



**LAKESHORE**  
**TECHNICAL COLLEGE**

2021-2022

STUDENT HANDBOOK

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**Welcome to LTC!** We are excited you are a part of our community and look forward to great things this year.

We are focused on helping you succeed at each step along the way. The entire LTC team is your support network and is committed to preparing you for success in your personal and professional life. Please keep in mind there are numerous academic, career, and personal resources available to you any time you need them.

We know you will leave LTC ready to take on the world. Our high-tech learning environment and our experienced instructors will help you build a pathway to wherever you want to go in life. History is full of people who started at a college just like LTC and went on to do great things: Steve Jobs (founder of Apple and Pixar), George Lucas (creator of Star Wars), Ross Perot (billionaire business executive who received over 19,000,000 votes in the 1992 presidential election), Eileen Collins (first female pilot and first female commander of a U.S. space shuttle mission), Craig Venter (helped sequence the second human genome), Fred Haise (lunar module pilot of Apollo 13), Aaron Rodgers (quarterback for the Green Bay Packers), Ileana Ros-Lehtinen (first Hispanic woman elected to Congress), and countless others. The LTC team is excited to see where you go when you leave here.

Best wishes for a successful year and be sure to take advantage of everything LTC has to offer.

We are with you all the way!  
The LTC Team

**Mission**

Transform individuals and strengthen our communities through innovative, accessible learning.

**Vision**

The community's driver for individual, social, cultural, and economic vitality.

**WHEREVER AND  
WHENEVER NEEDED**

**Accreditation and Affiliation**

Lakeshore Technical College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; hlcommission.org; 312.263.0456.

**EQUAL OPPORTUNITY EMPLOYER/EDUCATOR**

Lakeshore Technical College does not discriminate in employment, admissions, or its programs or activities on the basis of race, color, national origin, religion, sex, and gender (including sexual orientation and gender identity), disability, or age, or membership to any other legally protected class. The Human Resources Department/Affirmative Action Officer has been designated to handle inquiries regarding the College's nondiscrimination policies.

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# STUDENT RESOURCES

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## ACADEMIC SUPPORT & TUTORING

LTC's Academic Support & Tutoring Services provides free assistance for a variety of classes and programs. Students may access support through walk-in hours, structured labs, study groups, and individualized peer tutoring. Support is provided in the areas of General Education, such as Reading, Math, English, Social Science, Science, and Study Skills. Most supports are available virtually, in person, or over the phone.

Student technology support provides one-on-one computer help for a variety of campus technologies and software, including Blackboard, MyLTC, email, Microsoft Office (formatting documents, Word, Excel, and PowerPoint), file management, and more.

Peer Tutoring is available for individualized help in technical program classes.

For students who seek support via online tutoring, LTC has partnered with Tutor.com. Tutoring support is available 24/7 and features a team of on-demand expert tutors. Success is not achieved alone. It takes a team. Tutor.com is here to help you. Access Tutor.com directly from your course or Academic Support tab in Blackboard.

Unsure about technology or what to expect in your college classes? No worries, LTC has you covered! Get tech-ready for classes with the Crush IT Learning Series! Let LTC staff experts guide you through commonly used LTC technology, applications, resources, tips, and skills essential to student success while taking online and face-to-face classes. All sessions are open to prospective and current students, staff, and community members. To view the Crush IT sessions and to pre-register, use this link: [www.gotoltc.edu/crush-it](http://www.gotoltc.edu/crush-it).

For additional resources, visit <https://gotoltc.edu/current-students/student-support-services/academic-support-and-tutoring>

If you are looking for academic support of any type, ask how we can help. Academic Support is in the Student Resource Center. Stop in, call 920.693.1322, or email [academic.support@gotoltc.edu](mailto:academic.support@gotoltc.edu).

## ACCESS, DIVERSITY, EQUITY, AND INCLUSION

Diversity & Multicultural Services nurtures a welcoming environment where all students are empowered to pursue their academic and professional goals. We provide proactive support to students, foster an appreciative awareness of diversity, and promote access, equity, and inclusion in the LTC community.

We serve as a resource and support students including:

- Assistance with navigating admissions, financial aid, registration, and other college processes.
- Academic and cultural support.
- Programming that supports success
- Special events and workshops that are focused on diversity, equity, and inclusion.

LTC assures compliance with all federal and state laws through administration and enforcement of LTC District Board Policies and Procedures, including those related to equal opportunity, equal educational opportunity, and affirmative action.

For more information regarding diversity, equity, and inclusion at LTC, please visit us at <https://gotoltc.edu/current-students/student-support-services/diversity> or contact us directly at 920.693.1120.



## **ACCOMMODATION SERVICES**

The mission of Accommodation Services is to be an active partner with students, faculty, and staff in creating an accessible learning environment where students with disabilities have an equal opportunity to participate in all aspects of LTC programs, services, and activities. The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination against persons because of their disability. Accommodations are outcome neutral and are not intended to provide any advantage or guarantee of success in a course or program.

A student requesting accommodations is required to:

- Submit an Accommodation Request Form to Accommodation Services.
  - This document is located on the Accommodation Services website. <https://gotoltc.edu/current-students/student-support-services/ada>.

Submit documentation of the stated disability identifying the disability for which accommodation is requested and substantiating that the need for accommodation is related to the disability. In general, documentation should not be more than five (5) years old.

## **Service Animal Policy**

LTC allows the use of service animals by persons with documented needs on the LTC campuses. The intent of LTC is to meet the needs of the entire campus community in an atmosphere of open communication and inclusion.

Emotional support animals are not allowed on campus per LTC's Animals on Campus Policy.

If you have questions about receiving accommodations or would like to schedule an appointment, please contact Accommodation Services, at 920.693.1120 or 920.693.1274.

## **AUTO REPAIR**

The Auto Collision Technician program accept requests for auto repairs that align with their coursework at a reduced cost (materials/supplies only). Visit <https://gotoltc.edu/community/on-our-campus/automotive-work-request> to view the repair schedule and submit a work request. For more information, contact 920.693.1205.

## **CAREER & EMPLOYMENT SERVICES**

Career & Employment Services coordinates resources and services that help facilitate student transition from college to work. Learning and networking opportunities, including employment development seminars, workshops, and consultation, as well as resources on the college website such as online graduate placement information and links to job search and labor market information, are available to students. Students may schedule one-on-one appointments using the scheduling tool in Navigate.

Handshake is the college and Wisconsin Technical College System's official employment link for Wisconsin technical college students and graduates to find job openings and internships posted by employers.

To be eligible for full access/service from Wisconsin TechConnect:

You must be an LTC student in an Associate Degree, Technical Diploma, certificate program and currently enrolled in LTC classes or already be an official LTC graduate of an Associate Degree or Technical Diploma program service is renewable.

InterviewStream is an online, video-based tool that provides 24/7 access to practice interviewing skills. It includes interview question sets customized to different programs and recorded interviews can be shared.

The Career Closet, part of the StudentSHARE program, provides gently used clothing for professional and personal purposes. Items range from scrubs and casual attire to business casual and business professional clothing appropriate for marketing assistants and nurses to welders and CNC machinists (available items vary based on donations). All items are FREE for students.

For more information, visit <https://gotoltc.edu/career-placement/> or email [cps@gotoltc.edu](mailto:cps@gotoltc.edu) with all questions and inquiries relating to Career & Employment Services.

## **COMPUTER PROBLEM RESOLUTION (CPR) CENTER**

The computer support 'store front' offers personal computer repair services to LTC staff and students. Staffed by IT students, the CPR Center is open limited hours in L119A during fall and spring semesters. For more information, contact 920.693.1639 or email [cpr@gotoltc.edu](mailto:cpr@gotoltc.edu).

## **DENTAL CLINIC & VISION SCREENINGS**

The Lakeshore Community Dental Clinic provides limited dental services for individuals who are on Medical Assistance (BadgerCare Plus/Title XIX). For more information, contact 920.693.1185 or email [ltcdental@gotoltc.edu](mailto:ltcdental@gotoltc.edu).

Ophthalmic Medical Assistant students offer free 20-minute vision screenings which measure: vision acuity, depth perception, glaucoma screening, and auto-refraction. For more information, contact 920.693.1179.

## **ENGLISH LANGUAGE ACADEMIC SUPPORT**

LTC offers support for students who speak English as a second (or third, or fourth) language. ELL Instructors are available to help with homework assignments, studying for tests, understanding difficult readings, editing a paper, practicing for a presentation, or anything else you need. For more information, please contact 920.693.1209.

## **FINANCIAL COACHING**

LTC partners with community organizations to provide free financial coaching to students. Coaching sessions assist students with developing customized spending plans and specific financial goals. Students may schedule a coaching session by emailing [financial.coach@gotoltc.edu](mailto:financial.coach@gotoltc.edu) or calling 920.693.1718.

## **LIBRARY SERVICES**

The LTC Library, located in the Student Resource Center of the Lakeshore Building, provides a learner-centered environment where students, staff, and community members may access information through a variety of educational and technological resources responsive to users' needs.

### **Physical Resources**

Students with an active LTC ID number may borrow library materials such as books, journals, audiovisual, course textbooks, test prep materials, and more. Items can be searched via the library catalog. The library also has a copy of many course textbooks available for 4-hour checkout, including print copies of online OER (open educational resource) books. Students may request books, articles, and materials from other libraries, at no cost, through interlibrary loan. Students are financially responsible for any items checked out to their library account, including items that are not returned (missing or stolen), returned damaged, and/or any overdue fees that may have accrued.

Most library materials may be renewed in person, over the phone 920.693.1130, by email at [library@gotoltc.edu](mailto:library@gotoltc.edu), or on the library website: [gotoltc.edu/library](https://gotoltc.edu/library), click on My Account. Sign up to receive library notices via text message in My Account > Edit Account.

### **Online Resources**

The library provides access to a variety of online resources accessible 24/7 through the library's website [gotoltc.edu/library](https://gotoltc.edu/library). An LTC Student ID number and network/email password (how you log into your email/campus computers) are required to access resources.

## **Devices & Equipment**

Laptops, Wi-Fi Hotspots, and electronic devices (Apple iPads & Microsoft Surfaces) are available to current LTC students enrolled in at least one course and in good financial standing with the College. Borrowers need to present a current LTC Student ID card and may check out one laptop or tablet at a time. Various equipment (power cords, headphones, microphones, web cams, calculators, scanners, flash drives, etc.) is also available. To check availability and see full terms and conditions for equipment checkout, please visit: [gotoltc.edu/library](http://gotoltc.edu/library) > [Devices & Equipment](#).

## **Study Rooms & Study Booths**

Rooms for quiet study are available with priority given to current LTC students. Checkout period is two hours with the opportunity to renew if no one is waiting for a room. Each study room is an enclosed space with a table, chairs, computer with dual monitors, whiteboard, and dry erase markers. Each study booth is an enclosed space with a desk and chair.

For more information, contact the Library at 920.693.1130 or email [library@gotoltc.edu](mailto:library@gotoltc.edu).

## **MENTAL HEALTH COUNSELING**

Counseling services are available day and evening to assist students with personal concerns and mental and emotional wellness.

Personal, individual, and short-term counseling is available to assist students in dealing with concerns which may interfere with class success or personal growth. Students may also be referred to agencies in the community for appropriate comprehensive counseling.

For more information and/or to set up an appointment with the counselor, please see the Current Student Resource page.

## **ORIENTATION & STUDENT SUCCESS TUTORIAL**

Orientation for new students may include a college orientation, program-specific orientation and the online Student Success Tutorial.

Orientation activities are held prior to the start of the fall and spring semesters and include the opportunity to:

- Learn about services to help you succeed
- Get updates on Title IX and college policies
- Hear about paying for college and payment options
- Pick up just-in-time reminders for the start of school
- Individual programs may require an additional orientation session. Each respective division will coordinate and communicate dates, times, and details.

All new students will also complete the online Student Success Tutorial, which is a self-guided course that provides more in-depth information to prepare students to be successful. The activities in the tutorial are common tasks you will be asked to complete as part of being a new student at Lakeshore Technical College. The activities will help you:

- Explore a variety of Blackboard features that may be used in a course.
- Utilize LTC technologies.
- Explain campus-wide policies.
- Discover tips and tricks to being a successful student at LTC.
- Identify the different options to pay for college.
- Explore various student support resources available to students at LTC.

## **PROGRAM COUNSELING**

Program Counselors are here to help students plan their educational path and achieve their career goals. Program Counselors help students with course selection and registration, academic success, and transition to the workforce or continuing education. You can schedule an appointment for this service by calling 920.693.1109 or by using the scheduling feature in Navigate.

## **STUDENT LEADERSHIP BOARD (SLB)**

LTC Student Leadership Board (SLB) is comprised of student representatives and organizations whose executive members are selected via an application process set forth by the LTC SLB. LTC SLB provides students with opportunities to participate in democratic leadership/self-government. LTC SLB provides liaison between the administration, faculty, staff, and students; promotes citizenship/leadership; operates as the students' official voice in the college community; and acquires information for dissemination to the student body. LTC SLB operates according to a constitution with the assistance of college appointed LTC SLB Staff Advisors. Official meetings are held between September and April and all students are welcome. LTC SLB executive members can participate in statewide student advocacy activities through Wisconsin Student Government. For information email [studentlife.slb@gotoltc.edu](mailto:studentlife.slb@gotoltc.edu).

## **STUDENT LIFE**

Student Life at LTC is viewed as an integral part of your total educational experience. Being involved in activities beyond the classroom helps you broaden cultural horizons, create outlets for self-expression, prepare for the workplace, and have fun. Monies from the supplemental fee contribute to student recognition awards and student organization assistance and support LTC Student Leadership Board (SLB) activities and services. For information email [studentlife.slb@gotoltc.edu](mailto:studentlife.slb@gotoltc.edu).

### **Awards Celebration**

Annually the college recognizes and celebrates students for academic, student organization leadership, and service excellence. Program Excellence Award recipients are selected by program faculty, Student Organization Leadership Award recipients are selected by student organization advisor(s), and recipient(s) of the Trevor J. Casper Service Excellence award are recognized by any staff member. Award recipients are notified of their selection in late April. For information email [studentlife.slb@gotoltc.edu](mailto:studentlife.slb@gotoltc.edu).

## **WTCS AMBASSADOR PROGRAM**

The Wisconsin Technical College System (WTCS) Ambassador Program recognizes and rewards outstanding student achievement and appreciation for technical education. LTC's WTCS Ambassador represents the college and the WTCS at campus, community, and WTCS events including a training conference for newly selected ambassadors. The LTC WTCS Ambassador program seeks student applications for the position, and eligible applicants are interviewed by a selection team comprised of student, staff, and community members. The LTC WTCS Ambassador enjoys prestige and yearlong visibility as a champion for technical education. For information email [studentlife.slb@gotoltc.edu](mailto:studentlife.slb@gotoltc.edu).

## **STUDENTSHARE**

The StudentSHARE program is FREE to students and provides grab & go as well as at-home meal items, and business casual/professional clothing. When students can save money by taking advantage of StudentSHARE, they can direct those savings to other needs that will help them stay focused on their education. For information email [studentlife.slb@gotoltc.edu](mailto:studentlife.slb@gotoltc.edu).

## STUDENT ORGANIZATIONS

LTC Student Leadership Board (SLB) approves and supports student clubs and associations. All LTC students are welcome to join LTC SLB clubs and associations. Active involvement outside the classroom promotes beneficial learning experiences that further develop and enrich students' interpersonal and professional skills.

Following is a list of LTC SLB-approved, active student organizations (student organizations may be formed based on student interest and completion of the LTC SLB approval process; list is subject to change):

- Auto Collision Club
- Auto Maintenance Club
- Business Professionals of America (BPA)
- Criminal Justice Student Association
- Culinary Club
- Dental Assistant Club
- Horticulture Club
- Information Technology (IT) Club
- InterVarsity Christian Fellowship
- Lakeshore Chapter Student Nurses Association (LCSNA)
- Machining Club
- Medical Assistant Club
- Phi Theta Kappa (PTK) Honor Society—Beta Lambda Sigma Chapter
- Professional Agricultural Students (PAS)
- Society of Human Resource Management (SHRM) Student Chapter
- Weld Club
- Windsmiths Club

For detailed information about LTC SLB student organizations, email [studentlife.slb@gotoltc.edu](mailto:studentlife.slb@gotoltc.edu).

## STUDENT RESOURCE CENTER

A variety of student support services are located in the Student Resource Center, a central location on the Cleveland campus. Services include: Academic Support and Tutoring, Career & Employment Services, Financial Coaching, Library Services, Technology Help Desk, and TRiO/Student Support Services. Computers, study rooms, and collaboration space are available for student use. For more information, stop in or call 920.693.1150.

## TECHNOLOGY HELP DESK

The Technology Help Desk is located on the Cleveland Campus in the Student Resource Center. The Help Desk is available for students Monday through Friday to help with LTC technology issues. For your convenience, the Technology Help Desk also has a password reset tool to change your password instantly. The password reset tool is on the LTC web page under Current Students. <https://gotoltc.edu/current-students>.

For more information, please call 920.693.1767, Email: [ltchelpdesk@gotoltc.edu](mailto:ltchelpdesk@gotoltc.edu)

Hours: Monday – Thursday 7:00 AM – 7:30 PM and Friday 7:00 AM – 4:00 PM

## TESTING SERVICES

Testing Services administers a variety of tests including Accuplacer for Apprentices; GED/HSED; keyboarding; Credit for Prior Learning test-out exams for LTC classes; HESI nursing entrance exams; and proctored instructional testing for LTC classes.

### Testing Procedures:

- Appointments are required and must be scheduled prior to 4:00 PM the day before.
- MUST have photo ID with full name and picture.
- Testing must be completed by closing time. Please plan your time accordingly.
- The number of testing stations is limited at each site.
- Cell phones and electronic devices (including smart watches) are not allowed. Lockers available in all locations.
- Scratch paper and pencils are provided. Calculators will be provided if approved. Personal calculators are not allowed. All must be returned to the proctor when finished.
- Beverages and snacks are not allowed.
- Testers may not leave for breaks after the test has started.
- Only testers are allowed in the testing areas.
- If testing on a computer, no other applications or websites are to be open.
- Testing rooms are under camera surveillance and recording.
- Violations will be reported to your instructor or the Testing Services Manager.

For more information, visit <https://gotoltc.edu/testing> or contact Testing Services at 920.693.1184 or [testing@gotoltc.edu](mailto:testing@gotoltc.edu).

## TRANSPORTATION

Public transportation via community transit services is available to the LTC Manitowoc and LTC Sheboygan locations. For transportation to the Cleveland Campus from Sheboygan, students may ride the LTC EXPRESS Student Transit Service. For more information, visit <https://gotoltc.edu/current-students/general-campus-information/ltc-express>.

## TRIO/STUDENT SUPPORT SERVICES

TRiO/Student Support Services is federally funded by the U.S. Department of Education and helps low income, first generation, and students with disabilities achieve their dreams of higher education.

### Goals Of The Trio/Student Support Services Program:

- Provide services for academic development and assist with basic college requirements to increase the college retention and graduation rates of participants.
- Improve GPA and academic success by providing academic support services, advising, and counseling.
- Provide support for participants who are actively using TRiO/Student Support Services resources to facilitate their academic success.
- Increase the percentage of students who obtain an associate degree and/or transfer to a four-year college.

For more information, stop in the TRiO Office in the Student Resource Center, contact us at 920.693.1690, or go to <https://gotoltc.edu/future-students/adult/trio/how-to-apply>.

# GENERAL COLLEGE INFORMATION

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## ACCIDENTS/FIRST AID/EMERGENCY CARE

All accidents occurring on college property are to be reported immediately to an LTC staff member or the College Health Nurse for first aid treatment. Incident report forms are to be completed within 24 hours and are available from the college nurse during the day or the Evening Operations Manager on duty during the evening as well as on the Bridge under Administrative Services, Financial Services, and Insurance Information. To report an accident:

[https://cm.maxient.com/reportingform.php?LakeshoreTC&layout\\_id=4](https://cm.maxient.com/reportingform.php?LakeshoreTC&layout_id=4).

## ALL GENDER RESTROOMS

All gender restrooms are available on all campus locations to provide visitors and members of the campus community with a handicapped-accessible, gender-neutral facility that offers increased privacy.

## CAFETERIA

LTC Cafeteria is located on the upper level of the Lakeshore Building, Cleveland Campus. We offer an upscale vending service, open during college hours, which provides grab and go items including sandwiches and beverages. Vending machines and microwave ovens are available in all buildings.

## CHILD CARE CENTER

The center is designed for children of full- and part-time students at LTC. Parents may register their children, ages two through six years, throughout the school year. Information and registration forms are available in the Child Care Center. For more information, call 920.693.1243.

## COLLEGE HEALTH NURSE

The nurse is located in the College Nurse Office (L-178), Lakeshore Building of the LTC Cleveland Campus. First aid, emergency health care, health and wellness information, and health counseling are available. A rest area is available in the Health Office and emergency ambulance services are arranged by the nurse on duty. A nurse is available August through May, Monday through Thursday 8 a.m. to 4 p.m. and Friday from 8 a.m. to 3 p.m.; June/July, Monday/Wednesday from 8 a.m. to 3 p.m. For more information, call 920.693.1111.

## Lactation/Nursing Mothers Room

LTC's Lactation/Nursing Mothers Room is a private area with an available refrigerator located in the College Nurse Office (L178). If the nurse is not available, please go to the Students Services Welcome Center in the Atrium of the lower level of the Lakeshore building for assistance.

## COMPUTER LABS

The Student Resource Center contains the largest open computer lab on campus. Computers in the lab contain most software required for LTC courses. A network username and password are required to log on and is provided before or at New Student Orientation.

Computer labs are available at LTC Manitowoc (920.683.2846) and LTC Sheboygan (920.208.5888) but also used for instruction. Please contact the location for availability.

A designated computer lab is available during building hours if a class is not being held in that lab.

## CREDIT FOR PRIOR LEARNING

See [ACADEMICS](#) section in this handbook.

## **EVACUATION DRILLS**

Emergency evacuation drills will be conducted periodically during the school year by the Incident Management Team. Anytime the fire alarm is sounded, it should be treated as a real fire. Each classroom has emergency evacuation instructions and routes posted. Students should become familiar with this information to ensure a swift but safe evacuation from the building. All persons are required to leave the building, stand clear of all exits, and remain outside until notified by safety/security personnel that it is safe to reenter the building.

## **FITNESS CENTER**

The Fitness Center is an unsupervised exercise center that is open to students, staff, and family-members of staff over age 18, and members of the Cleveland Community, free of charge, based on availability. Participants need to review the Fitness Center policy which includes guidelines, dress code, and a release-of-all-claims form. Participants need to sign in the College Nurse's office before use. This area has a variety of equipment such as treadmills, weight machines, elliptical trainers, stationary bikes, and locker rooms with showers.

## **HOUSING**

Although LTC does not offer on-campus housing facilities, we encourage you to use the following website to obtain housing information. [www.Apartments.com](http://www.Apartments.com)

## **LOCKERS**

Lockers to store college-related materials are available on a first-come, first-served basis at Student Services. Students with disabilities or special requests regarding locker assignments should contact Accommodations. All lockers must be cleaned out at the end of the spring semester at which time they are opened, cleaned, and combinations changed. All items left in lockers after the spring semester are removed. LTC is not responsible for theft or damage done to property secured in lockers.

## **LOST & FOUND**

Lost and found items may be claimed at Student Services upon proper identification by the owner.

## **LTC BOOKSTORE**

The LTC Bookstore is located on the upper level of the Lakeshore Building, LTC Cleveland Campus.

### **Textbooks**

The Bookstore offers new, used, digital, and rental textbooks. Students can purchase their textbooks in-store or online. Books can be ordered for in-store pick up or home delivery. Special arrangements can be made to have your books delivered to the Manitowoc or Sheboygan campus as well.

### **Buyback**

The Bookstore buys back books, meeting the required criteria.

Other products available include general trade books, medical reference, backpacks, school supplies, calculators, computer supplies, laptops, tablets, nursing supplies, welding supplies, snacks, gift cards, LTC logo clothing, printed sportswear, gift items, and more.

### **HOURS**

Monday – Thursday 8:00 a.m. - 5:30 p.m.

Friday 8:00 a.m. - 2:30 p.m.

Closed Saturday, Sunday, and days the campus is closed.

Changes in hours for holidays and summer will be announced and posted on the Bookstore website. For questions or current hours of operation, contact the Bookstore at: 920.693.1153 or: [bookstore@gotoltc.edu](mailto:bookstore@gotoltc.edu).



## LTC MANITOWOC & LTC SHEBOYGAN

LTC offers programs to prepare adults to earn a high school credential, enter a college program, and/or improve or enter employment. Instruction is provided in the areas of reading, writing, math, social studies, science, civics, career and employability education, and English Language Learning (ELL). The course of study is determined through goal setting and working closely with instructors to create an individualized plan of education.

### Specific Programming Includes:

- Adult Basic Education (ABE) is designed for individuals who want to review, learn, or improve academic skills in reading, writing, math, and digital literacy. The curriculum offers students the opportunity to meet personal needs for additional education, training and/or employment.
- Adult Secondary Education (ASE) prepares students to earn a high school credential, such as the General Equivalency Development (GED) certificate or the High School Equivalency Diploma (HSED). To earn a GED, students must successfully complete a Career Awareness course and four academic exams:
  - Reasoning through Language Arts
  - Mathematical Reasoning
  - Science
  - Social Studies
  - Civics
- The HSED credential requires successful completion of the five GED exams PLUS the following:
  - Health (exam or coursework)
  - Employability Skills course
- Alternative HSED programming is also available. A competency-based, structured class option allows students to earn the HSED without taking the GED exams. This is for individuals who can, in a classroom setting, demonstrate mastery of skills expected of Wisconsin high school graduates, but who would be unable to demonstrate those competencies in a formal, timed, testing environment. This credentialing opportunity also requires a state-mandated civics test. All high school credentialing opportunities also require a state mandated civics test in addition to the above criteria.
- The English Language Learning (ELL) program is designed to provide non-English and limited-English speaking student's coursework in Reading, Writing, Listening, and Speaking the English language. Other subjects offered are digital literacy, citizenship exam preparation, and employability classes.
- Career and employability courses are offered to explore interests, skills, and goals for employment. Resume writing, interviewing skills, digital literacy, and other skills to obtain and retain employment are stressed.
- LTC support services are offered including:
  - Program Counselors who are available to assist with career planning, program enrollment support, and selection.
  - Admission Advisors to work with students on college admission steps.
  - Student support, such as accommodation services, diversity services, and academic support.

To participate in any of these classes/activities, contact your preferred location:

LTC Manitowoc	LTC Sheboygan
600 York Street	1320 Niagara Avenue
Manitowoc, WI 54220	Sheboygan, WI 53081
920.683.2846	920.208.5888
(TTY: 920.683.1776)	(TTY: 920.208.5877)

## MOTOR VEHICLE PARKING & REGULATIONS

### Regulations:

- LTC assumes no responsibility for vehicles or their contents while parked on campus. The person whose name is registered is responsible for all violations incurred by the registered vehicle.
- The **enforced speed limit** for vehicles operated on campus is **15 miles per hour**.
- All roadways and building approaches are considered lanes. Parking in these areas is prohibited. Parking on lawns and/or sidewalks/marked walkways is prohibited.
- The parking lot layout is designed with safety in mind. Follow marked traffic routes through parking lots 6 and 7.
- Bicycle parking racks are available near Ag/Energy (A1), Nierode (N2), Lakeshore (L8) and (L12); and Public Safety (P1) except during winter months.
- Accessible parking is allowed in designated areas by permit only. **Permits are available only through the DMV.**

**Enforcement:** Parking regulations are enforced under Village of Cleveland Ordinance and the State of Wisconsin Statute.

**Penalties:** Persons violating posted parking regulations may be required to pay a fine in accordance with the Village of Cleveland or the State of Wisconsin traffic deposit schedule.

Link to LTC Cleveland Campus map: <http://gotoltc.edu/about-us/campus-locations-maps-hours>

## MYLTC

MyLTC is a website that provides access to information, tools, and applications you need to participate as a member of the college community. You can do the following and more:

- View your Financial Aid To Do List items
- Enroll/drop classes
- View your demographic information
- View/print your unofficial transcript
- View and pay your tuition
- Apply/view/accept financial aid
- View/print your grades
- View/print your class schedule
- Search class offerings
- Print your enrollment verification
- Add/update your emergency contacts
- Update your address and phone numbers (students are expected to keep this information up-to-date)

## EMAIL

Anyone who completes an LTC admissions application form and all students who take credit classes are automatically provided an LTC email account. **Your LTC email is: full last name + last 5 #s of student ID#@gotoltc.edu. Email is the official mode of communication to students at LTC. Therefore, it is important you check your LTC email daily.** You will receive essential information in your inbox such as registration dates, graduation information, financial aid, special events, course information and much more. Visit [gotoltc.edu/current-students](http://gotoltc.edu/current-students) to access your LTC email account.

Email accounts of students who have graduated or who have not been enrolled in classes for a period of 18 months will be disabled. After an additional six months, the account will be deleted if the student has not re-enrolled in classes.

## TECHCENTRAL

TechCentral is a website that provides easy access to commonly used applications you may need such as Blackboard, LTC Email, MyLTC, Navigate, Password Reset Tool, and Technology Help Desk. The website can be accessed at <https://gotoltc.edu/current-students/technology>.

## NAVIGATE

Navigate is an online Student Success Management System that connects students to staff, counselors, faculty, and campus resources. Students can schedule appointments, send email, and receive important text messages from program counselors and instructors, access important school information and resources such as registration dates, campus events, scholarships, and tuition/fees information. Students are encouraged to download the free Navigate app or log in to <https://gotoltc.navigate.eab.com/app/#!/authentication/form/> using their student ID and network password. For best results, open Navigate in Google Chrome. If you have any questions, please contact Lakeshore Technical College's Help Desk at 920-693-1767 or visit <https://helpdesk.gotoltc.edu>.

## OPEN EDUCATIONAL RESOURCES (OER) AND ZERO TEXTBOOK COST (ZTC) COURSES

ZTC classes have no textbook-related costs, including access fees for online materials. Instead of publisher's textbooks, ZTC courses use a mix of OER online textbooks, links to scholarly and professional websites, resources from LTC library databases, and multimedia lectures created by LTC Instructors. Some material may have a low-cost option to print. There may still be other non-textbook mandatory costs associated with some of these sections (e.g., scientific calculators, laboratory materials and/or supplies, etc.).

If you desire a print copy of an online OER textbook, check in the LTC Library to see if they have a 4-hour checkout copy, or print a personal copy in the LTC Copy Center (Room L264).

## PREFERRED & OFFICIAL NAMES

A student's legal name is the name that is listed on official College documents including, but not limited to, transcripts, certificates, and diplomas. If you provide a preferred name to student services staff, your preferred name also becomes a part of your permanent student record at LTC. If you have a preferred name in your student record, please note that:

- You will be listed by preferred name in the student directory.
- You will use your preferred name when setting up your username and password for the LTC network and email for the first time.
- The Help Desk will know you by your preferred name.
- You will be responsible for contacting student billing to ensure that all refunds are processed according to your preferences.

Please note that this is not related to legal or official name changes. If you need to change your official name for use in official College documents, you can find the form on the LTC Website <https://gotoltc.edu/sites/default/files/pdf/current-students/Official-Name-Change.pdf> or at Student Services.

## PRINTING/COPYING

To print on campus, student printing accounts are loaded with \$10 at the beginning of each semester (fall, summer, spring). Add money to your account at the Student Services Welcome Center or the Library desk. Any funds you add on roll over to the next semester; the original \$10 does not.

## COPY CENTER

LTC's Copy Center (Room L264) provides print and mailing services including black or color copying, folding/cutting, scoring, laminating, spiral binding, postage stamps for purchase, and help with mailing needs. The copy center is able to print your OER course textbook if you would like a printed copy. All mail delivered to LTC is considered the property of LTC and will be distributed as determined by LTC administration. For more information, contact 920.693.1147 or [copycenter@gotoltc.edu](mailto:copycenter@gotoltc.edu).

# REGISTRATION

Students register online by accessing MyLTC from [gotoltc.edu](http://gotoltc.edu) > Current Students. User ID and password are required for access. Other registration options include in person or by email.

Students will need to complete the following steps in order to register for classes:

## 1. Identify the Classes You Need

If you are a program student, your program information sheet includes the recommended sequence of courses you should take. Review course prerequisites and corequisites. To find out if a class you would like to take has a co/prerequisite, visit one of the following on the LTC website:

- Searchable Class Listing
- Course descriptions on your program information sheet
- MyLTC Shopping Cart

For assistance in choosing classes, we recommend that you speak with your Program Counselor. To meet with a Program Counselor, please call 920.693.1109 or schedule an appointment via Navigate.

## 2. Get Your Class Information

You will need some key information about each course for which you would like to register, including:

- Class Title
- Class Number or Catalog Number

You can easily obtain this information through our online *Find a Class* search feature, or on the LTC website. Be sure to note this information on a piece of paper or download and print our Registration Form before going to the next step in the Registration process. The Registration form can be found at <https://gotoltc.edu/business-industry/seminars-and-continuing-education/seminars/seminar-registration>.

## 3. Register

Confirm your registration dates in **MyLTC**. Military service members will receive priority registration in accordance with federal law. There are 3 easy options to register for your LTC class (es):

### a. Online Registration (Preferred)

- You will need to log in to MyLTC with your student ID number and password. Online registration access is available 24/7
- If you have forgotten your password, you can reset it at **MyLTC**
- Chrome is recommended for online registration
- Click on MyLTC drop down for the informational brochure at <https://gotoltc.edu/current-students/technology/> for additional information about **MyLTC**

### b. In-Person

- Hours: 7:30 a.m. to 5:30 p.m. Monday-Thursday; 7:30 a.m. to 3:30 p.m. Friday
- The Welcome Center is located in the lower level of the Lakeshore building in Student Services
- For directions to LTC, visit <https://gotoltc.edu/about-us>.

### c. Email

- Complete registration form including signature
- Email to [group-registration@gotoltc.edu](mailto:group-registration@gotoltc.edu)

## 4. Pay Your Tuition

See [PAYING FOR COLLEGE](#) section in this handbook.

## 5. Print Your Schedule

Find instructions on how to print your schedule from *MyLTC* at <https://gotoltc.edu/how-to-apply/already-a-student-class/print>

## 6. Purchase Your Books

Purchase your books at the LTC Bookstore or buy them online at <https://www.bkstr.com/lakeshorettechnicalstore/home>

## SAFE SPACE ALLY PROGRAM

LTC offers a voluntary Safe Space Ally Program. Safe Space Allies have undergone training to provide a positive, supportive, trustworthy, and respectful place for persons of all sexes, genders, gender identities, and sexual orientations. Staff that post an LTC Safe Space decal or wear an Ally pin welcome open and honest conversations that support the LGBTQIA+ community, their friends, family, and allies.

<https://gotoltc.edu/current-students/student-support-services/diversity/safe-space-program>.

For more information contact Diversity & Multicultural Services at 920.693.1120.

## SCHOOL CLOSING POLICY

The safety of our students and employees at LTC is our priority when making a College closing decision. Students and employees may choose not to drive or choose to leave early even when the decision has been made for the College to remain open.

In-person classes at the college will be canceled only in extreme cases. All virtual classes (e.g., hybrid, online, iFlex) will remain in session. During these extreme cases all support services and college operations will continue online as deemed possible by the leadership team.

On a rare occasion, a situation besides weather may arise affecting closing of only one or more campuses, but not all. (Ex: power outage, waterline break, lock down). In these cases, the leadership team will alert impacted employees with instructions.

Students or faculty who are assigned to clinical experience will also follow this policy.

Employees who are providing contracted services in business and industry will conform to the emergency regulations of those institutions regardless of any other announcements made concerning the closing of the College.

In the event of a situation which is not determined to be sufficient to close the campus, faculty are asked to use good judgement in allowing an absence of a student who feels their in-person attendance would adversely affect their safety and therefore cause their absence. In these situations, students are expected to switch to the online option for the class, if available, or catch up missed class material.

In extraordinary circumstances, the President may approve continuation of pay and benefits to employees in the event of a school closing for a period of time (regardless, if an employee is able to work remotely). If such a situation arose, the college would communicate appropriately and process through payroll.

## SCHOOL CLOSING PROCEDURE

The safety of our students and staff at LTC is our priority when making a College closing decision. In-person classes at the college will be canceled only in extreme cases.

If in-person classes are canceled for the day:

- Students and employees should not report to campus.
- Students are expected to switch to an online option for the class, if available.
- Staff are expected to work remotely if their position allows.

If in-person classes have a delayed opening:

- Staff are expected to work remotely at the start of their normal work hours and report to work at the time of campus opening.

The following announcement options and timeline will be followed to the best of our ability:

- In-person classes canceled
  - Decision is made by 6 am and announced by 6:30 am.
  - If a clear-cut decision cannot be made, in-person classes will be canceled until 10:00 am. This will allow time for more information to be gathered and a decision to be made on whether a complete closing is necessary.
- Delayed campus opening/start of in-person classes:
  - The decision will be made by 6:00 am and announced by 6:30 am.
  - If a delayed start is announced, all in-person classes will be delayed until 10 am.
  - Scheduled in-person class time before 10 am is cancelled. Multi-hour classes scheduled to be in session at 10 am will resume when LTC opens.
- Evening campus closure/canceled in-person classes
  - Decision is made by 2:30 pm and announced by 3:00 pm. Campuses will close at 4:00 pm.
  - If weather conditions warrant early evening dismissal, staff will make a PA announcement to close.

If there is limited attendance of students during inclement weather, a substitute class activity may be used; however, all classes will pursue an educational objective on that day.

Notification of college closing/delay or early release is communicated through multiple means.

**LTC RAVE Alert System:** This is a system that will automatically call, text, and email all students that are in our database.

**LTC Cancellation Hotline:** 920.693.1825

**LTC Website:** [www.gotoltc.edu](http://www.gotoltc.edu)

## SEVERE WEATHER

Tornado and severe weather drills are conducted periodically during the school year by the Incident Management Team. In the event of a thunderstorm, high winds, tornadoes, etc., an announcement will be made. All persons will be informed that this is a tornado watch or a tornado or severe weather warning. Updates will be provided as available. Students should become familiar with the Tornado/Severe Weather refuge instructions posted in each classroom. Once you are in the designated refuge area, you are to remain there until notified by safety/security personnel that it is safe to leave. Students are encouraged not to leave the campus while these conditions exist.

## **STUDENT SERVICES**

Student Services is designed to streamline customer service for a variety of needs. Staff is available from 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. Fridays. Students can visit Student Services for the following items or services:

- Receive general information
- Register/Change/Drop classes
- Make payments
- Billing questions
- Obtain unofficial transcript
- Schedule appointments with Student Services staff members, i.e., program counselors and departmental managers
- Obtain student photo ID card/program badge
- Student lockers
- Add money to student printing account
- Sign up for student activities and promotional events and purchase event and movie tickets
- Drop off and pick up lost and found items
- Vending machine refunds

# ACADEMICS

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## ACADEMIC FORGIVENESS

Academic Forgiveness allows returning students a one-time opportunity to request omission of courses from a prior enrollment period from their grade point average. Course grades will remain on the student transcript but not calculated into the student's GPA. Courses that have already been applied toward a previous degree are not eligible to be forgiven.

Financial Aid funding and Satisfactory Academic Progress do not fall under the Academic Forgiveness policy; enrollment/grade history will continue to be a factor when determining financial aid eligibility.

Students must meet with their Program Counselor to discuss application prior to submission. The counselor will assist the student to determine whether a course repeat, or forgiveness is the appropriate option for them.

### **Students may qualify for academic forgiveness under the following conditions:**

- Student is moving from one LTC program to another LTC program.
- Student is returning to LTC after a two-year period of time away from the college.
- Student had difficulties other than what qualifies for a late drop. (Issues other than verified medical emergencies, etc.)

Students may apply after the first successful semester returning to LTC. Successful is defined as completing Satisfactory Academic Progress (SAP) standards.

Grades below C are eligible to be omitted from GPA calculation. The student will specify course(s) to omit through the Academic Forgiveness Request form.

All course decisions approved for academic forgiveness are final and cannot be reversed. If a student changes their program, credit forgiveness is not reversible, and they will need to retake the course if it is required for the new program. Courses that are approved for academic forgiveness will not be eligible to be used as a prerequisite or co-requisite for another course.

**Appeal Process:** Students that are denied forgiveness for a course or courses may appeal that decision to the Vice President of Student Success



## ATTENDANCE

It is important that all students enrolled at LTC attend classes regularly to receive the maximum benefit from the educational opportunities provided. Students are expected to abide by the attendance policy established by the instructor as published in the course syllabus.

Students that do not attend class sessions in accordance with the class attendance policy and/or whose irregular attendance is negatively affecting achievement will be referred through LTC's referral process to develop an appropriate plan for student success.

It is the student's responsibility to drop a course if they no longer plan to attend. The refund amount will be based on the Refund Policy outlined in this handbook. Students may drop classes via their MyLTC account, in person at the Registration desk or in writing via their official LTC email account to [lrc.records@gotoltc.edu](mailto:lrc.records@gotoltc.edu). Students are unable to drop classes by telephone.

Students are required to participate in the first class session (or class activity if in an online class). Failure to do so could result in the student being dropped from the course according to the campus no-show policy.

If withdrawn from a class, the student may be eligible to re-enroll in the class if capacity permits.

## CALENDAR

Two 15-week semesters, and one 8-week summer session are offered. Selected programs are offered at other dates. A fall (December) and spring (May) graduation are held on campus.

## CLASS ADDITIONS, TRANSFERS, & WITHDRAWALS/DROPS

Students may add, transfer, or drop classes without penalty up until the official start of the term via the registration/drop process either in person or via MyLTC.

### Adding Classes:

Once a class has started, division approval is required to register. Approval will be provided via a course add/drop form which may be obtained from Student Services. The student must register for the class through Student Services.

### Dropping Classes:

Student may drop a course at any time in the term either via MyLTC, in person, or in writing via their official LTC email account, and may be eligible for a refund according to the WTCS Refund Policy. Students are unable to drop courses by telephone. Students who withdraw from a class at the time when more than 60 percent of the class hours had elapsed will receive a grade of WF. Prior to that time, the student will receive a grade of W.

**Note: It is advised that students contact their program counselor prior to dropping to discuss potential impact on financial aid, refunds, and other educational impacts.**

Students are responsible for officially dropping classes or withdrawing from campus for the term. Stopping attendance in class does not constitute dropping a class or withdrawing from a term. LTC will only drop students from courses if the student initiates a drop as described above or as the result of a policy violation (including violation of the campus first-day no-show policy). Class fee refunds are issued in accordance with guidelines established by the Wisconsin Technical College System. The amount of the refund received is based on a number of factors, including when the drop occurred and how much class meeting time has elapsed.

Any student not participating on the first day of class (no-show) may be dropped from the class. An attempt will be made to contact the student before dropping them from the class. No shows will be processed as first day drops and any refunds processed according to WTCS guidelines.

## COURSE DELIVERY METHODS

Flexible Learning Options improve accessibility and affordability to many of the same courses offered in a traditional on-campus classroom.

- Accessibility-options to fit your schedule, location, and pace needs.
- Affordability-reduce cost of travel, daycare, and the time away from work.
- Same courses-the course outcomes do not change, only the delivery.

### **Traditional, Video Conference, Online, Blended, Hybrid, CBE, and iFlex**

These courses are designed to offer you greater convenience and learning options.

- **Traditional and Technology**-Facilitated courses are delivered in a face-to-face setting. The course may use technology to facilitate instruction.
- **Video Conference courses** are delivered via network or web conferencing.
- **Online course** content is delivered 100% through the internet and accessed by students using a web browser in an asynchronous and possibly synchronous format. Courses may require proctored (supervised/onsite) testing. Students are required to complete work by specific deadlines throughout the course. What you will need for online courses:
  - Access to a computer with internet service.
  - Strong motivation to achieve your goal.
  - About 3 hours per credit each week for class work (may vary depending on class, content, skill level, etc.).
  - Good time management skills.
  - Computer skills in email, internet, and basic computer operations.
- **Blended courses** use online learning activities to aid in learning the course material and reduce face-to-face instructional time. Less than 50% of the course instruction is delivered via online using the internet combined with face-to-face instruction. For example, a course that normally meets twice a week as a traditional course may only meet once a week or every other week in a blended course. The course schedules show the times the course will meet in a face-to-face format. You will need access to a computer with internet service.
- **Hybrid courses** combine online and face-to-face instruction. At least 50% but less than 100% of course instruction is delivered via online using the internet (accessed by the student using a web browser), combined with face-to-face instruction. A one-time face-to-face course orientation or off-line supervised tests/exams at specified sites may be conducted in conjunction with these courses.
- **Competence-Based Education (CBE)** is an outcomes-based approach to earning a college credential which organizes academic content around competencies and measures academic progress as the attainment or mastery of competencies. CBE is an academic model in which the time it takes to demonstrate competencies varies and the expectations about learning are held constant. Learners demonstrate mastery through multiple forms of assessment, often at a personalized pace.
- **iFlex** is a course integrating two delivery modes allowing students flexibility of attending online and/or face-to-face. Face-to-face instruction would meet weekly not to exceed 50% (hybrid delivery mode) of total course hours of a traditional delivery format. Students would have required identical online components (assessments and lecture materials are the same, whether sitting in the classroom or learning online), with lecture content recorded and available online. Students have the ability to migrate between the two delivery modes.

## **CREDIT FOR PRIOR LEARNING**

LTC recognizes its responsibility to provide advanced placement status to those students with valid and credible learning experiences that have occurred outside of our college classrooms. Credit for prior learning, sometimes called Advanced Standing, may be granted for the following situations:

### **Transfer Credits:**

- 1) Postsecondary credits earned at other WTCS colleges
- 2) Postsecondary credits earned at other non-WTCS college
- 3) Credits earned by high school students
- 4) Credits earned by completing a registered apprenticeship

### **Other Non-College Education & Training\*:**

- 1) Subject area competency demonstrated by passing a district or national examination.
- 2) Previous work experience, military training, education or training, or other prior learning demonstrated as comparable in content and rigor to a specific technical college course or courses.

\*Students desiring to earn credit for their prior learning from non-college education and training (work/life experience) may be assessed for their prior learning through a prior learning assessment. A prior learning assessment can be a test, portfolio, skills demonstration, or combination of methods. Testing out of course must be completed within the first two weeks of the course. Not all courses have prior learning assessments, please contact your program counselor at 920.693.1109 for more information.

### **General Guidelines for Credit for Prior Learning:**

Credit for prior learning must be applied toward a specific program at the College. Non-program students are not eligible for advanced standing.

- The student must have earned a grade of 2.0 or better (on a 4.0 scale) in the course being considered.
- The course being transferred must be generally equivalent in content and meets or exceeds the credit value of the LTC course.
- Transfer credit may be awarded for up to 75% of the degree, diploma, or certificate requirements. Students must complete a minimum of 25% of the technical/occupational courses required to complete the degree or diploma at LTC.
- The college reserves the right to place time limits on prior learning for which credit may be granted based on technological changes specific to that field.
- Original transcripts from awarding institutions are required when transferring in college credits.
- If the student chooses to be assessed for their prior learning in a currently enrolled class, it must be completed within the first two weeks of the term and any refund due to the student will follow WTCS refund policy for that particular class.
- Credits earned through prior learning assessments are not eligible for financial aid.
- The student does not have to be enrolled in the course to complete a prior learning assessment.
- If the student has been enrolled in the course for longer than two weeks or has been enrolled in the same course at any point in the past, the student may not petition for Credit for Prior Learning.
- Exams are \$50.00 and Portfolio and Skill Demonstration is \$90.
- CPL for previous work experience will include a \$90 fee.

## GRADING

Grading communicates the student's level of competence and/or proficiency at the end of each class. The LTC grades are A, B, C, D, F, P, N, LF, WF, W, TR, WE, IC, R, and AU. The definition and grade point value of each is as follows:

<p><b>Grade A</b></p> <ul style="list-style-type: none"> <li>• Superior</li> <li>• Superiorly met for CBE courses</li> <li>• Awarded 4 grade points per credit</li> <li>• Included in GPA</li> </ul>	<p><b>Grade B</b></p> <ul style="list-style-type: none"> <li>• Above Average</li> <li>• Met for CBE courses</li> <li>• Awarded 3 grade points per credit</li> <li>• Included in GPA</li> </ul>
<p><b>Grade C</b></p> <ul style="list-style-type: none"> <li>• Average</li> <li>• Awarded 2 grade points per credit</li> <li>• Included in GPA</li> </ul>	<p><b>Grade D</b></p> <ul style="list-style-type: none"> <li>• Below Average</li> <li>• Awarded 1 grade point per credit</li> <li>• Included in GPA</li> </ul>
<p><b>Grade F</b></p> <ul style="list-style-type: none"> <li>• Failure</li> <li>• Not met for CBE courses</li> <li>• Awarded 0 grade points per credit</li> <li>• Included in GPA</li> </ul>	<p><b>Grade P</b></p> <ul style="list-style-type: none"> <li>• Pass</li> <li>• Awarded 0 grade points per credit</li> <li>• Not included in GPA</li> <li>• Student achieved the competencies for the class at the required proficiency level.</li> </ul>
<p><b>Grade N</b></p> <ul style="list-style-type: none"> <li>• Non-graded</li> <li>• Awarded 0 grade points per credit</li> <li>• Not included in GPA</li> <li>• The class is not a graded/credit class.</li> </ul>	<p><b>Grade LF</b></p> <ul style="list-style-type: none"> <li>• Lapsed F</li> <li>• Awarded 0 grade points per credit</li> <li>• Included in GPA</li> <li>• An IC grade that has not been changed to another grade</li> <li>• six weeks after the end of that term.</li> </ul>
<p><b>Grade WF</b></p> <ul style="list-style-type: none"> <li>• Withdrawal F</li> <li>• Awarded 0 grade points per credit</li> <li>• Included in GPA</li> <li>• Student withdrew from the class at the time when more than 60 percent of the class hours had elapsed.</li> </ul>	<p><b>Grade W</b></p> <ul style="list-style-type: none"> <li>• Withdrawal</li> <li>• Awarded 0 grade points per credit</li> <li>• Not included in GPA</li> <li>• Student withdrew from the class after the class had started but before 60 percent of the class hours had elapsed.</li> </ul>
<p><b>Grade TR</b></p> <ul style="list-style-type: none"> <li>• Transfer</li> <li>• Awarded 0 grade points per credit</li> <li>• Not included in GPA</li> <li>• Student achieved the competencies by some other approach than completion of the specific class at LTC and has received advanced standing.</li> </ul>	<p><b>Grade WE</b></p> <ul style="list-style-type: none"> <li>• Withdrawal for extenuating circumstances</li> <li>• Awarded 0 grade points per credit</li> <li>• Not included in GPA</li> <li>• Student withdrew from the class after it had started due to extenuating circumstances.</li> </ul>

Grades with a \* denote grades that have been forgiven via the Academic Forgiveness policy.

A complete grading policy may be obtained in Student Services.

Courses forgiven under the academic forgiveness policy will be noted on the student transcript with an \* not included in GPA.

**IC (INCOMPLETES)**

Students may be eligible to receive an “IC” grade in a class where they have completed 75% of the work for the course and at the discretion of the instructor. The student will then have additional time (up to six weeks), as agreed upon with the instructor, to complete all remaining requirements for a valid grade found on the grading scale. The “IC” grade changes to an “LF” grade six weeks after the last day of the term if there is no other grade is given or extension granted. Grades of “IC” are considered as attempted but not completed when calculating percentage of completion for financial aid when determining Satisfactory Academic Progress. The “IC” grade is not calculated into the non-financial aid GPA until the grade has been changed.

**R (RETAKE CLASS)**

If a student retakes a course, the most recent grade is retained and the previous course grade is changed to a grade of “R”. The most recent grade is used to calculate the grade point average. All courses attempted will be shown on the permanent record, but the final cumulative grade point average reflects only the most recent grade.

**AU (AUDITING A CLASS)**

Students may enroll in a class without desiring a grade. This is called “auditing.” An auditing student must register and pay the same fees as students enrolled for credit. The usual withdrawal/refund policy will apply.

No credit is given for a class which is audited. Therefore, the audited class does not count towards credit load or for financial aid. When auditing a class, students may not change enrollment status at a later date to receive credit for that class. Students may, however, retake the class as a regular student and receive credit upon successful completion of the class.

To audit a class, the student must obtain written approval from the instructor of the class before the end of the second week of that class. A Course Audit/Drop/Transfer form with the instructor’s signature indicating the audit status must be returned to Student Records for processing.

A student may audit a course as part of an overall educational plan of self-improvement. A student may not audit a course for the sole purpose of assisting another student academically with the course.

LTC reserves the right to restrict the auditing of certain classes.

## **STUDENT GRADE AND OTHER ACADEMIC CONCERN APPEAL PROCESS**

Students attending LTC may appeal a final grade, assignment grade, or other academic concern through the following process.

All appeals must be initiated in writing no later than twenty-one (21) business days following the submission of the grade. The steps below will be followed.

### **Step 1**

The student is encouraged to communicate with the instructor who assigned the grade to resolve the dispute. The faculty will respond within ten (10) business days.

### **Step 2**

If not resolved, or if the student prefers, the student will contact the Division Dean or Associate Dean. The Division Dean or Associate Dean will conduct a review of the information presented by the student and instructor and respond with a decision within ten (10) business days.

### **Step 3**

The student may appeal the Dean's decision to the Registrar/Student Conduct Officer by submitting a written document describing their specific concerns. Registrar/Student Conduct Officer reviews appeal to determine if it merits further consideration. If the matter does not warrant further consideration, the matter will be considered closed. If further review is warranted, additional information will be collected and provided, at the Registrar/Student Conduct Officer's discretion, to either an Internal Investigation Committee or the Vice President of Instruction.

### **Step 4a**

Internal Investigation Committee will consist of Vice President of Student Success, a student, a faculty member not associated with case, and Dean not associated with that division. Registrar/Student Conduct Officer will serve as an ex-officio member. Students and staff involved will be notified within fifteen (15) business days. The decision of the Internal Investigation Committee will be considered final for the LTC process.

### **Step 4b**

The student may appeal the committee's decision, in writing, to the Vice President of Instruction within ten (10) business days of the receipt of the committee's decision. The Vice President of Instruction will meet with the student involved within ten (10) business days. The decision of the Vice President of Instruction will be considered final for the LTC process.

The College's final decision may be appealed to the WTCS.

## **GRADUATION REQUIREMENTS**

Students are required to submit an Application for Graduation to Student Records prior to the last term's program registration. The LTC District Board will confer an associate degree and technical diploma to students that meet the following graduation requirements:

- Complete program of study with at least a program grade point average (GPA) of 2.0.
- Complete technical/occupational studies courses with a grade of C or higher, P, or TR. Students and staff are to refer to program handbooks, course prerequisites or program curriculum for variations.
- Complete at least 25 percent of the technical/occupational studies courses at LTC.

To calculate your GPA, divide the total grade points received for one term by the number of credits completed. Example: You completed 12 credits this term and you were awarded 4 credits of "A," 4 credits of "B," and 4 credits of "C." Your total grade points are  $(4 \times 4) + (4 \times 3) + (4 \times 2) = 36$  total grade points. Your GPA for the semester is  $36 \text{ graded points} \div 12 \text{ credits} = 3.000 \text{ grade points per credit} / \text{GPA} = 3.000$ .

## HONORS RECOGNITION

LTC has academic honors recognition for continuing and graduating students.

### Honors Graduate

To receive Graduate Honors at the time of graduation, a student needs to:

- Earn a program grade point average (GPA) of 3.500 to 3.999
- Complete at least 25 percent of earned graded credits at LTC

Honors designations will appear on the student's transcript once he/she has graduated from a selected program.

### Presidential Honors Graduate

To receive Presidential Honors at the time of graduation, a student needs to:

- Earn a program grade point average (GPA) of 4.000
- Complete at least 25 percent of earned graded credits at LTC

Honors designations will appear on the student's transcript once he/she has graduated from that program.

Honors cords will be worn by all graduates who earn honors, and an honors medallion will be awarded for those who achieve presidential honors for their program credential earned for that graduation ceremony.

### Awards Celebration

See [STUDENT LIFE](#) (Student Leadership Board) section in this handbook.

### Dean's List

Students that have six or more term credits and at least a term GPA of 3.500 will qualify for the Dean's list. Student names will be sent to the area newspapers for publication at the end of the fall and spring terms.

### Phi Theta Kappa Honor Society

Phi Theta Kappa is an international honor society for two-year institutions. PTK recognizes and encourages academic achievement and provides opportunities for individual growth and development through participation in honors, leadership, service, and fellowship activities. Students are invited to join when they have completed 12 or more credits of associate degree or six credits of technical diploma coursework with an overall 3.50 cumulative GPA (counted from the past 5 years). The one-time, lifetime membership fee is \$75. Members are invited to an induction ceremony, receive a special seal on their diploma/transcripts and wear an honorary gold stole at graduation.

### Military Honor Cords

In recognition of military service to the United States of America, students who are honorably discharged or currently serving in the U.S. military (active duty, National Guard, or Reserves), or will be commissioned upon graduation, are given the opportunity to wear a red, white, and blue honor cord. Contact Student Records at [student.records@gotoltc.edu](mailto:student.records@gotoltc.edu) if you are a current or former service member who chooses to be recognized at the ceremony.

## INSTRUCTOR ABSENCE/CLASS CANCELLATION

Instructor absences and subsequent class cancellations will be announced via a text, email, and/or phone call. Student should check their LTC email and Blackboard as coursework may still be required. Communication will be updated as often as necessary throughout the day. School closings are also posted on the campus website at [www.gotoltc.edu](http://www.gotoltc.edu).

## **PREREQUISITES**

Prerequisites for courses are designated in the course descriptions found on the program sheet and the “Find a Class” link on the college website. Registration in a class requiring a prerequisite is permitted by satisfying the prerequisite requirements or with permission of the instructor. Information is available in the Student Services office. Courses may have a specified minimum achievement level required in the prerequisite courses.

## **SHARED PROGRAMS**

Shared programs exist between LTC and other Wisconsin Technical Colleges. Students are subject to the same grade and grade point average requirements for class progression. All grades earned in program courses offered by LTC or shared program district are calculated into the program GPA.

Financial Aid is available to those who qualify and will be issued by the degree-granting college. Courses required within the shared program are included in financial aid credit load.

## **TRANSFER OF CREDITS TO LAKESHORE TECHNICAL COLLEGE**

Students may transfer credits taken at other postsecondary institutions to Lakeshore Technical College. Credits will only be accepted under the following conditions:

- An official transcript must be requested by the student to be sent from the campus where the student took the class(es).
- If the official transcript is not mailed directly from the sending campus, it must be delivered in an unopened, sealed envelope.
- The sending campus must have been regionally accredited at the time that the class or classes were taken.
- The student must have earned a grade of C or higher for credits to transfer.
- The student may be required to provide additional information such as course descriptions or course syllabi in order to complete the transfer process.

## **TRANSFER OF CREDITS TO OTHER POSTSECONDARY INSTITUTIONS**

Lakeshore Technical College credit transfer to a large number of other college and universities in Wisconsin and across the country. To transfer credits to another institution, the student must request an official transcript online via MyLTC or LTC website. Student records, including transcripts are confidential documents and will be only sent out upon your online request. Official transcripts will not be sent if there is a past-due balance on their student account.

Credit transferability is determined by the receiving institution. LTC’s Registrar will assist students with transferability concerns.



# PAYING FOR COLLEGE

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## ACCIDENT INSURANCE (Student mandatory)

All students enrolled in program courses will automatically be enrolled in the mandatory student accident insurance program. This provides \$50,000 of coverage at 100% if a student is injured in an accident while in the classroom, lab, clinical or intern site. The student is also covered while participating in any college or club sponsored event, and while driving to and from class or clinical/intern site. Students enrolled in distance learning, on-line, basic skills, or adult and continuing education courses would not be covered. The cost for this insurance is \$4 per student/per term and will be added to the student's account. Students requesting to waive this coverage must contact the Financial Services office. To view your personal coverage information, edit your primary address, or generate an ID card, visit [Gallagher Student Health and Special Risk](#).

## FEES

The fee structure is established and approved through the Wisconsin Technical College System Administration and Board. Payment of fees is required to complete the admission and pre-registration process. Please refer to the online fee schedule for current pricing.

- Program Fee—a program fee will be charged for all credit classes. Vocational apprenticeship classes will be charged for each credit equivalent. The program fee is to cover registration, class, and lab fees.
- Supplemental Fee—a supplemental fee is charged to part- and full-time students taking credit classes. These monies help support graduation, Student Employment Service, Health Service, Student Leadership Board, clubs, student leadership and development activities, and student cultural and social events. GOAL and 38.14 contracts are exempt from paying the supplemental fee.
- Material Fee – A material fee is charged for various materials used in a given course.
- Fee for Test outs—a student may attempt to test-out of certain classes by taking an examination. The cost is \$50 per test out. College Level Examination Program (CLEP) total cost is \$114.
- Accuplacer Fee—Apprentice students required to take Accuplacer will be charged \$25.
- Background Information Disclosure—this is a fee required of students involved in identified programs. In state \$20, out of state varies by state.
- LTC College Transcript Requests—Official transcripts: \$10 per transcript; request through MyLTC. Unofficial transcripts: no fee. Students may print via MyLTC.
- GED/HSED Transcript Requests—GED/HSED Transcripts and Credentials must be requested from the State of Wisconsin Department of Public Instruction (official bearer of the record) by calling 800.768.8886 or <https://dpi.wi.gov/ged/transcripts>.
- Accuplacer Test Result Transcript Requests (for use at other colleges): A \$10 fee is charged for transcripts in writing: in person, by mail, by email or by fax. Contact Testing Services at 920.693.1184 or [testing@gotoltc.edu](mailto:testing@gotoltc.edu). Transcripts are mailed within 48 hours. Accuplacer test results are not available to be printed from MyLTC.
- Accident insurance is \$4 per student/per term and will be added to the student's account.
- Diploma reprint fee is \$10.
- International fee is \$100.

## **FINANCIAL AID**

Financial Aid services are in the Student Services area. Financial Aid staff are available to help you apply for financial aid and complete other financial aid requirements. LTC offers Title IV federal and state financial aid which includes grants, loans, and work-study jobs to students who qualify. Students wishing to receive financial aid must complete a Free Application for Federal Student Aid (FAFSA) each academic year at and complete additional LTC Financial Aid forms and provide documentation, as necessary. "The definition of an academic year for purposes of distributing financial aid funds is 30 weeks of instruction and 24 semester credit hours. The academic year consists of a fall term and a spring term. An 8-week summer term is also available."

### **Book Charges**

Book charges to purchase required books and supplies are available to students with pending financial aid in excess of tuition and fees for the semester. Book charges are only valid at the LTC Bookstore. Students are not required to purchase books and supplies at the LTC Bookstore and are not required to exercise the option to utilize the book charge process. Book charges are typically capped at \$900 with special considerations occurring through the LTC Financial Aid Office. Book charges are available 3 weeks prior to the start of the term through the tenth week of the term.

### **Disbursement**

Funds are paid three weeks into the academic semester for fall and spring (and after July 1 for summer semester), and weekly thereafter. You must have begun participation in at least one of your scheduled classes for financial aid to be paid. When financial aid is paid, it is applied to your student account to pay for any existing charges. Any excess is released as a refund via a paper check or direct deposit as directed by the student.

### **Eligibility**

Generally, a student must meet the following eligibility criteria to receive financial aid: be admitted to an eligible degree-seeking program at LTC; be a citizen, permanent resident of the United States, or other eligible non-citizen as detailed at [www.fafsa.gov](http://www.fafsa.gov); have a FAFSA with a successful citizenship match (by the Social Security Administration for U.S. citizens or the United States Citizenship and Immigration Services in the Department of Homeland Security for eligible non-citizens); maintain Satisfactory Academic Progress (SAP) according to the SAP policy; be in compliance with Selective Service Registration; have a high school diploma, HSED, or GED; be enrolled at least halftime for federal and state funded financial aid programs (those less than halftime may only be eligible for the Federal Pell grant); resolve any drug conviction issues; fill out all required documents to complete a financial aid file; only take coursework necessary for the program being pursued; participate in coursework; and complete any necessary applicable loan requirements.

### **Enrollment Level for Financial Aid**

Students taking 12 or more credits are considered full-time; 9-11 credits are considered three-quarter time; 6-8 credits are considered halftime; and 1-5 credits are considered less than halftime. Students may need to complete 16 to 18 credits each semester to graduate on time.

### **Types of Financial Aid**

Need-based awards offered include: Federal Pell Grant; Federal Supplemental Education Opportunity Grant (SEOG); Direct Subsidized Student Loan; Federal Work-Study; Wisconsin Grant; Talent Incentive Program Grant (TIP); Minority Retention Grant; Fund for Wisconsin Scholars; Bureau of Indian Affairs Grant; Wisconsin Indian Assistance Grant.

Non-need-based awards offered include: Direct Unsubsidized Student Loan; Additional Unsubsidized Student Loan; Parent Plus Loan; Nursing Loans; Wisconsin Technical Excellence Scholarship; Wisconsin Covenant Grant; Wisconsin Foundation Grant; and Wisconsin Academic Excellence Scholarship.

## Satisfactory Academic Progress (SAP)

The U.S. Department of Education requires financial aid recipients to maintain satisfactory academic progress (SAP). SAP measures both qualitative (grade point average process) and quantitative (pace and number of credits earned). All attempted undergraduate credits, including repeated courses, withdrawals, incompletes, and remedial courses will be calculated in your SAP, regardless if you have received financial aid for them.

- **Satisfactory Academic Progress** will be calculated at the end of each academic semester. Students are expected to receive a cumulative grade point average (GPA) of at least 2.0 and complete at least 66.67% of their cumulative credits attempted to remain in good standing.
- **Pace measure** is based on the cumulative number of program credits attempted, not to exceed 150 percent of credits required in the student's program. Students in excess of 150 percent may appeal and develop a maximum timeframe plan to continue financial aid eligibility.
- **Qualitative measure** is based on a student's cumulative grade point average (GPA). Students must maintain a cumulative GPA of 2.0 to remain in good standing.
- **Quantitative measure** is based on the cumulative satisfactory completion of cumulative attempted credits. Students must maintain a cumulative satisfactory percentage of completion of 66.67% or higher to remain in good standing.
- **Financial Aid Warning** is when a student fails to meet either the qualitative or quantitative measure, or both. The student is still eligible to receive financial aid while on warning.
- **Financial Aid Suspension** is when a student fails to meet either the qualitative or quantitative measure after the warning period. The student is no longer eligible to receive financial aid.
- **Appealing Financial Aid Suspension** is when the student appeals to have financial aid reinstated due to extenuating circumstances. Extenuating circumstances must be outside of the student's control, have documentation, and be explained in the Financial Aid Appeal Form.
- **Financial Aid Probation** is when the student has an approved appeal. This allows the student to receive another semester of financial aid.
- **Financial Aid Academic Plan** is when the student has an approved academic plan. This allows the student to continue to receive financial aid as long as the academic plan requirements are followed. Students must meet cumulative satisfactory academic progress by term (versus cumulative) to remain in good standing.

A full description of the SAP policy can be found at [www.gotoltc.edu](http://www.gotoltc.edu) under Financial Aid > Eligibility > Satisfactory Academic Progress.

## **PAY YOUR TUITION**

LTC payment methods include cash, check/money order, credit card (Visa or MasterCard), a completed Financial Aid Award, a third-party authorization, or by the LTC payment plan. Refer to MyLTC for detailed payment plan options and dates.

Students anticipating expenses to be paid by an agency such as the Workforce Innovation and Opportunity Act (WIOA), Trade Adjustment Act (TAA), Veterans Benefits, or Department of Vocational Rehabilitation must provide an authorization form detailing the course(s) and fees approved for payment.

Students who have not been awarded financial aid from LTC's Financial Aid Office and elect to sign a payment plan agreement must follow the payment plan guidelines and pay a nonrefundable participation fee at the time of signing up for the payment plan unless the student chooses the auto-withdrawal option for payment.

Any unpaid balance is the responsibility of the student. It is the student's responsibility to ensure that all applicable financial aid, third-party payments, and other outside payments are applied to their account as expected. Balances not paid by the due date are subject to:

- A late payment fee of \$100 for failure to pay by the due date. \$100 maximum per semester.
- Referral to an outside collection agency and collection costs, and to the Tax Refund Intercept Program or State Debt Collection.
- The withholding of transcripts, grades, diploma, etc.
- Not being able to register until balances are paid.

Up-to-date billing information is found within MyLTC.

### **Agency Assistance**

Students who receive financial assistance through agencies such as the Bay Area Workforce Development, Division of Vocational Rehabilitation, etc., should contact the Student Billing staff in Student Services if they have questions. An authorization from the agency is needed to charge tuition, books, fees, and supplies at the college. Some agency regulations require strict and regular attendance. Students are responsible for any balances unpaid by the agency.

### **Payment Options:**

- LTC accepts a variety of payment methods:
  - Cash, check, credit cards, money order, and electronic funds transfer
  - Scholarships
  - Financial Aid
  - Employer/Agency funding. Authorization must be on file at time of registration, or an Agency Payment Agreement form must be completed. Forms are available in Student Services or at the LTC Cleveland campus.
  - Payment Plan
  - Employee Reimbursement Payment Agreement (Requires a payment of \$50 per class, LTC Employee Reimbursement form and student's employers Human Resource policy. Contact Student Billing for more information.)
- Registration on or after the stated tuition due date for a semester will require immediate payment of tuition and fees.

## **Past Due Fees:**

- Past due fees owed to LTC results in a hold placed on your record prohibiting further services. The hold remains in effect until the financial obligation has been satisfied.
  - Students with outstanding balances will not be allowed to register.
  - LTC reserves the right to require upfront payment from a student for future registrations.
  - Transcripts, diplomas, and certificates will not be released.
  - Past due balances may result in a referral to an outside collection agency and collection costs, and to the Tax Refund Intercept Program or State Debt Collection.
  - If a returning student has gone to collection agency more than 2 times and have cleared their balance, they will have a cash only hold. This will allow student to register if payment is made in full at time of registration or financial aid is put in place as anticipated on their account.
- To view your account summary, visit MyLTC and click on "Student Center" and "Finances".
- Send communications to:
  - Lakeshore Technical College  
Attn: Student Billing  
1290 North Avenue  
Cleveland, WI 53015

## **REFUNDS**

### **Class Refund**

When a student drops a class, the amount of refund received is calculated in accordance with the WTCS refund schedule based on a number of factors, including when the withdrawal occurred and how much of the class meeting time has lapsed.

- If students withdraw on or before the first day of class, they are entitled to a fee refund equal to 100 percent of the fees.
- If students withdraw before or at the time 10 percent of the course's potential hours of instruction have been completed, they are entitled to a fee refund equal to 80 percent of the fees.
- If students withdraw after 10 percent but before more than 20 percent of the course's potential hours of instruction have been completed, they are entitled to a fee refund equal to 60 percent of the fees.
- If students withdraw after 20 percent of the course's potential hours of instruction have been completed, they are not entitled to a fee refund.
- No refunds will be considered for advanced standing and test-out fees.
- Students seeking advanced standing in classes they want to enroll in or are enrolled in need to complete testing out of the class within 14 days of the term start date in order to receive a full class refund.

If a student received financial aid to pay for the term, that money may be due back to financial aid.

### **Refund Appeals**

All refund appeals must be initiated by sending the completed LTC Request for Refund Appeal with proper documentation to the Registrar no later than 42 calendar days from the end of the term.

A refund request made after the 42-day grace period will not be accepted and you will be responsible for payment.

Refunds for extenuating circumstances (situations outside of your control) will be made at LTC's discretion.

### **Disputed Fee Assessment**

Disputes regarding registration, withdrawals, and related fee assessments or refunds MUST be brought to the attention of Student Billing and/or the Registrar during the semester in which the registration and related fee assessment occurred. LTC's obligation to follow-up on such disputes does not extend beyond the term the disputed charges took place.

## SCHOLARSHIPS

The LTC Foundation awards scholarships to assist students with the costs of tuition, fees, and books for both fall and spring semesters. Scholarship selection criteria differs depending on the opportunity, and can include, but are not limited to financial need, merit, program enrollment, and general student success. LTC Foundation scholarships are funded by charitable donations from local foundations, LTC staff, businesses, friends, and alumni who elect to invest in their community by supporting technical education, the college, and its students.

LTC Foundation scholarship information can be found in the Admissions Office or by calling 920.693.1162. Additional information and the online scholarship application link can be found on the LTC website at <https://gotoltc.edu/scholarships>.

## VETERANS SERVICES

LTC is approved by the State Approving Agency (SAA) at the Wisconsin Department of Veterans Affairs (WDVA) for enrollment of those persons eligible to receive federal GI Bill® education benefits. The SAA approves specific programs offered at specific locations for veterans and other eligible persons to receive federal veteran's education benefits under Title 38 of the U.S. Code. Please note: Students must complete and submit necessary forms, including proof of eligibility for federal VA benefits and the LTC Veterans Education Benefits Request form, to initially receive state/federal benefits and avoid late fees. Veterans continuing to receive federal benefits must complete the LTC Veterans Education Benefits Request form each semester. For more information, contact your County Veteran's Service Officer or LTC Financial Aid/Veterans Office at [LTCVETS@gotoltc.edu](mailto:LTCVETS@gotoltc.edu) or 920.693.1118.

Effective January 2020, the Harry W. Colmery Veterans Educational Assistance Act of 2017 (also known as the "Forever GI Bill"), Section 107, requires Post-9/11 GI Bill® monthly housing payments to be calculated based on the location of attendance. Contact your School Certifying Official for specific details.

### **Veterans Standards of Progress Policy for Federal Benefits**

To obtain federal veterans educational benefits, government regulations require you to maintain satisfactory academic progress in the program that you are enrolled. Academic suspension will be reported to the Veterans Administration, as officials at LTC are obligated to do so. Failure to meet satisfactory progress requirements will result in:

**Semester GPA of 1.0 to 1.99** - Veterans academic probation during the next semester of enrollment. During the semester you are on veteran's academic probation you must achieve satisfactory progress with a 2.0 semester GPA or lose eligibility for benefits the following semester.

**Semester GPA of .99 or lower** - Veterans academic suspension. If you earn less than a 1.0 grade point average for any semester, you will lose your eligibility for veteran's benefits. If you become ineligible for veterans' benefits, you can re-establish eligibility by seeking services through your LTC Program Counselor in order to resolve academic or other problems and to establish a meaningful plan for successful completion of your education or training. A specific request for resumption of veteran's benefits following an interruption due to unsatisfactory progress or conduct must be filled out by you and your counselor and submitted to the veterans certifying official at LTC to determine whether further payments of veteran's educational assistance allowance should be authorized. This form will be mailed to you with notification of your unsatisfactory progress. You can re-establish eligibility in this manner only one time. If you are suspended a second time, you will need to take six credits and pass with a 2.0 semester GPA or greater in one semester. You will be able to resume your benefits the semester following this.

The law requires student payment for a course which is not used in computing graduation requirements unless extenuating circumstances are shown. If a student does not meet the required course grade, it can be retaken until required grade is obtained.

If you feel there are extenuating circumstances, you should notify the Veterans Administration of the circumstances. The Veterans Administration will then make a decision regarding whether the extenuating circumstances are beyond your control.

If you do write to the Veterans Administration, explain the circumstances in detail in order that a fair and just decision can be made. Be sure to include your Veterans Administration file number. Any correspondence should be addressed to:

**Veterans Administration Regional Office**  
**PO Box 4616**  
**Buffalo, NY 14240-4616**

**Veterans Standards of Progress Policy for Wisconsin GI Bill Benefits**

As of January 1, 2014, a student must have at least a 2.0 cumulative GPA to qualify for benefits. You will be responsible for any costs associated with attending classes if your cumulative GPA is below 2.0. This will be a requirement for every semester.

If you lose your WI GI Bill eligibility because of your GPA but later improve your cumulative GPA to at least 2.0, you will be able to use the WI GI Bill during the next semester in which you enroll for classes.

# RIGHTS & RESPONSIBILITIES

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*Please note, individual program handbooks may detail policies that are required for specific programs and may supersede general college policies.*

## ACADEMIC FREEDOM

The college as an institution will remain neutral on partisan political matters. The neutral position is maintained to encourage an environment where faculty, students, and employees can express individual points of view and to insulate the college from undue political influence or pressure.

Faculty at Lakeshore Technical College are entitled to freedom in the classroom in discussing their course competency and outcomes, but they should be careful not to introduce into their teaching controversial matter which has no relation to their course competency and outcomes. Faculty members are expected to educate students to think for themselves, and to facilitate access to relevant materials that they need to form their own opinions. Faculty members are expected to present information fairly, and to set forth justly divergent opinions that arise out of the academic process and professionalism.

Examples of individual conduct that is not protected under the Academic Freedom Policy are as follows, but not limited to: threats or verbal harassment directed toward any member of the college community; disorderly conduct on college property or at any college-sponsored function in a manner that disturbs the privacy of other individuals and/or the instructional program; violation of college regulations or policies; and violation of any federal, state, or local criminal law either on campus or at any college sponsored activity.

## ACCESS TO STUDENT RECORDS - FERPA

### Student Records Confidentiality Notice

The Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's educational records within 45 days from the day the college receives a request for access. You should submit written requests that identify the record(s) you wish to inspect to Student Records or the Registrar.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. You should write to the Registrar and clearly identify the part of the record you want changed and specify why it is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to refuse to permit the college to designate disclosure of personally identifiable information about the student as directory information which is not subject to restrictions on disclosure.

The following information is designated directory information: name, city of residence, student email address, field(s) of study, current enrollment status, dates of attendance, degrees received, most recent previous educational institution attended, honors and awards received, including selection to a dean's list or honorary organization, and photos and videos of students for use in college presentations/displays, news releases, publications, and websites.

If you do not wish to have your information designated as directory information and disclosed to members of the college community and to requesters from outside of the college, you must inform Student Records in writing.

Students may consent to the release of non-directory information by submitting a form for Authorization to Release Non-Directory Information is also available from the Student Records office.

Under sections 99.31(a) and 99.34 of Title 34 of the Code of Federal Regulations, applying the Family Educational Rights and Privacy Act, should an LTC student seek to enroll in another college or university to complete a course or degree, LTC may share personally identifiable data with that college or university's education officials without the student's prior



approval. LTC may also share personally identifiable information with college officials who have a legitimate educational interest.

**Officials of the college are defined as:**

- Persons employed by the school in an administrative, supervisory, academic, research, or staff position.
- Persons serving on school governing bodies.
- Persons employed by or under contract to the college to perform a specific task, such as an attorney or auditor.
- An official has legitimate educational interest if they need to:
- Perform duties specified in their job description or under terms of contractual agreement.
- Provide campus services related to a student such as advising, financial aid, and counseling.
- Conduct tasks related to a student's education or campus discipline.

LTC maintains a record of all releases of student records. Students may forward questions concerning FERPA or request to view a copy of what was shared with other colleges by contacting the Registrar at 920.693.1733. Student data information may be used by the college under allowed exceptions in accordance with the respective laws.

The student has 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  
600 Independence Avenue, S.W.  
Washington, DC 20202-4605**

For more information on FERPA, please visit the website for the Department of Education at [www.ed.gov](http://www.ed.gov).

## **ACCOMMODATIONS FOR RELIGIOUS BELIEFS**

In compliance with Wisconsin state statute 38.04(16), as outlined in TCS Chapter 14 of the WI Administrative code, reasonable accommodation will be made of a student's sincerely held religious beliefs. Students may request a reasonable accommodation with regard to scheduling an examination and other academic requirements. The student will submit a request in writing to the instructor/ five school/working days prior to the date or dates of the anticipated absence. The request will be kept confidential. Instructors will provide a means by which makeup work is completed in a timely manner without any prejudicial effect.

## **ALCOHOL POLICY FOR LTC STUDENTS**

LTC recognizes that the misuse and abuse of alcohol and other chemicals is a serious health problem affecting every aspect of human life. On campus use or possession of alcohol is prohibited.

LTC and the Wisconsin Technical College System Board policy forbid the expenditure of student activity fees for alcoholic beverages. These expenditures include the activity fee transfers that are allocated to student organizations each semester. All college-sponsored activities (using tax dollars and/or activity fees) must be open to all students regardless of age. Alcoholic beverages are also forbidden at off-campus college-sponsored activities. The consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip. The advertising of alcoholic beverages is prohibited on college property and in college publications.

## **BULLETIN BOARDS**

Bulletin boards are located throughout the campus upon which announcements of interest to students will be posted. Occasionally, announcements will be read in class or listed on the TV, but students should check bulletin boards regularly. All items to be posted need to be submitted to Student Services for prior approval. Once approved, LTC staff will post in appropriate locations.

## **CARE TEAM**

The CARE (Concern, Assessment, Response, and Evaluation) Team serves the LTC community by evaluating and responding to disruptive, troubling, or threatening behaviors brought to the attention of the Team. As a part of this work the Team also seeks to help identify members of the LTC community who are in need of support, guidance, or other intervention and to refer them to appropriate campus and community resources. This interdisciplinary Team provides a centralized system for faculty, staff, students, and parents to refer high-risk student situations. The ultimate objective is to assist students and our community to move from a state of distress and increased risk to a condition of safety and security.

The CARE Team works together to:

- address concerns of students' well-being or behavior that may be harmful to self or others or is disruptive or threatening.
- regularly monitor, review, and appropriately respond to reports received via email, incident reports or other regarding potentially harmful, threatening, or disruptive student behavior.
- triage all notifications of student behavior concerns to identify threat level and/or appropriate action.
- provide outreach, consultation, appropriate assessment, and/or referral for issues related to concerning student behaviors.
- create a unified reporting and tracking system that allows the CARE Team to observe patterns of behavior and document the discussion, intervention, and recommended plan for identified students.

Anyone can refer a student to the CARE Team via the online care referral form, or [https://cm.maxient.com/reportingform.php?LakeshoreTC&layout\\_id=2](https://cm.maxient.com/reportingform.php?LakeshoreTC&layout_id=2) including LTC employees, students, family members, and others who believe a student might benefit from additional resources and support. Referrals are reviewed during normal business hours and are not monitored after hours, on weekends, or during official college holidays. For emergency or urgent situations involving immediate risk or threat to safety, security, or health, please call 911.

## **COMPUTER-USE POLICY FOR COLLEGE STUDENTS**

The computing and telecommunicating networks, computing equipment, and computing resources of Lakeshore Technical College (hereinafter "College") are owned by the College. The College's technical resources are provided for the benefit of the College and its employees and students. These resources are provided for use in the pursuit of College business or College education. Use of College technical resources are a privilege, not a right, as such, the following rules and regulations apply to all users. Additional procedures may be adopted by various divisions/departments to meet specific administrative or academic needs. Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

## Regulatory Limitations

- A. Without prior notice, the College may monitor use of the equipment and networking structures and all systems for legitimate academic, administrative, and business reasons, including:
  - 1. To ensure the security and operating performance of systems and networks.
  - 2. To ensure appropriate academic and school related use of equipment/materials.
  - 3. To enforce College policies.

Monitoring includes the right of the College to access messages and files which have been deleted, but not fully erased from systems. Legitimate academic, administrative, or business reasons include, but are not limited to, the right to inspect the contents of electronic messages or files in the course of an investigation prompted by evidence of violation of a College policy or as necessary to locate substantive information which is not readily available through other means. The contents of electronic communications files and records obtained for legitimate academic, administrative, or business needs may be disclosed within the College District, without the permission of student, to those with an essential need to know, as well as to law enforcement and regulatory agencies.

Notwithstanding the right of the College to view, retrieve, and read any and all electronic messages, records, or files within College systems; electronic messages, records, and files must otherwise be treated as confidential by students and accessed only by the author or intended recipient. Students may not attempt to gain access to another person's electronic messages, records, or files without authorization or the permission of the person.

- B. The College reserves the right to limit access to all equipment, networks, and resources when federal or state laws or College policies are violated, or when College contractual obligations or College operations may be impeded.
- C. The College may authorize confidential passwords or other secure entry identification; however, students are to have no expectation of privacy in the material sent or received by them over the College computing systems or networks. While general content review will ordinarily not be undertaken, monitoring of this material may occur for the reasons specified above. Computer passwords are not and are not intended as a guarantee of confidentiality or privacy. Students may not use a password, access a file, or retrieve any stored information unless authorized to do so.

Each individual user is responsible for the proper use of his/her assigned account, including password security. Users must not share computer accounts or disclose access information to unauthorized persons.

- D. The College has the right to monitor and/or restrict material located on all college owned computing devices (computer, laptop, tablet PC, Smartphone, etc.) whether or not such computers are attached or able to connect to campus networks. The College strictly prohibits the use of personal computing device on the College's secure network.
- E. All material prepared and used for purposes and posted to or sent over College computing and other telecommunicating equipment, systems, or networks must be accurate and must correctly identify the author and receiver.
- F. No person shall make copies or distribute copyrighted material (e.g., software, database files, documentation, articles, graphic files, music, movies, and downloaded information) through the email system or by any other means unless you have written permission from the author of those materials. Illegal copies of software may not be run on any District computer. The Technology Services staff will take the necessary action to prevent violations of this requirement. Students are responsible for any and all liability resulting from violation of this prohibition. Failure to comply with this rule may result in disciplinary action by the college as well as legal action by the copyright owner.
- G. The College is not responsible for the loss of data or interference with files which may occur in the course of maintenance of networks or equipment.

- H. The College is not responsible for lost or deleted files which have been saved on any type of media.

## **Permissible Use**

Students are required to adhere to this policy and any related College rules, regulations, and procedures for work produced on computing equipment, systems, and networks. Students may access these technologies for academic, administrative, and school related uses, if the following restrictions are followed:

- A. The use is lawful under federal or state law.
- B. The use is not prohibited by the College or institutional policies.
- C. The use does not damage or overload College computing equipment or systems, or otherwise harm or negatively impact the systems' performance.
- D. The use does not conflict with copyright or trademark law.
- E. The use does not result in commercial gain or private profit (other than as allowable under College intellectual property policies).
- F. The use does not state or imply College sponsorship or endorsement.
- G. The use does not violate state or federal laws or College policies against race or sex discrimination, including, but not limited to, racial slurs, gender specific comments, comments on sexual orientation, or sexual harassment.
- H. The use does not involve unauthorized passwords, identifying data, or any other action that attempts to circumvent, disable, or overload system security, or in any way attempts to gain unauthorized access.
- I. The use does not involve activities which interfere with or disrupt network users, services, or equipment, to include, but not limited to:
  - 1. Distribution of unsolicited advertising or mass mailings;
  - 2. Propagation of computer worms or viruses; and
  - 3. Downloading and/or running any destructive or disruptive programs on College computer systems.
- J. The use does not involve accessing or attempting to access by "hacking" or any other unauthorized entry, materials, information, resources, communication devices, or the files of other users, which the student reasonably understands to be restricted to persons other than the student. Intentional interception of any electronic communication is considered unauthorized access and may violate the Electronic Communications Privacy Act.
- K. The use does not involve in any manner disabling or inactivating virus scanning software or restrictive filters.

## **Illegal Activity**

- A. Any illegal use of the network, or its use in support of such activities, is strictly prohibited.
- B. Illegal activities are defined as a violation of local, state, and/or federal laws.
- C. The submission, publication, or transmission of information or data of any type for the purpose of planning, preparing, or engaging in criminal activity of any type is strictly prohibited.
- D. College officials will report actual or suspected criminal conduct to law enforcement authorities.

## **Viewing or Distributing Obscene or Pornographic Materials**

- A. Students may not intentionally access, download, store, or transmit obscene or pornographic sites, materials, files, or messages through the College District Information Systems or using any College District computing and telecommunicating networks, equipment, or computing resources to include, but not limited to, any sites, materials, messages, or files, which:
  - 1. Contain adult oriented or pornographic images, written materials, or discussions;
  - 2. Are restricted to adults or persons age 21 or over because of adult oriented sexual or violent content
  - 3. Contain sexually explicit images or materials of any type, to include images of the human body which depict nudity or sexual excitement, as well as actual or simulated sexual acts. Conduct of this character is not and will not be recognized as appropriate or authorized use of College computing equipment, information systems, and networks for personal, academic, administrative, or business purposes.
- B. Violation of this section, paragraph A, will result in disciplinary action as stated under “Suspension of privileges by Registrar/Student Conduct Officer”.

## **Suspension of Privileges by Registrar/Student Conduct Officer**

- A. The College's VP of Student Success or the College's Director of Technology may suspend a student's access privileges for as long as necessary to protect the College's computing resources. As soon as practicable following the suspension, the Registrar/Student Conduct Officer must take the following actions:
  - 1. The student must be provided with notice of the computing resources suspension and the reasons for it.
  - 2. The student must be given an opportunity to meet with the Registrar/Student Conduct Officer to discuss the suspension if the student requests it.
  - 3. Following the meeting, the student must be notified that the student may appeal to the Registrar/Student Conduct Officer immediate supervisor if the student is dissatisfied with the outcome of the meeting.
- B. The Registrar/Student Conduct Officer may suspend computing privileges as a disciplinary sanction following adjudication under the student code of conduct.

## **Violation of Policy**

- A. Any violation of this policy will be considered “misconduct” under the College's [Student Code of Conduct](#) (13) Misuse of Computing Resources. Violations should be reported as provided under the Code.
- B. Violations of federal or state law may be referred for criminal or civil prosecution.

## **Application of Public Records Law**

All information created or received for work purposes and contained in College computing equipment files, servers, or electronic mail (email) depositories are public records owned by the college and are available to the public unless an exception to the Wisconsin Public Records Law applies. This information may be purged and destroyed only in accordance with the College records retention schedule.

## **COMPLAINTS**

Complaints are related to state and federal laws, and legal rights of all students. Lakeshore Technical College recognizes two categories of complaints: [Harassment/Discrimination Complaints](#) (Equal Educational Opportunity) and [Sexual Misconduct Complaints](#) (Title IX).

## **Harassment/Discrimination Complaint (Equal Educational Opportunity)**

Harassment means behavior that substantially interferes with a person's work or performance or creates an intimidating, hostile, or offensive work or academic environment.

Harassment of or by employees, students, and the public using college facilities or conducting business in college facilities on the basis of sex, race, religion, national origin, age, disability, or other protected status is a form of discrimination that is unlawful and prohibited. Any action, policy, or practice, including bias, stereotyping, harassment, and retaliation, which is detrimental to a person or groups of people is discrimination.

Any student having a concern related to or alleging discrimination, harassment, or retaliation shall contact the Equal Education Opportunity Officer located in the Student Services Division at Lakeshore Technical College; 1290 North Avenue; Cleveland, WI 53015. For assistance in obtaining detailed procedural information, information on rights, or complaint forms, please contact the Equal Education Opportunity Officer in the Student Services Division. To submit a Harassment/Discrimination complaint, please go to:

[https://cm.maxient.com/reportingform.php?LakeshoreTC&layout\\_id=8](https://cm.maxient.com/reportingform.php?LakeshoreTC&layout_id=8).

## **Sexual Harassment Complaint (Title IX)**

Title IX is a federal law that prohibit sexual harassment in educational programs. Sexual harassment is a broad term that includes the traditional definition of sexual harassment, sexual violence, and any other sex-based misconduct including relationship violence. LTC strives to be compliant with the expanded reporting requirements of both federal acts which require all post-secondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies, and security programming to all current students and employees. Sexual harassment includes but is not limited to the following: sexual harassment, stalking, sexual assault, domestic violence, hostile environment, and other acts of sexual violence. Upon receiving a formal complaint, LTC will take prompt action to eliminate the sexual harassment or misconduct, prevent its recurrence, and address its effects. All sexual harassment and misconduct shall be reported to the Title IX Coordinator as soon as possible. The Title IX Coordinator is located in the Student Services Division at Lakeshore Technical College; 1290 North Avenue; Cleveland, WI 53015. To submit a Sexual Harassment complaint, please go to:

[https://cm.maxient.com/reportingform.php?LakeshoreTC&layout\\_id=3](https://cm.maxient.com/reportingform.php?LakeshoreTC&layout_id=3)

## **CONCERNS**

Students are encouraged to use the following procedure to report concerns. A concern is any written expression of dissatisfaction about the College that is not a complaint (see above). Concerns may involve a LTC faculty/staff member, administrator, another student, facilities, services, etc. To submit a concern about the campus please complete a Questions, Concerns and Suggestions form located at:

[https://cm.maxient.com/reportingform.php?LakeshoreTC&layout\\_id=6](https://cm.maxient.com/reportingform.php?LakeshoreTC&layout_id=6)

**Student concerns will be addressed via the following procedure:**

### **Step 1**

Student completes and submits the Questions, Concerns and Suggestions form. The form is available online at [https://cm.maxient.com/reportingform.php?LakeshoreTC&layout\\_id=6](https://cm.maxient.com/reportingform.php?LakeshoreTC&layout_id=6).

### **Step 2**

The Registrar/Student Conduct Officer will contact the student to gather any information regarding the concern that has been raised. The Registrar/Student Conduct Officer will also make every attempt to meet with the other party/parties related to the shared concern to gather additional information.

### **Step 3**

The Registrar/Student Conduct Officer will attempt to resolve the concern by scheduling a meeting with the parties involved, if necessary. The Registrar/Student Conduct Officer will serve as a neutral third party during this meeting which is designed to follow a process to resolve the concern informally. The goal of the mediation process is to provide a resolution to the concern that is acceptable to both parties. If a meeting is deemed to not be necessary, the Registrar/Student Conduct Officer will relay the concern and all related information to the individual or campus office that is best positioned to address and resolve the concern.

### **Step 4**

If the mediation meeting fails to resolve the matter, it will be referred to one of two Vice Presidents for a final decision. If instructional in nature, the Vice President of Instruction would be the final step in the process. If the matter involves anything other than instruction concerns, the Vice President of Student Success would be the final step in the process.

## **CRIME AWARENESS & CAMPUS SECURITY (CLERY ACT)**

LTC is committed to maintaining a safe and secure environment on campus. As part of the Crime Awareness and Campus Security Act of 1990, the college provides complete information about security awareness, crime prevention, crime reporting, crime statistics, and other related policies. This information is made available through the Students' and Employees' Right to Know and Campus Security Information flyer that is communicated annually to students and staff, commonly known as the Annual Security Report.

## **FREEDOM OF EXPRESSION**

Freedom of thought, inquiry, speech, and lawful assembly are fundamental rights of all persons. These rights include the freedom to express opinions; to hear, express and debate various views, no matter how unpopular; and to voice criticism. Free speech is uniquely important to Lakeshore Technical College as it brings about a free interchange of ideas integral to the College's fundamental mission of teaching, research, and public service.

The College encourages students to present ideas, express their individuality and culture, and be open to thoughts or lifestyles that differ from their own. The College expects all students will present themselves in a respectful manner that does not endanger, threaten, or infringe on the rights of others. The College also expects students will not conduct themselves in a manner that will infringe on another individual's education or the mission of the College. Students that fail to meet these expectations can be referred to the Student Conduct Process.

## **GUARANTEED RETRAINING GRADUATE-EMPLOYER**

A graduate of an associate degree or technical diploma program who is a resident of this state is exempt from the fees for up to six credits within the same occupational program for which the degree or diploma was awarded if the graduate applies for the exemption within six months of graduation and either of the following applies:

- Within 90 days after initial employment, the employer certifies that the graduate lacks entry-level job skills and specifies the deficient areas.

-OR

- The graduate certifies all of the following apply:
  - Has not secured employment in the occupational field of the degree or diploma
  - Has actively pursued employment in that occupational field
  - Has not refused employment in that field or a related field
  - Has actively sought the assistance of LTC Career & Employment Services

A student development team may be utilized to provide support for the returning graduate and employer if applicable, to assist in determining the graduate's instruction and support service requirements. For additional information, contact LTC Career & Employment Services.

## **HAZARDOUS WASTE & CHEMICAL EXPOSURE**

Some classes, such as chemistry and physics, may present the possibility for exposure to substances which have the potential for health hazards. Faculty teaching such a class will include in the class syllabus specific information pertaining to potential exposure and appropriate safety information will be presented to reduce the risk.

Any persons present near chemicals (including hazardous waste) should realize that they are voluntarily exposing themselves to these substances. Precautions, such as changing routes so as not to pass near the hazardous exposure areas or delaying enrolling or not enrolling in a class, may be necessary. These precautions are especially important for people with sensitive medical conditions which could make exposure to the substance mentioned above especially dangerous. In particular, women who are in their first trimester of pregnancy should avoid exposure.

Any time the potential exists for exposure to substances, protective clothing will be required.

## **LTC CAMPUS POLICE & SECURITY**

LTC employs part-time police and security officers to support safety needs on campus.

## **MILITARY SERVICE MEMBER SPECIAL CIRCUMSTANCES READMISSION & REFUND POLICY**

Students who serve in the National Guard, Reserves, or Active Duty stationed locally who are ordered into active military service in the Armed Forces of the United States or who are requested to work for the federal or state government during a national emergency, limited national emergency, or state emergency are provided priority readmission upon their return. Individuals in these circumstances will be eligible for 100% refund of tuition and fees for the current term.

Students who are forced to withdraw from classes due to the activation of a close family member (Father, Mother, Stepfather, Stepmother, Spouse or Life-partner) are provided priority readmission upon their return. Individuals in these circumstances will be eligible to submit a refund appeal request citing military activation as the extenuating circumstance. This appeal, if granted, may result in a 100% refund of tuition and fees.

Individuals seeking a refund of tuition and fees are required to provide a copy of the activation orders to the campus Registrar.

Students who choose to stay enrolled and/or complete their coursework may do so in consultation and permission from their instructor(s).

## **MINORS ON CAMPUS POLICY**

The scope of this policy includes minors on campus who are either unaccompanied or accompanied by an adult. This policy does not include minors on campus who are participating in an educational offering or course/program-related needs. This policy does not apply to the LTC Child Care Center.



## **Minors on Campus in General**

To protect the safety of minor visitors and to avoid disruptive behavior, minors accompanying employees, students, or visitors must be under the constant supervision of their responsible adult while on college property or on the site of any approved off-campus class or other college events. Employees of the College cannot take supervisory responsibility for any unattended minors. Minors are not permitted to be left unattended in any College facility at any time or left alone with an adult that has not accompanied the minor to campus.

The College assumes no responsibility or liability for minors on College property or on the site of any approved off-campus class or other college events, nor for any accidents or injuries to minors occurring on College property. Employees, students, or visitors who bring minors to the College are responsible for all aspects of the minor's behavior, including the minor's safety and are financially responsible for any damages caused by the minor.

Minors are encouraged to come to campus for college-sanctioned activities specifically scheduled and designed for their benefit.

**Exceptional Circumstances** (applicable to employees and students only) Minors may be brought into a particular workplace or classroom setting, in exceptional circumstances, if prior written approval is granted by an authorized LTC representative. The LTC employee or student is still responsible for the minor's safety, behavior and are financially responsible for any damages caused by the minor.

## **NON-REGISTERED INDIVIDUALS IN THE CLASSROOM**

To preserve the integrity of the educational environment, non-registered individuals are not allowed in LTC classrooms, labs, shops, or designated testing areas, except when the non-registered individuals are part of the instructional activities. Exceptions may be made in cases of emergencies and with prior approval from the Dean or their delegate.

## **POLITICAL ACTIVITIES ON COLLEGE PREMISES**

The care, control, and management of the campus of the Lakeshore Technical College, at all locations, is vested within the College District Board and Office of the College President. College buildings and premises of all types are intended for educational purposes authorized by the District Board and President. College buildings and all premises are not a forum open to the general public for public discourse or political activity, as defined herein. The District Board and College President have not designated, and no official of the College is authorized without prior Board approval, to designate any area of College premises, either in whole or in part, to be an open public forum or limited public forum for the purpose of public discourse or political activity as defined, herein.

The mission of the College is andragogic. The District Board, College President, and other College officials act in the public interest through precluding a public impression that the College endorses particular political candidates, groups, messages, or positions.

With the exception of forums, student "straw polls", and similar student programs, specifically sanctioned by the College President, political activity is not permitted in any College building or at any location on College premises, wherever located, at any time. Political activity includes but is not limited to; distribution or posting of political campaign literature, leafleting, posting of signs, circulating petitions, and nomination papers, political fundraising, picketing, rallies, protests, meetings, speeches, demonstrations, and hand billing, and any other activities which disrupt academic work or any function of the College.

Subject to applicable local ordinances, political activity is authorized on public walkways along roads contiguous to College premises. Public walkways may be recognized as traditional public forums. Political activity on public walkways, however, may not disrupt or interfere with the College curriculum, the orderly ingress or egress of persons from College buildings, the safe and efficient movement of persons on or off of College premises, or the orderly operation of classes, or functioning of the College. The College President is authorized to take necessary and reasonable action to restrict or limit the effect of political activity occurring off of College premises, which directly and adversely impacts College premises, so long as such restrictions are non-discriminatory and viewpoint neutral.

Campus security resources and law enforcement agencies will be summoned in response to conduct in violation of the terms of this policy which is disruptive, threatening, or a violation of law.

## **REPORTING OF CRIMINAL ACTIONS**

Individuals should dial 8-911 from LTC campus phones in an emergency situation.

## **SOLOMON ACT**

Congress in 1996 enacted a series of laws that address Military Recruiting and Reserve Officers' Training Corp (ROTC) Program Access to Students of Higher Education (commonly referred to as the "Solomon Amendment"). Under these laws, colleges must give recruiters access to their campuses and provide them with lists containing "student recruiting information" in order to help military recruiters meet congressionally mandated recruitment numbers. The Solomon Amendment overrides FERPA and gives the military the right to receive data designated as "student recruiting information." If an institution or its sub elements does not comply, the entire institution risks losing certain federal funds.

## **STANDARD OF EVIDENCE**

LTC uses the preponderance of evidence standard in all matters involving students. This includes student code of conduct (academic and non-academic), Title IX, and equity cases. The preponderance of evidence standard is defined as such that a party has shown that its version of facts, causes, damages, and fault is more likely than not to be the correct version.

# STUDENT CODE OF CONDUCT

## Nonacademic Misconduct

**Nonacademic Conduct subject to disciplinary action.** Lakeshore Technical College may discipline a student for engaging in, attempting to engage in, or assisting others to engage in any of the following types of nonacademic misconduct:

- (1) **Aiding or Abetting.** Aiding, abetting, or procuring another person to violate any provision of the Student Code of Conduct.
- (2) **Alcohol.** Use, possession, presence, manufacture, distribution, or being under the influence of alcoholic beverages except as expressly permitted by law and College policy.
- (3) **Arson.** Individuals are prohibited from intentionally setting fires unless such action is part of a bona fide academic lesson or experience.
- (4) **Dangerous Conduct.** Conduct that endangers or threatens the health or safety of oneself or another person.
- (5) **Disorderly Conduct.** No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance, in college buildings or on college lands.
- (6) **Drugs.** Manufacturing, distribution, possession, use or being under the influence of any drug or controlled substance or being in possession of drug paraphernalia or equipment used to manufacture, grow, or distribute drugs or controlled substances.
- (7) **Failure to Comply.** Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so; refusal or failure to leave premises because of conduct prescribed by this code.
- (8) **False Information.** Acts of dishonesty, including but not limited to the following: Furnishing false information to the College, any College official, faculty member or office.
- (9) **Fire Alarms and Safety Equipment.** Tampering with fire alarms or safety equipment is prohibited. This is including, but is not limited to, fire hydrants, fire hoses, extinguishers, AED's, and fire alarm pull stations.
- (10) **Forgery or Falsification.** Unauthorized possession of or fraudulent creation, alteration, or misuse of any college or other governmental document, record, key, electronic device, or identification.
- (11) **Harassment.** Conduct defined in s. 947.013, Stats.
- (12) **Hazing.** Conduct defined in s. 948.51, Stats.
- (13) **Misuse of Computing Resources.** Conduct that involves any of the following:
  - (a) Failure to comply with laws, license agreements, and contracts governing college computer network, software, and hardware use.
  - (b) Use of college computing resources for unauthorized commercial purposes or personal gain.
  - (c) Failure to protect a personal password or college-authorized account.
  - (d) Breach of computer security, invasion of privacy, or unauthorized access to college computing resources.
  - (e) Other violations of LTC's Computer Use Policy for College Students.
- (14) **Noncompliance with Disciplinary Sanctions.** Conduct that violates a sanction, requirement, or restriction imposed in connection with previous disciplinary action.
- (15) **Serious and Repeated Violations of Municipal Law.** Serious and repeated off-campus violations of municipal law.
- (16) **Sexual Assault.** Conduct defined in s. 940.225, Stats.
- (17) **Stalking.** Conduct defined in s. 940.32, Stats.
- (18) **Theft.** Attempted or actual theft of College property or the property of others.
- (19) **Unauthorized Entry or Use.** Unauthorized entry into or use of College buildings and grounds, including roofs, ledges, balconies; unauthorized erection or use on College property of any structures including but not limited to tents, huts, gazebos, shelters, platforms, and public address systems.
- (20) **Unauthorized Recording.** Any unauthorized use of electronic or other devices 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.

- (21) Unauthorized Use of or Damage to Property.** Unauthorized possession of, use of, tampering with, damage to, or destruction of College property or the property of others.
- (22) Violation of Criminal Law.** Conduct that constitutes a criminal offense as defined by state or federal law.
- (23) Violation of College Rules.** Conduct that violates any published college rules, regulations, or policies, including provisions contained in college contracts with students including program handbooks.
- (24) Weapons or Dangerous Items.** Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on College premises or use of any such item unless part of an approved academic activity (This includes but is not limited to BB guns, Airsoft guns, Mace, switchblades and knives, or swords with blades over four inches).

### **Disciplinary Procedure:**

- (1) Process.** The Registrar/Student Conduct Officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed under “disciplinary sanctions”.
- (2) Conference with Student.** When the Registrar/Student Conduct Officer concludes that proceedings under this section are warranted, the Registrar/Student Conduct Officer shall promptly contact the student in person, by telephone, or by electronic mail to offer to discuss the matter with the student. The purpose of this discussion is to permit the Registrar/Student Conduct Officer to review with the student the basis for his or her belief that the student engaged in nonacademic misconduct, and to afford the student an opportunity to respond. If the student does not respond to the Registrar/Student Conduct Officer’s offer to discuss the matter, the Registrar/Student Conduct Officer may proceed to make a determination on the basis of the available information.
- (3) Determination by the Investigating Officer that no Disciplinary Sanction is warranted.** If, as a result of a discussion or review of available information, the Registrar/Student Conduct Officer determines that nonacademic misconduct did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action.
- (4) Process Following Determination by the Registrar/Student Conduct Officer that Nonacademic Misconduct Occurred.**
  - (a)** If, as a result of a discussion or review of available information, the Registrar/Student Conduct Officer determines that nonacademic misconduct did occur and that one or more of the disciplinary sanctions listed under should be recommended, the Registrar/Student Conduct Officer shall prepare a written report which shall contain all of the following:
    - 1.** A description of the alleged misconduct.
    - 2.** A description of all information available to the college regarding the alleged misconduct. Such information shall be available to the student upon request, except as may be precluded by applicable state or federal law.
    - 3.** Specification of the sanction to be imposed.
    - 4.** Notice of the student's right to an appeal.
    - 5.** A copy of this code of conduct and of the institutional procedures adopted to implement this section.
  - (b) The written report shall be delivered to the student.**
  - (c)** A student who receives a written report under this section has the right to appeal, as described in the following section, to contest the determination that nonacademic misconduct occurred, the choice of disciplinary sanctions, or both.
    - 1.** Where the disciplinary sanction sought is one of those listed (a) to (h), and if the student desires a hearing, the student shall file a written request with the Registrar/Student Conduct Officer within 10 days of the date the written report is delivered to the student. If the student does not request a hearing within this period, the determination of nonacademic misconduct shall be regarded as final, and the disciplinary sanction sought shall be imposed.

2. Where the disciplinary sanction sought is one of those listed (i) to (j), the Registrar/Student Conduct Officer shall forward a copy of the written report under to the Vice President of Student Success. The Vice President for Student Success shall, upon receipt of the written report, proceed to schedule a hearing on the matter. A hearing shall be conducted unless the student waives, in writing, the right to such a hearing.

## Hearing:

- (1) A student who requests an appeal hearing, or for whom a hearing is required, shall have the right to decide whether the matter will be heard by the Vice President of Student Success or a hearing committee. If the student does not request a hearing, the matter will be heard by the Vice President of Student Success.
- (2) If a student requests a hearing, or a hearing is required to be scheduled due to the sanction being sought, the Vice President of Student Success shall take the necessary steps to convene the hearing and shall schedule it within 15 days of receipt of the request or written report. The hearing shall be conducted within 45 days of receipt of the request or written report, unless a different time period has been mutually agreed upon by the student and Registrar/Student Conduct Officer.
- (3) No less than 5 days in advance of the hearing, the Vice President of Student Success or hearing committee shall obtain from the Registrar/Student Conduct Officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide the student with access to or copies of the Registrar/Student Conduct Officer's explanation, together with any other materials provided to the Vice President of Student Success or hearing committee by the Registrar/Student Conduct Officer.
- (4) The hearing shall be conducted in accordance with the following guidance and requirements:
  - (a) The hearing process shall further the educational purposes and be reflective of the college's commitment to student dignity, equity, and non-discrimination. The process need not conform to state or federal rules of criminal or civil procedure.
  - (b) The student shall have the right to question adverse witnesses, the right to present information and witnesses, the right to be heard on his or her own behalf, and the right to be accompanied by an advisor of the student's choice. The advisor may be a lawyer. The advisor may counsel the student, but may not directly question adverse witnesses, present information, or witnesses, or speak on behalf of the student except at the discretion of the hearing examiner or committee. In accordance with the educational purposes of the hearing, the student is expected to respond on his or her own behalf to questions asked of him or her during the hearing.
  - (c) The Vice President of Student Success or hearing committee:
    1. Shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.
    2. Shall observe recognized legal privileges (confidentiality).
    3. May take reasonable steps to maintain order, and to adopt procedures for the questioning of a witness appropriate to the circumstances of that witness's testimony, provided, however, whatever procedure is adopted, the student is allowed to effectively question the witness.
  - (d) The Vice President of Student Success or hearing committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. The student charged with misconduct may access the record, upon the student's request.
  - (e) The hearing examiner or committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

- (f) A Vice President of Student Success's or hearing committee's finding of nonacademic misconduct shall be based on one of the following standards of evidence:
  - 1. Clear and convincing evidence, when the sanction to be imposed is listed in Disciplinary Sanctions (1) (i) to (j).
  - 2. A preponderance of the evidence, when the sanction to be imposed is listed in Disciplinary Sanctions (1) (a) to (h).
  - 3. A preponderance of the evidence, regardless of the sanction to be imposed, in all cases of sexual harassment and sexual assault.
- (g) The Vice President of Student Success or hearing committee may impose one or more of the disciplinary sanctions listed (a) to (h) that differs from the recommendation of the Registrar/Student Conduct Officer. Disciplinary sanctions listed (i) to (j) may not be imposed unless previously recommended by the Registrar/Student Conduct Officer.
- (h) The hearing shall be conducted by the Vice President of Student Success or hearing committee, and the college's case against the student shall be presented by the Registrar/Student Conduct Officer or his or her designee.
- (i) The decision of the Vice President of Student Success or hearing committee shall be prepared within 14 days of the hearing and delivered to the student. The decision shall become final within 14 days of the date on the written decision unless an appeal to the College President is taken.
- (j) If a party fails to appear at a scheduled hearing and to proceed, the Vice President of Student Success or hearing committee may either dismiss the case or, based upon the information provided, find that the student committed the misconduct alleged and assign sanction.
- (k) Disciplinary hearings are subject to the Wisconsin open meetings law and may be closed if the student whose case is being heard requests a closed hearing or if the hearing examiner or committee determines that it is necessary to hold a closed hearing, as permitted under the Wisconsin open meetings law. Deliberations of the committee shall be held in closed session, in accordance with s. 19.85, Stats. As such, proper notice and other applicable rules shall be followed.

**Appeal to the College President:**

- (1) Where the sanction prescribed by the hearing examiner or committee is one of those listed in Disciplinary Sanctions (i) to (j), the student may appeal to the College President within 14 days of the date of the written decision to review the decision of the hearing examiner or committee, based upon the record. In such a case, the College President has 30 days from receipt of the student's appeal to respond and shall sustain the decision of the nonacademic misconduct hearing examiner or committee unless the College President finds any of the following:
  - a. The information in the record does not support the findings or decision of the hearing examiner or committee.
  - b. Appropriate procedures were not followed by the nonacademic misconduct hearing examiner or committee and material prejudice to the student resulted.
  - c. The decision was based on factors proscribed by state or federal law.
- (2) If the President makes a finding, the President may return the matter for consideration by a different hearing examiner or hearing committee or may invoke an appropriate remedy of his or her own.

**Discretionary appeal to the Wisconsin Technical College System Board:** The decision of the college shall be final, except that the WTCS board may, at its discretion, grant a review upon the record.

**Settlement:** The procedures set forth in this chapter allow the college and a student to enter into a settlement agreement regarding the alleged misconduct, after proper notice has been given. Any such agreement and its terms

shall be in writing and signed by the student and the Registrar/Student Conduct Officer or Vice President of Student Success. The case is concluded when a copy of the signed agreement is delivered to the student.

**Effect of discipline within the institution:** A student who, at the time of commencement, is subject to a continuing disciplinary sanction or unresolved disciplinary charges as a result of a report, shall not be awarded a degree during the pendency of the sanction or disciplinary proceeding.

**Petition for restoration of rights after suspension or expulsion:** A student who has been suspended may petition to have his or her student status, rights, and privileges restored before the suspension has expired by its own terms. A student who has been expelled may petition for the right to apply for readmission. The petition shall be in writing and directed to the College President. The College President shall make the readmission decision.

### **Emergency Suspension:**

- (1) The College President may impose an emergency suspension on a student, pending final institutional action on a report of nonacademic misconduct, in accordance with the procedures of this section.
- (2) The College President may impose an emergency suspension on a student when all of the following conditions are met:
  - a. The Registrar/Student Conduct Officer has made a reasonable attempt to offer the student the opportunity for discussion, either in person or by telephone.
  - b. The Registrar/Student Conduct Officer recommends a sanction of suspension or expulsion.
  - c. The College President concludes, based on the available information, that the misconduct likely occurred and that the student's continued presence on campus meets one or more of the following conditions:
    1. Would constitute a potential for serious harm to the student.
    2. Would constitute a potential for serious harm to others.
    3. Would pose a threat of serious disruption of college-run or college-authorized activities.
    4. Would constitute a potential for serious damage to college facilities or property.
- (3) If the College President determines that an emergency suspension is warranted under sub. (2), he or she shall promptly have written notification of the emergency suspension delivered to the student. The College President's decision to impose an emergency suspension shall be effective immediately when delivered to the student and is final.
- (4) Where an emergency suspension is imposed, the hearing on the underlying allegations of misconduct shall be held, either on or outside of college lands, within 21 days of the imposition of the emergency suspension, unless the student agrees to a later date.
- (5) An emergency suspension imposed in accordance with this section shall be in effect until the decision in the hearing on the underlying charges pursuant to is rendered or the College President rescinds the emergency suspension. In no case shall an emergency suspension remain in effect for longer than 30 days unless the student agrees to a longer period.
- (6) If the College President determines that none of the conditions specified above are present, but that misconduct may have occurred, the case shall proceed in accordance with published disciplinary procedure.

## **Potential Responses to Student Misconduct:**

### **Disciplinary Sanctions:**

- (1) The disciplinary sanctions that may be imposed for nonacademic misconduct, upon conclusion of the disciplinary process, are any of the following:
  - a. A written reprimand.
  - b. Denial of specified college privileges.
  - c. Payment of restitution.
  - d. Educational or service sanctions, including community service.
  - e. Disciplinary probation.
  - f. Imposition of reasonable terms and conditions on continued student status.
  - g. Removal from a course in progress.
  - h. Enrollment restrictions on a course or program.
  - i. Suspension from the college.
  - j. Expulsion from the college.
- (2) One or more of the aforementioned disciplinary sanctions may be imposed for an incident of nonacademic misconduct.
- (3) Disciplinary sanctions shall not include the termination or revocation of student financial aid; however, this shall not be interpreted as precluding the individual operation of rules or standards governing eligibility for student financial aid under which the imposition of a disciplinary sanction could result in disqualification of a student for financial aid.

## **ACADEMIC MISCONDUCT**

### **Academic misconduct subject to disciplinary action:**

- (1) The definition of academic misconduct is an act in which a student:
  - a. Seeks to claim credit for the work or efforts of another without authorization or citation;
  - b. Uses unauthorized materials or fabricated data in any academic exercise;
  - c. Forges or falsifies academic documents or records;
  - d. Intentionally impedes or damages the academic work of others;
  - e. Engages in conduct aimed at making false representation of a student's academic performance; or
  - f. Assists other students in any of these acts.
- (2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.



## **Disciplinary Sanctions:**

- (1)** The following are the disciplinary sanctions that may be imposed for academic misconduct.
  - a. An oral reprimand;
  - b. A written reprimand presented only to the student;
  - c. An assignment to repeat the work, to be graded on its merits;
  - d. A lower or failing grade on the particular assignment or test;
  - e. A lower grade in the course;
  - f. A failing grade in the course;
  - g. Removal of the student from the course in progress;
  - h. A written reprimand to be included in the student's disciplinary file;
  - i. Removal from their academic program of study;
  - j. Disciplinary probation; or
  - k. Suspension or expulsion from the college.
- (2)** One or more of the disciplinary sanctions listed in sub. (1) May be imposed for an incident of academic misconduct.

## **Disciplinary sanction imposed at the discretion of the instructor:**

- (1)** Where an instructor concludes that a student enrolled in one of his or her courses has engaged in academic misconduct in the course, the instructor will follow the following procedure to impose a sanction listed in (1) (a) through (f).
  - (a) CONFERENCE WITH STUDENT.** When an instructor concludes that proceedings under this section are warranted, the instructor shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the basis for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.
  - (b) DETERMINATION BY THE INSTRUCTOR THAT NO ACADEMIC MISCONDUCT OCCURRED.** If, as a result of the discussion, the instructor determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.
  - (c) PROCESS FOLLOWING DETERMINATION BY THE INSTRUCTOR THAT ACADEMIC MISCONDUCT OCCURRED**
    - i. If, as a result of the discussion, the instructor determines that academic misconduct did occur, the instructor shall prepare a written report so informing the student, which shall contain the following:
      1. A description of the misconduct;
      2. Specification of the sanction recommended;
      3. Notice of the student's right to appeal the decision to the Division Dean; and
      4. A copy of the institutional procedures adopted to implement this section.
    - ii. The written report shall be delivered personally to the student, emailed to the student via their campus email account or be mailed to the student by regular first-class United States mail at his or her current address, as maintained by the college.
    - iii. A student who receives a disciplinary sanction under this section has the right to appeal the decision of the instructor to the Division Dean to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both. If the student desires to appeal, the student must file a written request with the Division Dean within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

- (2)** Where an instructor concludes that a student enrolled in one of his or her courses has engaged in academic misconduct in the course, the instructor will follow the following procedure to impose a sanction listed in (1) (g) through (h):
- (a)** The instructor will proceed as above but will also send a copy of the report to the Division Dean.
  - (b)** The instructor will inform the student that, because of the recommended sanction, the case will be heard, and a decision rendered by the Dean.
  - (c)** The Dean will review the information provided by the instructor and will meet with the student to discuss the case.
  - (d)** If, as a result of the discussion, the Dean determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action.
  - (e)** If the Dean determines that misconduct has occurred, the Dean will:
    - i.** Determine the appropriate sanction(s) for the offense. The sanction can be any listed in (1) (a) through (h). If the Dean determines that the appropriate sanction, is one listed in (1) (i) through (j), they will refer the matter to the Vice President for Instruction as outlined below.
    - ii.** Inform the student of their decision via a written report that shall be delivered personally to the student, emailed to the student via their campus email account or be mailed to the student by regular first-class United States mail at his or her current address, as maintained at the college.
  - (f)** A student who receives a disciplinary sanction under this section has the right to appeal the decision of the Dean to the Vice President of Instruction to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both. If the student desires to appeal, the student must file a written request with the Vice President of Instruction within 10 days of personal or email delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.
- (3)** Where an instructor concludes that a student enrolled in one of his or her courses has engaged in academic misconduct in the course, and the instructor or the Division Dean has determined that a sanction listed in (1) (i) through (j) is warranted, the following procedure will be followed:
- (a)** The instructor/Dean will proceed as above but will also send a copy of the report to the Vice President of Instruction.
  - (b)** The instructor/Dean will inform the student that, because of the recommended sanction, the case will be heard, and a decision rendered by the Vice President of Instruction.
  - (c)** The Vice President of Instruction will review the information provided by the instructor/Dean and will meet with the student to discuss the case.
  - (d)** If, as a result of the discussion, the Vice President of Instruction determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action.

- (e)** If the Vice President of Instruction determines that misconduct has occurred, the Vice President will:
- i.** Determine the appropriate sanction(s) for the offense. The sanction can be any listed in (1) (a) through (j). If the Vice President determines that the appropriate sanction is (1) (k), suspension or expulsion from the college, the Vice-President will present the case to the College President who will review the case and either confirm the recommended sanction or remand the case back to the Vice President for further review.
  - ii.** Inform the student of their decision via a written report that shall be delivered personally to the student, emailed to the student via their campus email account or be mailed to the student by regular first-class United States mail at his or her current address, as maintained at the institution.
- (f)** A student who receives a disciplinary sanction listed in (1) (i) through(k) under this section has the right to appeal the decision of the Vice President of Instruction to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both, to the academic misconduct hearing committee. The request for a hearing must be submitted to the Vice President of Student Success within 10 days of personal delivery or mailing of the written report. The Vice President of Student Success shall take the necessary steps to convene the hearing and shall schedule it within 15 days of receipt of the request. The hearing shall be conducted within 45 days of receipt of the request unless a different time period has been mutually agreed upon by the student and the College. If the student does not request an appeal hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

### **Hearing:**

- (1)** If a student requests a hearing, the Vice President for Student Success will take the necessary steps to convene the academic misconduct hearing committee and shall schedule the hearing within 10 days of receipt of the request or written report, unless a different time period is mutually agreed upon between the college and the student.
- (2)** Reasonably in advance of the hearing, the committee shall obtain from the instructor or investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based and shall provide a copy of the Academic Misconduct section of the Student Code of Conduct to the student.
- (3)** The hearing before the academic misconduct hearing committee shall be conducted in accordance with the following requirements:
  - a.** The student shall have the right to question adverse witnesses, the right to present evidence and witnesses, and to be heard in his or her own behalf, and the right to be accompanied by a representative of his or her choice.
  - b.** The hearing committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
  - c.** The hearing committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. Any party to the hearing may obtain copies of the record at his or her own expense. Upon a showing of indigency and legal need, a party may be provided a copy of the verbatim record of the testimony without charge.
  - d.** The hearing committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

- e. The hearing committee may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In other cases, a finding of misconduct must be based on a preponderance of the credible evidence.
- f. The hearing committee may impose a disciplinary sanction that differs from the recommendation of the instructor or investigating officer.
- g. The instructor or the investigating officer or both may be witnesses at the hearing conducted by the committee, but do not have responsibility for conducting the hearing.
- h. The decision of the hearing committee shall be served upon the student either by personal delivery or by first class United States mail and shall become final within 10 days of service.

**Discretionary appeal to the Wisconsin Technical College System Board:** The decision of the college shall be final, except that the WTCS board may, at its discretion, grant a review upon the record.

**Settlement:** The procedures set forth in this chapter do not preclude a student from agreeing that academic misconduct occurred and to the imposition of a sanction, after proper notice has been given.

**Right to petition for readmission:** A student who has been expelled may petition for readmission, and a student who has been suspended may petition for readmission prior to the expiration of the suspension period. The petition for readmission must be in writing and directed to the president of the institution from which the student was suspended or expelled. The petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one-half of the suspension period in suspension cases.

## **TOBACCO/SMOKE-FREE CAMPUS POLICY**

The Tobacco-Smoke Free Campus policy is part of the college's commitment to creating a healthy campus for all members of our campus community and is designed to be positive and supportive of overall health and well-being.

The Tobacco-Smoke Free Campus policy defines tobacco, smoking, or vapor products as including but not limited to all tobacco products including cigarettes, cigars, pipes, any devices used to smoke tobacco products, electronic cigarettes, vaporizers that are alternatives to smoking products, water pipes, smokeless tobacco products such as, chewing, or dipping products, etc.

The use of tobacco, smoking, and vapor products is prohibited in all buildings and grounds owned or leased by LTC. Individuals may use these products in their personal vehicles; however, improper disposal of cigarette butts or littering, smoking, or tobacco materials on campus grounds is prohibited.

Enforcement of the policy will be achieved primarily through respectful communication of the policy, education, and awareness.