no academic misconduct occurred, the matter will be considered closed. For the second offense, and if action is not otherwise specified governed by the syllabus, departmental policy, or program handbook, the faculty member may choose to:

1. Assign a failing grade in the course
2. Lower the grade in the course
3. Remove the student from the course and/or program and issue a failing grade

Prior to ruling on the second offense of misconduct, the instructor will meet with the Dean of the academic program or his/her designee to review the evidence and the selected consequence. The instructor will communicate the decision in writing to the student and copy the Dean of the academic program. If the documented academic misconduct is of a significant enough level to warrant dismissal from the program either with or without the possibility of re-entry, the Dean of Students will be notified of the decision so that official

records can be updated. The student will be notified of this action in writing.

The student has the right to appeal the determination of academic misconduct and/or the sanctions imposed. Refer to the Procedures for Academic Misconduct Appeal.

## ACADEMIC MISCONDUCT APPEAL PROCESS

The intention to achieve resolution between the faculty member and the student is the most desired outcome. If such resolution cannot be attained or if the student feels that an informal meeting with the faculty member is not possible due to the nature of the concern, then the appeal process as outlined below will begin. Failure of the student to comply with any deadlines below will forfeit a student's right to appeal.

In the following process, "business days" refers to Monday through Friday not including days that the College is closed. The Vice President, Academic Affairs has the authority to extend any specified deadline due to extenuating circumstances; this extension must be given to the student in writing.

The guiding principles for an appeal is a violation of the student's due process, an error in the application of the prescribed process, or additional evidence/information not previously considered that would have a direct impact on decisions that were made. Dissatisfaction with the decision is not grounds for appeal.

**Step One: Request for Appeal to the Vice President, Academic Affairs:**

The student must present a written appeal request to the Vice President, Academic Affairs within three (3) business days of receiving the sanction. The written appeal must contain the following items:

- a. The student's specific concerns including the date of the sanction.
- b. A summary of the student's discussion with the faculty member.
- c. The outcome the student is seeking.
- d. Any new documentation or evidence that was not considered in the original decision that the student wishes to present.

**Step Two: Committee Review:**

Within three (3) business days of receiving the appeal, the Vice President, Academic Affairs will call into service an Academic Appeals Misconduct Committee. The appeals committee is appointed and chaired by the Vice President, Academic Affairs. Membership will include one Dean of the academic program from a division not involved in the appeal, two faculty members from disciplines not involved in the appeal, one Student Affairs representative, and the Registrar. Committee members will be selected to provide objectivity and/or relevant knowledge or experience. The committee will review all documentation provided by the student and will ask for documentation from the Dean of the academic program.

If the appeal has no merit, all persons involved in the appeal will be notified within 10 business days of receipt of the appeal. The appeal will be dropped at this point. The decision is final.

If the appeal has merit, the Committee will:

1. Act on the appeal within 30 days of the decision to investigate the appeal. The Committee will schedule a hearing at the student's campus to make it convenient for the student to attend part of the review. This scheduled date is communicated to all involved parties.

2. The Committee reviews the appeal and conducts a hearing with the student and other appropriate staff as necessary.
3. The Committee will deliberate and make the final decision on the matter, preferably by group consensus. If consensus cannot be reached, a vote will be taken. A majority vote decides the appeal. All discussion will be kept confidential by the Committee members.
4. Within five (5) business days of the Committee's action, the student will be sent a letter from the Vice President, Academic Affairs outlining the decision. The decision is final.

Questions regarding this policy should be directed to the Vice President, Academic Affairs.

## Student Code of Conduct

Any student found to have committed or to have attempted to commit the following acts of misconduct is subject to the disciplinary sanctions. This list is not all-inclusive.

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any College official, faculty member, or office.
  - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
3. Harassment of any member of the College community, placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse (including repeated phone calls), intimidation, including but not limited to, violence or threats of violence or personal vilification, including when such actions are based on age, sex, race, color, disability, religion, sexual orientation, national/ethnic origin, or other protected classification.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of or visitor to the College community or other personal or public property, on or off campus.
5. Planning, directing or committing acts of hazing. Hazing is defined as (a) any activity which willfully or recklessly endangers the physical or mental health of an individual or group; (b) any activity that subjects an individual or group to ridicule or embarrassment; or (c) any unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with the directions of College officials including, but not limited to, faculty or administrators acting in the performance of their duties; failure to present identification upon request of College personnel in the performance of their duties. (This includes refusing to depart from any College property.)
7. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College Web site.
9. Apparent or alleged or actual violation of local ordinances, federal or state laws where said violation poses a substantial threat to the safety and/or welfare of campus community members.
10. The possession, manufacturing, use, or distribution of alcohol, including under-age drinking, or illicit drugs or controlled substances on College property or at any

- College-sponsored activity except as expressly permitted by law.
11. Illegal or unauthorized possession of firearms or facsimile, explosives, other weapons, or dangerous instruments or chemicals on College premises or at any College sponsored activity or use of any such item(s), even if legally possessed, in a manner that harms, threatens, or causes fear to others.
  12. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
  13. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
  14. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other device used to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
  15. Theft or other abuse of computer facilities and resources, including but not limited to:
    - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Use of another individual's identification and/or password.
    - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College official.
    - e. Use of computing facilities and resources to send obscene or abusive messages.
    - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
    - g. Use of computing facilities and resources in violation of copyright laws.
    - h. Any violation of the College Acceptable Internet Use Agreement.
    - i. Illegal copying software
  16. Abuse of the Student Code of Conduct System, including but not limited to:
    - a. Attempting to initiate a student conduct code proceeding in bad faith (False accusation)
    - b. Attempting to discourage an individual's proper participation in, or use of, the Student Code of Conduct System.
    - c. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
    - d. Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct System.
  17. Attending classes while intoxicated or under the influence of illicit drugs or controlled substances.
  18. Acts of sexual harassment or sexual assault, or other forms of harassment as spelled out in the student Handbook and College policy.
  19. Initiation or circulation of a false warning of an impending bombing, false alarm of fire, or other emergency, catastrophe, or crime.
  20. Unsanctioned soliciting on College grounds.
  21. Gambling or the possession of gambling devices on College property without appropriate license.
  22. Use of tobacco products within College buildings or outside of the designated areas on school grounds.

23. Copyright infringement.
  24. Intentionally, recklessly or negligently causing physical harm to any person. This includes engaging in any form of fighting.
  25. Unauthorized or fraudulent use of the College's facilities, telephone system, mail system or computer system, or use of any of the above for any illegal act or act prohibited by the Student Code of Conduct.
  26. Falsely claiming to represent the College or a student organization of the College.
  27. Interfering with the due process procedures or outcomes including, but not limited to, falsification, distortion or misrepresentation of information before a Dean of Students; knowingly initiating a complaint without cause; or failure to comply with the sanction(s) imposed by the College.
  28. Committing an act of retaliation toward an individual or group who initiated a complaint (including, but not limited to, any violation of the Student Code of Conduct) with the College.
  29. Posting, affixing, or otherwise attaching written or printed messages or materials, e.g., posters, signs, handbills, brochures, or pamphlets, on surfaces including, but not limited to, doors, windows, buildings, sidewalks, and lawn areas (used, owned or leased by Northwood Tech) with the exception of designated posting areas where approved posting is expressly permitted.
  30. Leaving a child (children), for whom you are responsible, unattended/unsupervised on Northwood Tech property.
  31. Participating in discriminatory unlawful acts including, but not limited to, use of racial slurs, insults, use of aspersions, denial of legal use or admittance, or other verbal or physical conduct related to a person's race, religion, age, color, national origin, handicap, or other protected classification.
  32. Students wishing to engage in political activity or petitions on campus are responsible for obtaining permission from the Dean of Students and are expected to adhere to student conduct expectations and to the designated campus locations.
- For more information, contact the Dean of Students for information on sanctions imposed and the appeal process.

### **Student Conduct Expectations Off Campus**

In order to maintain a college environment of integrity and justice, the Northwood Tech Student Code of Conduct shall apply to conduct which occurs in any and all buildings/on property owned or leased by the College, as well as to any location where the student is engaged in a College activity.

### **Implementation of Behavioral Probation, Suspension, & Dismissal**

Any student who is found to have violated the Student Code of Conduct shall be subject to sanctions imposed by Northwood Tech. The scope of disciplinary action which may be imposed includes written warning; written reprimand; probation; social probation; discretionary sanctions; interim suspension; suspension; withdrawal agreement; expulsion; restitution of damages; revocation of admission and/or degree; and withholding degree. These sanctions need not be imposed in sequence; rather, the severity of the sanction should reflect the severity of the violation. Northwood Tech retains sole discretion to determine the appropriate level of discipline to impose.

It is the College's belief that all disciplinary sanctions should provide the opportunity for personal growth; to that end, referral to the counseling staff for screening and referral to outside agencies for individual assessment may be included as a condition of any sanction.

**The College may impose the following sanctions upon any student found to have violated the Student Code of Conduct:**

1. **Warning:** Notice in writing to the student that the student has violated one or more of the Student Code of Conduct rules and regulations.
2. **Written Reprimand:** Written notice to be recorded in the student's disciplinary record documenting the student's violation of one or more of the Student Code of Conduct rules.
3. **Probation:** A written reprimand recorded in the student's disciplinary record for violation of specified regulations that includes placement of student on probation. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
4. **Social Probation:** Social probation is an official student status issued by the administration to censure serious infraction of school regulations. Students on social probation will not be permitted to hold any office in a school recognized organization and will be relegated to an inactive status in all school activities. Social probation status can be assigned to student organizations whose members violate College policies and conduct codes. School organizations on social probation will not be allowed to conduct business meetings and will not be allowed to function as an authorized organization while on social probation. Any conduct in violation of the Student Code of Conduct while currently on probationary status, may result in the imposition of a more serious disciplinary sanction.
5. **Discretionary Sanctions:** Work assignments, essays, service to the College, or other related discretionary assignments.
6. **Interim Suspension:** The immediate and temporary removal of the student from part or all of the campus following behaviors or threats which constitute an immediate danger to the physical safety and well-being of the student and/or any other campus or community members, destruction of property, or the substantial disruptions of classroom or campus activities. Action to immediately remove the student from the classroom (interim suspension) may be taken by the classroom faculty. Action to remove the student from all classrooms and the campus (campus interim suspension) may be taken only by deans and managers. At the time of the interim suspension directive, the student shall receive verbal and written notice of the pending charges against him/her.
  - a. During the interim suspension, the student may be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.
  - b. The interim suspension does not replace the regular process, which shall proceed up to and through an investigation by the Dean of Students and determination of sanctions.
7. **Suspension:** Termination from classes and/or other privileges or activities for a period not to exceed the current term plus one full academic term. Suspension represents an official student status issued by the administration whereby the student is involuntarily removed from an activity and/or withdrawn from the College. When a student is suspended during a term, the student's tuition is forfeited. A student will be suspended for serious or repeated violations of school rules and regulations as defined in the Northwood Tech Student Code of Conduct. A student may be prohibited from entrance to a Northwood Tech facility during this period. Conditions for readmission may be specified.
8. **Voluntary Withdrawal Agreement:** In certain cases where the student's behavior and continued enrollment may adversely affect his or her well-being, the College and the student may agree to discontinue the student's attendance at Northwood Tech for a specified amount of time and agree to conditions for readmittance to the



College. In such instances, the Dean of Students and the student will sign a written withdrawal agreement detailing the terms and conditions of the withdrawal and readmission.

9. **Expulsion:** Expulsion represents an official student status whereby the student is involuntarily barred from the College and from all College facilities and College-sponsored events for a defined period not less than one academic term. The student will be expelled for serious or repeated violations of considerable magnitude of school rules and regulations as defined in the Northwood Tech Student Code of Conduct. When a student is expelled during a term, the student's tuition is forfeited. A student shall be prohibited from entrance to a Northwood Tech facility during the period of expulsion.
10. **Restitution of Damages:** When deemed appropriate, the Dean of Students may require restitution for damages done or other payment for expenses incurred as a result of the student's actions. Restitution may be required to the College, a specific department, or a specific individual. This may take the form of appropriate service and/or monetary or material replacement. Failure to comply may result in further sanctions.
11. **Revocation of Admission and/or Degree:** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
12. **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
13. **Readmission:** A suspended or expelled student may not enroll in the College for the duration of the suspension or expulsion. In order to be re-enrolled, the student must formally reapply to the College and submit a written request to the Dean of Students.
14. **Repeat Violations:** In the case of repeated violations or violation in deliberate disregard of a specific warning, the student will be subject to more serious sanctions than would otherwise be the case. A prior disciplinary record is never relevant in determining the facts of an incident, but once the facts have been established, it may be relevant in determining the appropriate sanction.

## Due Process During Interim Suspension

Violent behavior or threats of violence will not be tolerated and will result in immediate suspension. During the interim suspension, due process will be followed. The student will be notified in writing of the offense and course of action that will be taken.

## Student Complaint Process

The following chart will help students connect with the correct person when they have a concern or a complaint.

<p>General student concerns, feedback, complaints concerning course content, the quality or delivery of instruction, College service complaints, or concerns regarding other students</p>	<p><a href="http://NorthwoodTech.edu/StudentFeedbackForm">NorthwoodTech.edu/StudentFeedbackForm</a></p>
<p>Support or assistance with complaint process</p>	<p><b>Dean of Students</b>  <b>Ashland:</b> Benita Allen, 715.685.3041 or <a href="mailto:benita.allen@NorthwoodTech.edu">benita.allen@NorthwoodTech.edu</a>  <b>New Richmond:</b> Steve Dus, 715.246.1822 or <a href="mailto:steve.dus@NorthwoodTech.edu">steve.dus@NorthwoodTech.edu</a>  <b>Rice Lake:</b> Justin Johnson, 715.788.7184 or <a href="mailto:justin.johnson@NorthwoodTech.edu">justin.johnson@NorthwoodTech.edu</a>  <b>Superior:</b> Kristin Vesel, 715.319.7184 or <a href="mailto:kristin.vesel@NorthwoodTech.edu">kristin.vesel@NorthwoodTech.edu</a></p>

Incidents of discrimination, assault, harassment, stalking, domestic violence, or related events	<p><b>Associate Vice President, Human Resources</b> Amanda Gohde, 715.731.1223 or amanda.gohde@NorthwoodTech.edu</p> <p><b>Counselor</b> <b>Ashland:</b> Katie Rybak, 715.319.7273 or katie.rybak@NorthwoodTech.edu <b>New Richmond:</b> Rena Arneberg, 715.752.8499 or rena.arneberg@NorthwoodTech.edu OR Kristen Nelson, 715.246.1888 or kristin.nelson@NorthwoodTech.edu OR Brian Vrtis, 715.752.8086 or brian.vrtis@NorthwoodTech.edu <b>Rice Lake:</b> Catrina Everitt, 715.788.7154 or catrina.everitt@NorthwoodTech.edu OR Aaron Staut, 715.788.7038 or aaron.staut@NorthwoodTech.edu OR Rachel Berg, 715.788.7126 or rachel.berg@NorthwoodTech.edu <b>Superior:</b> Kent Lundahl, 715.319.7333 or kent.lundahl@NorthwoodTech.edu OR Dede Maki, 715.319.7334 or dede.maki@NorthwoodTech.edu</p>
Accommodations for disabilities	<p><b>Accommodations Specialist</b> <b>Ashland:</b> Donna Jones-Ilsley, 715.685.3014 or donna.jones-ilsley@NorthwoodTech.edu <b>New Richmond:</b> Lori Denzine, 715.246.1821 or lori.denzine@NorthwoodTech.edu <b>Rice Lake:</b> Heidi Diesterhaft, 715.788.7142 or heidi.diesterhaft@NorthwoodTech.edu Rachel Berg, 715.788.7126 or rachel.berg@NorthwoodTech.edu <b>Superior:</b> Hillary Olson, 715.319.7344 or hillary.olson@NorthwoodTech.edu</p>
FERPA, credit for prior learning, graduation requirements	<p><b>Registrar</b> Jami Koivisto, 715.752.8475 or jami.koivisto@NorthwoodTech.edu</p>
Experiential Learning	<p><b>Associate Dean</b> Lucas Audorff, 715.788.7058 or lucas.audorff@NorthwoodTech.edu</p>
Disputed financial obligations or disputed charges	<p><b>Business Services Manager</b> Melissa Zappa, 715.645.7065 or melissa.zappa@NorthwoodTech.edu</p>
Final grade disputes	Faculty or Academic Dean
Violations of Wisconsin consumer protection laws, including but not limited to false advertising, violations of Wisconsin laws related to the licensure of postsecondary institutions, accreditation or other state requirements; or complaints regarding the quality of education.	<p>Complaint forms available at <a href="http://www.wtcsystem.edu/">http://www.wtcsystem.edu/</a>, then search for 'student complaint' Wisconsin Technical College System Attn: Student Complaint Resolution 4622 University Ave, PO Box 7874 Madison WI 53707-7874</p>

## Student Identification Numbers

As of January 1, 2000, Wisconsin Act 128 limits the disclosure and release of student social security numbers. In order to comply with Act 128, Northwood Tech will assign a unique identification number to each student. This identification number will not incorporate the student's social security number. However, Northwood Tech will continue to collect and report student social security numbers for state and federal reporting requirements. Northwood Tech will ensure that student social security numbers remain confidential.

## Student Rights to Records (Family Educational Rights and Privacy Act of 1974)

Northwood Tech annually informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act protects the privacy of educational records, establishes

the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints concerning alleged failure by the institution to comply with the act. Students have the right to the following:

- Inspect and review information contained in educational records.
- Challenge the contents of their educational records.
- Request a hearing if the outcome of the challenge is unsatisfactory.
- Submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
- Prevent disclosure with certain exceptions of personally identifiable information.
- Secure a copy of the institutional policy that includes the location of all educational records.
- File complaints with the Department of Health, Education and Welfare concerning alleged failures by institutions to comply with the act.

All requests to review educational records must be made in writing to the College Registrar or campus Dean of Students.

The College policy explains in detail the procedures to be used to comply with the provisions of the Act. Copies of the policy can be found in the Student Services office and questions concerning the Family Educational Rights and Privacy Act may be referred to the Student Services office.

In complying with FERPA guidelines, Northwood Tech may release the following directory information without the consent of the student:

- Name
- Local address and permanent address
- Telephone number(s)
- E-mail addresses
- Birth date
- Major field of study
- Classification and Year
- Enrollment status
- Academic honors and participation in officially recognized activities
- Enrollment dates
- Academic credits earned toward degree/diploma
- Matriculation date (date the student entered the program)
- Withdrawal date(s) (or date of death)
- Type of degrees/diplomas/certificates awarded and date granted

Students have the right to inform Northwood Tech that any or all of the above information should not be released without prior consent. Students who wish to do this must complete the Student Record Information Hold Request Form revoking any or all of the public information listed. Revocation remains in effect even after the student no longer attends Northwood Tech. Forms are available in the Student Services office.

## **Annual Notification of Student Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day

the College receives a request for access. Students may request to inspect their records from the Registrar or campus Dean of Students.

2. The student's right to request the amendment of educational records that the student believes are inaccurate or misleading. They should write the College Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing under the Academic Appeals Process.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception which permits disclosure without consent is disclosure to Northwood Tech officials with legitimate educational interests. Northwood Tech officials are individuals employed by the College as researchers, teachers, advisors, counselors, deans, administrative officials responsible for some part of the academic enterprise or one of the supporting activities; support staff and student personnel employed to assist College officials in the management of educational records; a person, company or agency with whom the College has contracted for a service; College Committees (including student members), a person or company with whom Northwood Tech has contracted (such as an auditor, attorney, or collection agent).
  - b. A Northwood Tech official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c. The College may disclose education records to other colleges or universities where the student is dually enrolled, seeks, or intends to enroll in that institution.
  - d. Agencies providing financial assistance to the student, such as employers, Division of Vocational Rehabilitation, and the Veterans Administration.
  - e. Courts or legal officers on the basis of a subpoena.
  - f. Properly authorized educational authorities for the purpose of research, provided that the information is not given in personally identifiable format.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

## Directory Information

FERPA further provides that certain information designated as "Directory Information," concerning the student may be released by the College unless the student has informed the College that such information should not be released. See Student Rights to Records above for a complete list of what the College designates as public or "Directory Information."

Students may restrict the release of "Directory Information," except to Northwood Tech officials with legitimate educational interests and others as indicated above. To do so, the student must file a request to withhold directory information form with the Student Services office. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed.

Questions about FERPA may be directed to the Registrar, Northwood Technical College, 1900 College Drive, Rice Lake, WI 54868. The complete policy is available in the Student Services office or on MyNorthwoodTech under Resources.

## Red Flag Identity Theft Prevention Policy (Red Flag Rule)

The Federal Trade Commission (FTC) and federal banking agencies issued a regulation known as the Red Flag Rule that is intended to detect, prevent, and mitigate opportunities for identity theft. Northwood Tech is committed to identifying Red Flags associated with identity theft and protecting students, faculty, staff, and others who entrust their personal information with the College. Northwood Tech complies with the FTC Red Flag Rule by developing an identity theft prevention program that includes:

- Identifying and detecting “red flags”
- Taking appropriate action when detection occurs to mitigate identity theft
- Updating the identity theft prevention program to reflect changes in risk

## Student Academic Appeals

Students may appeal a variety of decisions made by the College that directly impact academic standing or progress, such as:

- Final course grades
- Credit for prior learning
- Satisfaction of graduation requirements
- Other

## Student Rights

- The right to appeal institutional decisions that affect academic standing or progress.
- The right to present information relevant to the appeal.
- The right to appear with an advisor. Since this appeal process is not a judicial process, no legal representation is part of the process. The appeal process is an educational process. The student’s advisor must be selected from the College. This advisor may be a counselor, instructor, dean, or other College staff member. The advisor may attend informal and formal appeal proceedings to counsel the student and suggest questions.

Students in the Division of Allied Health, EMS, and Nursing or the Law Academy should refer to their program handbooks for guidance on academic appeals. Owing to requirements placed on programs by external accrediting bodies, those requirements may supersede the processes described here; students in these programs must follow the processes described in their program handbooks.

## Time Frame

- For issues related to final course grade, if no satisfactory resolution is achieved informally, students must submit the Academic Appeals Request Form no later than six weeks from the end of the course.
- For issues related to credit for prior learning or satisfaction of graduation requirements must be initiated via formal written petition using the Academic Appeals Request Form no later than six weeks after the action was communicated to the student.

## Informal Review

1. Before any formal grade appeal is filed, it is required that students meet with the

faculty member to clarify and to attempt to resolve the disputed grade. Students with credit for prior learning or satisfaction of graduation requirement appeals must contact the Registrar to discuss the issue.

2. In the event that a final grade issue cannot be resolved with the faculty member, the student must contact and meet with the Dean of the Program or designee to attempt to resolve the issue. If credit for prior learning or satisfaction of graduation is the issue, move directly to the Formal Review.

## Formal Review

If the issue is still not resolved after an informal review, the student may file a formal appeal:

1. The student may appeal a grade granted by any faculty member of any course, based on one or more of the following:
  - a. A mathematical error in the calculation of the grade
  - b. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same faculty member
  - c. The assignment of a grade to a particular student on some basis other than performance in the course
  - d. The assignment of a grade by a substantial departure from the faculty member's previously announced standards for that course
  - e. Other appeal not addressed in program handbooks or identified in a.-d.
2. The student must submit a formal, written appeal utilizing the Northwood Tech Academic Appeals Request Form with any appropriate supporting documentation to the Vice President, Academic Affairs. The Northwood Tech Academic Appeals Request Form is found in hard copy with the Registrar.
3. The Vice President, Academic Affairs will conduct a preliminary review of the request to determine if the appeal meets the prescribed standards for an appeal. The Vice President, Academic Affairs will notify the student within five (5) business days if the appeal has no merit. The decision of the Vice President, Academic Affairs is final.
4. If the appeal has merit, an Academic Appeals Committee appointed by the Vice-President, Academic Affairs will then review the appeal to determine if it merits further consideration. From this point forward, the Academic Appeals Process will remain confidential. Committee members will be selected to provide objectivity and/or relevant knowledge or experience.
  - a. If the appeal has no merit, all persons involved in the appeal will be notified within 14 business days of receipt of written appeal. The appeal will be dropped at this point. The decision will be final.
  - b. If the appeal has merit, the Committee will:
    - 1) Act on the appeal within 30 days of the decision to investigate the appeal. The Committee will schedule a hearing at the student's campus to make it convenient for the student to attend part of the review. This scheduled date is communicated to all involved parties.
    - 2) The Committee reviews the appeal and conducts a hearing with the student and other appropriate staff (if necessary).
    - 3) The Committee will deliberate and make the final decision on the matter, preferably by group consensus. If consensus cannot be reached, a vote will be taken. A majority vote decides the appeal. All discussions will be kept confidential by group members.

- 4) Within five business days of the Committee's action, the student will be mailed a letter from the Vice President, Academic Affairs outlining the decision.

## Weapons Policy

Northwood Tech will uphold all local, state, and federal laws concerning the use, concealment, creation, manufacture, or possession of weapons, and/or potentially dangerous devices, as such weapons and devices are defined by Wisconsin Statutes, as amended, including but not limited to Chapter 941 of Wisconsin Statutes or any facsimile weapon that could reasonably be expected to alarm, intimidate, threaten or terrify another person, and/or potentially dangerous devices at any campus facility and College special events. To that end the College prohibits the possession of weapons as allowed under state statutes.

### Definitions

Weapons means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm, any electric weapon, as defined in §[941.295(4)]; billy clubs; knives; or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. Illegal weapons means items that are illegal to possess as defined by Wisconsin Statutes. These include, but are not limited to the following:

- Short barreled shotguns and rifles (§941.28)
- Machine guns (§941.27)
- Firearm silencers (§941.298)
- Tear gas, mace, or similar substances except for pepper spray [§941.26(1)(b)]

### General Prohibitions

The use, placement, concealment, creation, manufacture, transportation, or possession of weapons and/or potentially dangerous devices in Northwood Tech owned or occupied buildings, Northwood Tech owned or leased vehicles, or at Northwood Tech special events as defined in §943.13(1e)(h), Wis. Stats., are generally prohibited except as expressly permitted hereafter or allowed by law. Any legal firearms in vehicles must be unloaded (except for handguns) and stored in a manner that does not endanger "another's safety by the negligent operation or handling" of the weapon in conformity with Wis. Stat. §941.20. Any person in possession of a weapon in an area where Northwood Tech does not prohibit weapons is responsible for complying with all laws, rules, and regulations.

Illegal weapons are prohibited on all College property. Any person who is prohibited by state or federal law or court order from possessing firearms is prohibited from possessing firearms on all College property.

College students shall not use, place, transport or possess weapons in Northwood Tech in buildings or during the course of employment or as a student of Northwood Tech (per the terms and conditions of employment and enrollment in any Northwood Tech course), or while operating any Northwood Tech vehicle. Students must also observe the policy developed by any employer or property owner at any alternative site visited for College business or for instruction. Any student or employee involved in a violation of this policy will be subject to the College's disciplinary procedures up to and including termination of employment or expulsion from the College.

## **Exceptions**

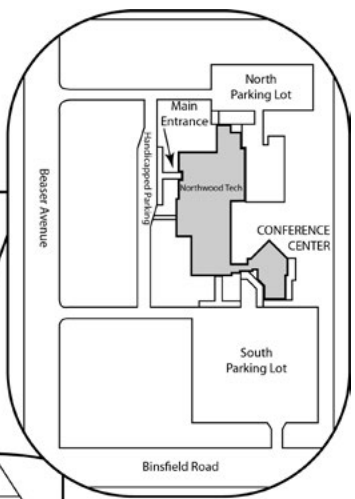
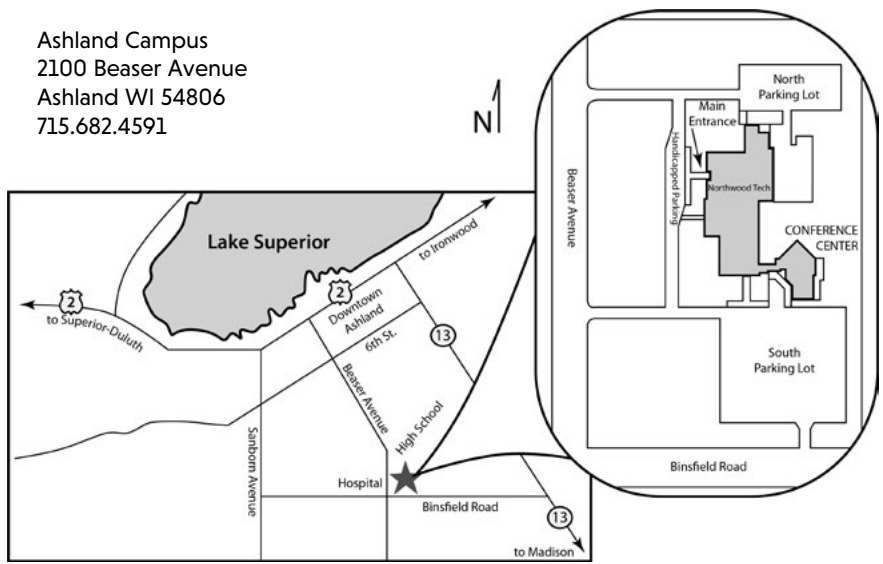
The general prohibitions above do not apply to:

1. Sworn law enforcement officers, whether on or off duty
2. Members of the armed forces acting in an official capacity with the armed forces
3. Faculty and students for training purposes, consistent with specific program practices and procedures, when authorized, unless prohibited by local, state, or federal laws or court order
4. Individuals authorized by the College President or designee



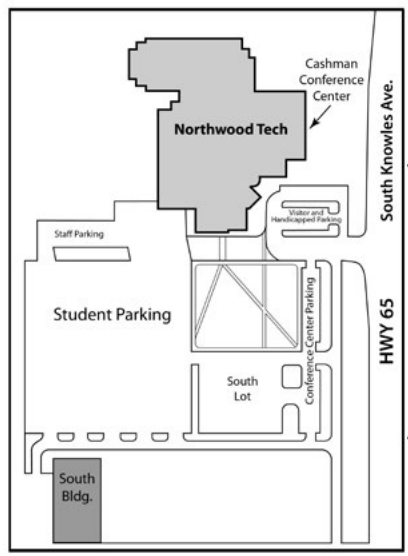
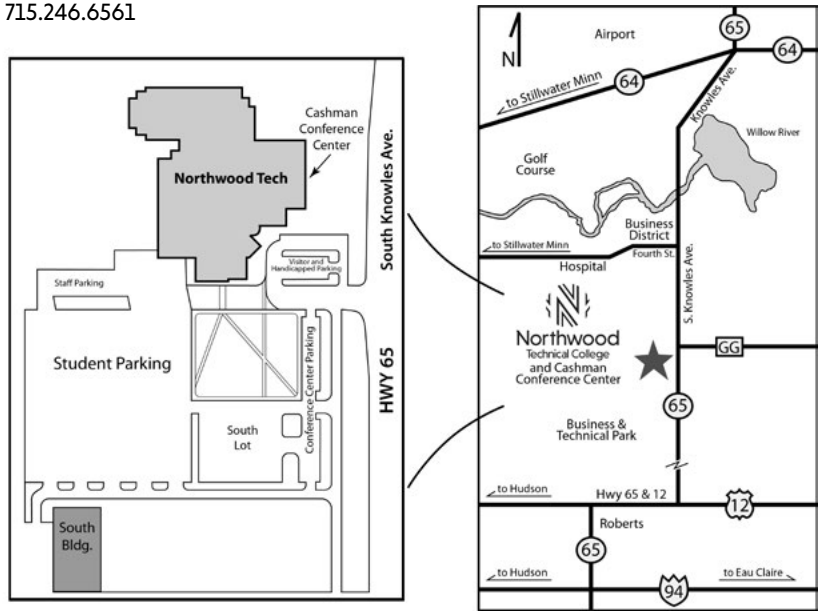
# CAMPUS MAPS AND DIRECTIONS NORTHWOOD TECH ASHLAND CAMPUS

Ashland Campus  
2100 Beaser Avenue  
Ashland WI 54806  
715.682.4591



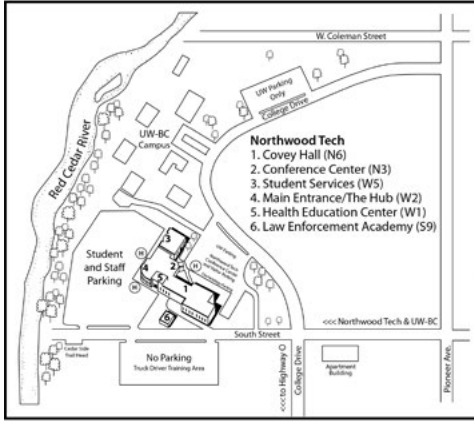
# NORTHWOOD TECH NEW RICHMOND CAMPUS

New Richmond Campus  
1019 South Knowles Avenue  
New Richmond WI 54017  
715.246.6561



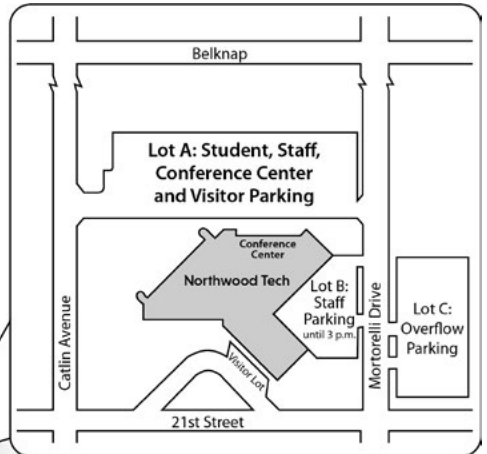
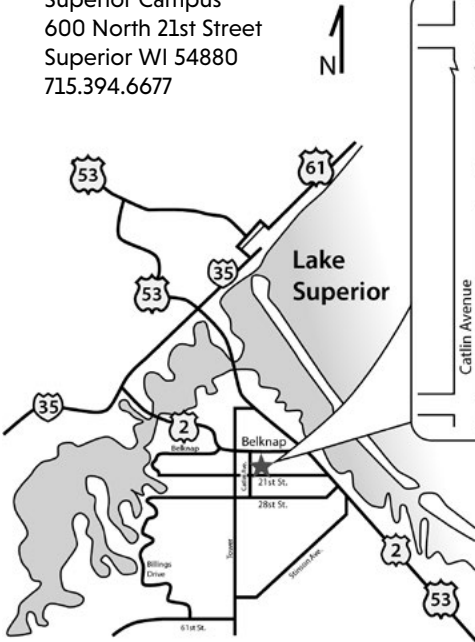
# NORTHWOOD TECH RICE LAKE CAMPUS

Rice Lake Campus  
 1900 College Drive  
 Rice Lake WI 54868  
 715.234.7082



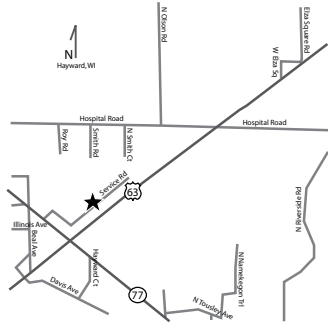
# NORTHWOOD TECH SUPERIOR CAMPUS

Superior Campus  
 600 North 21st Street  
 Superior WI 54880  
 715.394.6677



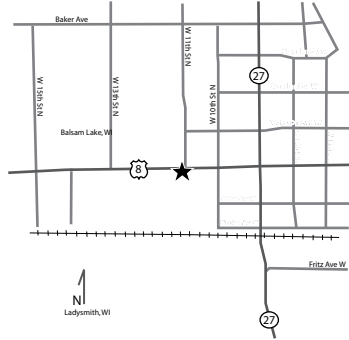
## HAYWARD OUTREACH CENTER

15618 Windrose Lane, Suite 100  
 Hayward, WI 54843  
 715.634.5167



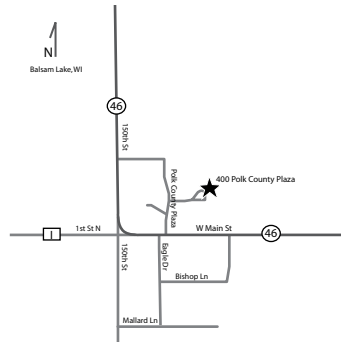
## LADYSMITH OUTREACH CENTER

1104 Lake Ave. W., Suite #1  
 Ladysmith, WI 54848  
 715.532.3399



## BALSAM LAKE OUTREACH CENTER

400 Polk County Plaza  
 Balsam Lake, WI 54810  
 715.485.3044



## HEALTH EDUCATION CENTER

505 Pine Ridge Drive  
 Shell Lake, WI 54871  
 715.468.2815



## **ACCESSING BLACKBOARD**

**\*\*\*IMPORTANT:** Students should always use the MyCampus portal to access Blackboard. The MyCampus portal contains links to all of your Northwood Tech student technology applications. If you login to the MyCampus portal using your Northwood Tech credentials, you can access Blackboard directly from the portal. The portal will automatically log you in to Blackboard after clicking on the Blackboard icon. The direct link to the MyCampus Portal is <https://mycampus.NorthwoodTech.edu>.

<https://myhelp.northwoodtech.edu/kb/section/5/>

This link details the instructions to setup your MyCampus user account and password. You must click on "First Time User" at initial login to create your account, password and security questions. It is important to follow these instructions to successfully log into the MyCampus portal.

Remember that once you have completed the First Time User setup, your student ID and the password you just created is used to log into any Northwood Tech computer.

You will use MyCampus to access all of your applications at Northwood Tech: Blackboard, email, MyNorthwoodTech, etc.

## **ACADEMIC SUPPORT:**

Students should contact their instructor with any questions about the course.

## **TECHNICAL SUPPORT:**

Should students encounter problems while logging in or while taking a course which utilizes Blackboard, contact MyHelp in one of the following methods:

Online: <http://myhelp.NorthwoodTech.edu>

Email: [myhelp@NorthwoodTech.edu](mailto:myhelp@NorthwoodTech.edu)

Phone on-campus: Help Desk AA

Phone off-campus (toll-free): 715.475.1111 (voicemail only)

Northwood Technical College does not discriminate on the basis of race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to oversee Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Affirmative Action/Equal Opportunity Officer/Title IX Coordinator/Associate Vice President, Talent and Culture, 1900 College Drive, Rice Lake, WI 54868, 715.645.7042, TTY 711, [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu).



## Questions?

Find answers to what you need to know as a Northwood Tech student at: [NorthwoodTech.edu/orientation](http://NorthwoodTech.edu/orientation)

### Northwood Technical College Campus Locations

2100 Beaser Ave.  
Ashland, WI 54806  
715.682.4591

1019 South Knowles Ave.  
New Richmond, WI 54017  
715.246.6561

1900 College Dr.  
Rice Lake, WI 54868  
715.234.7082

600 North 21st St.  
Superior, WI 54880  
715.394.6677

### Outreach Locations

400 Polk County Plaza  
Balsam Lake, WI 54810  
715.485.3044

15618 Windrose Lane, Suite 100  
Hayward, WI 54843  
715.634.5167

1104 Lake Ave. W., Suite #1  
Ladysmith, WI 54848  
715.532.3399

### Health Education Center

505 Pine Ridge Dr.  
Shell Lake, WI 54871  
715.468.2815

TOLL FREE: 800.243.9482    WEB SITE: [NorthwoodTech.edu](http://NorthwoodTech.edu)    TTY: 711