

STUDENT HANDBOOK



Table of Contents

2024 – 2025 College Calendar	8
Drop/Withdrawal Deadline Dates 2024-2025.....	9
Where to Go for Help	12
Campuses and Centers	13
CVTC’s Mission, Vision, & Values	14
Registration & Academic Records	15
Registration	15
Registration Schedule	15
Service Member Priority Registration.....	15
How to Register for Classes in SIS	15
Paying for College	16
Late Course Registration	16
Course Waitlists	16
Course Cancellations	16
Auditing Classes.....	16
Audit Grades	17
Fee Exemption for Auditors Aged 60 and Older	17
Fee-exempt Eligible Students:	17
Enrollment Priority:	17
No Show (Beginning Attendance).....	18
Attendance Requirements for Online or MyChoice Courses	18
Attendance Requirement for all delivery methods with a face-to-face component.....	18
Withdrawal from College or Dropping Courses.....	18
Calendar for Course Drops or Withdrawal from CVTC	19
Refund Policy	20
Re-Enrollment after Voluntary Interruption in Program (Break in Service)	21
Academic Records	21

Transcript of Academic Records	21
President's Honor List	21
Student Rights to Records	22
Change of Name/Address/Phone Number	22
Credit for Prior Learning	22
High School Articulation Agreements.....	24
Transfer of Credit to University of Wisconsin System Colleges.....	25
Grading Procedures	25
Repeating Classes	27
Degree Progression	27
Course Age of Credit.....	27
Attendance Procedures.....	27
Paying for College.....	29
Tuition and Other Fees	29
Payment Policy.....	29
Payment Due Dates	29
Payment Options.....	29
Payment Methods and Acceptable Forms of Payment.....	29
Cashier Connection.....	30
Delinquent Account Penalties	30
Refund Policy	30
Financial Aid Refund Information	31
CVTC Foundation Scholarships.....	31
Student Emergency Fund	31
Financial Aid.....	32
Application Process.....	32
Eligibility	32
Types of Financial Aid.....	33
Financial Aid Payments.....	33

Withdrawal and Return to Title IV (R2T4) Policy	34
Veterans Educational Benefits	34
Technology.....	36
IT Service Desk.....	36
IT Service Desk Contact Information	36
IT Service Desk Hours	36
Semester Phone Hours:.....	36
Knowledge Base & Self-Service Guides.....	36
Educational Technology and Student Technology Training	36
Commons	37
Computer Access & Use	37
Student Laptop Checkouts.....	37
Canvas	37
Email for Students	37
Email Access.....	38
Email Access after Graduation.....	38
Student Information System (SIS).....	38
File Storage	38
Wireless Network Connections	38
Microsoft Office 365	38
Internet/Email Acceptable Use Policy	38
CVTC Social Media Statement	39
Social Media Student Guidelines	40
Student Rights & Responsibilities	41
Student Right to Know	41
Copyright Law	41
Student Feedback on Teaching and Learning	41
Field Trips and Excursions.....	41
Release of Liability and Emergency Contact	42

Cell Phone	42
Children in School	42
Food and Beverages in the Classroom.....	42
Animals & Service Animals on Campus.....	42
Equal Opportunity College/Ensuring Non-Discrimination Policy.....	42
Student Identity	42
Student Rights at a Glance	43
Student Concerns/Complaints	44
Student Code of Conduct.....	45
Student Conduct (Behavioral and Academic Integrity)	45
Conduct Expectations	45
Conduct Violation and Course of Action – Behavioral	48
Emergency Interim Withdrawal	49
Re-enrollment after Behavior Dismissal or Emergency Withdrawal.....	49
Conduct Violation Appeal Procedure – Behavioral	49
Academic and Financial Aid SAP Standards	50
Grade Appeal Procedure	50
Student Success	52
Academic Support	52
Adult Education & College Prep.....	52
Diversity Resources	52
Disability Services	52
Multicultural Student Services.....	53
Library & Technology Services	53
Online Learner Resources and Student Technology Training	54
Steps to Success	54
Academic Advising and Student Success Services	57
Academic Advising	57
Student Success	57

Career Planning	58
Financial Literacy Program – Money Matters	58
GradReady	58
Student Life & Public Safety.....	59
The Shops of CVTC	59
Automotive Repair.....	59
Avenue C – Mini Market.....	59
Bookstore	59
Dental Clinic	59
DigiCopy Print Services	60
Food Pantry – two locations.....	60
Shear Inspiration Salon & Spa.....	60
Student Life Services	60
Bus Passes	60
Clinical Badges.....	61
Faxing.....	61
Housing	61
Lockers.....	61
Student ID Cards.....	61
UWEC & UWRF Recreational Facilities.....	61
The LEAD Zone.....	62
Student Association	62
The Club Hub	62
Clubs	62
Alcohol and Other Drug Guidelines for Student Life Activities.....	63
Bulletin Boards/Wall Postings (Advertising & Distribution of Printed Materials).....	64
The StELAR Awards	64
Study Abroad.....	64
Health Services	64

Health Insurance	64
Student Health Services.....	64
Public Safety Information	65
Injuries and Medical Emergencies	65
Emergency Procedures:.....	65
Procedures for Evacuation:.....	65
Procedures for Seeking Shelter:	66
File A Report	66
Security Policy.....	66
Campus Violence Policy	67
Weapons Possession Policy	67
Prohibition	67
Exceptions.....	67
Sex Offender Registry.....	68
Alcohol and Other Drug Policy and Procedures	68
Effect on Financial Aid	69
Personal Protective Equipment.....	69
Allergens	70
Sharps Containers.....	70
Tobacco Use on Campus.....	70
Inclement Weather	70
Parking and Traffic Regulations	70
Parking Registration	71
Parking and Traffic Code	71
Parking Enforcement Procedures	73
Graduate Information & Career Services	75
Graduation Information	75
Graduation Checklist.....	75
Student Commencement Speaker	75

Graduation/Program Completion Requirements.....	75
Certificate Completion.....	76
Graduate Resources	76
CVTC Alumni Association	76
Email Access after Graduation.....	76
Graduate Follow-up Survey	76
Guaranteed Student Retraining Policy.....	77
Career Services.....	77
Career Academies.....	77
Career Fairs	77
Handshake	77
High School Academy Information.....	79
Application/Enrollment	79
Tuition and Fees.....	79
Dropping or Withdrawing from Classes.....	79
Grade Information	80
Transfer of Academy Credits	80
Class Attendance	80
CVTC High School Academy Policy for Inclement Weather, Closings, or Delayed Openings.....	81
Success Strategies.....	81
Technology.....	81

Updated 20250110

2024 – 2025 College Calendar

2024 Summer

May 21 – June 7 Interim Period
May 27 Memorial Day - College Closed
June 10 - August 9 8-Week Summer Session
July 1 - 5 July 4th Holiday Break - College Closed
August 12 - 23 Interim Period

2024-2025 School Year

August 26 Fall Classes Begin
September 2 Labor Day - College Closed
October 9 All Employee Prof Devo Day - College Closed
October 18 End of 8-Week Classes
November 28 - 29 Thanksgiving Holiday - College Closed
December 12 Commencement - Eau Claire
December 13 Last Day of Fall Classes
December 23 - January 1 Winter Break - College Closed
January 2 - 24 Winter Term
January 20 Martin Luther King, Jr. Day - College Closed
January 27 Spring Classes Begin
March 21 End of 8-Week Classes
March 24 - 28 Spring Break
April 18 Spring Holiday - College Closed
May 22 Commencement - Eau Claire
May 23 Last Day of Spring Classes
May 23 Commencement - River Falls

2025 Summer

May 26 Memorial Day - College Closed
May 27 - June 6 Interim Period
June 9 - August 8 8-Week Summer Session
June 30 - July 4 July 4th Holiday Break - College Closed
August 11 - 22 Interim Period

Chippewa Valley Technical College reserves the right to make changes in dates, regulations, and procedures published in this Student Handbook without obligation, or prior notice. For most current information please consult www.cvtc.edu.

Drop/Withdrawal Deadline Dates 2024-2025

Summer Term 2024

Eight-Week Courses

(June 10 – August 9, 2024)

June 14 – drop with 80% refund
(no record of enrollment)

June 21 – withdraw with 60% refund

July 26 – withdraw or audit (no refund)

Sixteen-week Courses

(June 10 – October 18, 2024)

June 21 – drop with 80% refund
(no record of enrollment)

July 12 – withdraw with 60% refund

Sept. 20 – withdraw or audit (no refund)

Fall Term 2024

1st Sixteen-week Courses

(Aug. 26 – December 13, 2024)

Sept. 6 – drop with 80% refund
(no record of enrollment)

Sept. 20 – withdraw with 60% refund

Nov. 15 – withdraw or audit (no refund)

2nd Sixteen-week Courses

(October 21 – March 21, 2025)

Nov. 1 – drop with 80% refund
(no record of enrollment)

Nov. 15 – withdraw with 60% refund

Feb. 21 – withdraw or audit (no refund)

1st Eight-week Courses

(Aug. 26 – Oct. 18, 2024)

Aug. 30 – drop with 80% refund
(no record of enrollment)

Sept. 6 – withdraw with 60% refund

Oct. 4 – withdraw or audit (no refund)

2nd Eight-week Courses

(Oct. 21 – Dec. 13, 2024)

Oct. 25 – drop with 80% refund
(no record of enrollment)

Nov. 1 – withdraw with 60% refund

Nov. 29 – withdraw or audit (no refund)

Spring Term 2025

1st Sixteen-week Courses

(Jan. 27 – May 23, 2025)

Feb. 7 – drop with 80% refund
(no record of enrollment)

Feb. 21 – withdraw with 60% refund

April 25 – withdraw or audit (no refund)

2nd Sixteen-week Courses

(March 31 – August 8, 2025)

April 11 – drop with 80% refund
(no record of enrollment)

April 25 – withdraw with 60% refund

July 11 – withdraw or audit (no refund)

1st Eight-week Courses

(Jan. 27 – March 21, 2025)

Jan. 31 – drop with 80% refund
(no record of enrollment)

Feb. 7 – withdraw with 60% refund

Mar. 7 – withdraw or audit (no refund)

2nd Eight-week Courses

(March 31 – May 23, 2025)

April 4 – drop with 80% refund
(no record of enrollment)

April 11 – withdraw with 60% refund

May 9 – withdraw or audit (no refund)

Summer Term 2025

Eight-Week Courses

(June 9 – August 8, 2025)

June 13 – drop with 80% refund
(no record of enrollment)

June 20 – withdraw with 60% refund

July 25 – withdraw or audit (no refund)

Sixteen-week Courses

(June 9 – October 17, 2025)

June 20 – drop with 80% refund
(no record of enrollment)

July 11 – withdraw with 60% refund

Sept. 19 – withdraw or audit (no refund)

Winter Term Drop/Withdrawal Deadline Dates 2025

January 2 – January 24, 2025

January 3 – drop with 80% refund (no record of enrollment)

January 6 – withdraw with 60% refund

January 15 – withdraw or audit (no refund)

4 Week Drop/Withdrawal Deadline Dates 2024-25

Fall Term 2024

1st Four-week Courses

(Aug. 26 – Sept. 20, 2024)

Aug. 28 – drop with 80% refund

(no record of enrollment)

Aug. 29 – withdraw 60% refund

Sept. 13 – withdraw or audit (no refund)

2nd Four-week Courses

(Sept. 23 – Oct. 18, 2024)

Sept. 25 – drop with 80% refund

(no record of enrollment)

Sept. 26 - withdraw with 60% refund

Oct. 11 – withdraw or audit (no refund)

3rd Four-week Courses

(Oct. 21 – Nov. 15, 2024)

Oct. 23 – drop with 80% refund

(no record of enrollment)

Oct. 24 – withdraw with 60% refund

Nov. 8 – withdraw or audit (no refund)

4th Four-week Courses

(Nov. 18 – Dec. 13, 2024)

Nov. 20 – drop with 80% refund

(no record of enrollment)

Nov. 21 – withdraw with 60% refund

Dec. 6 – withdraw or audit (no refund)

Spring Term 2025

1st Four-week Courses

(Jan. 27 – Feb. 21, 2025)

Jan. 29 – drop with 80% refund

(no record of enrollment)

Jan. 30 – withdraw with 60% refund

Feb. 14 – withdraw or audit (no refund)

2nd Four-week Courses

(Feb. 24 – March 21, 2025)

Feb. 26 – drop with 80% refund

(no record of enrollment)

Feb. 27 – withdraw with 60% refund

March 14 – withdraw or audit (no refund)

3rd Four-week Courses

(March 31 – April 25, 2025)

April 2 – drop with 80% refund

(no record of enrollment)

April 3 – withdraw with 60% refund

April 18– withdraw or audit (no refund)

4th Four-week Courses

(April 28 – May 23, 2025)

April 30 – drop with 80% refund

(no record of enrollment)

May 1 – withdraw with 60% refund

May 16 – withdraw or audit (no refund)

Where to Go for Help

CVTC Student Central
715-833-6200 or 1-800-547-2882
StudentCentral@cvtc.edu | WI Relay: 711

CVTC Student Central is a full-service, one-stop center designed for the convenience of CVTC students. Student Central is located in room 113 of the Business Education Center on the Clairemont Campus.

Academic Advising & Student Success
Eau Claire715-833-6346
River Falls715-426-8200

Academic Services
Chippewa Falls715-738-3845
Eau Claire715-833-6201
Monomonie715-233-5344
Neillsville715-743-3965
River Falls715-726-8208

Admissions715-833-6200

Alumni Association715-858-1888

Assessment715-833-6200

Career Services715-833-6200

Cashiers Office715-833-6228

Dental Clinic715-833-6271

Disabilities Services715-833-6234

Diversity Resources715-833-6234

DigiCOPY
(Duplicating Services)715-552-3444

Facilities715-833-6207

Financial Aid715-833-6200

Learning Center/
Library715-833-6285

Parking715-833-6202

Public Safety
(non-emergency)715-833-6202

Public Safety (urgent assistance from an
on-campus phone)1111

Emergency911

Records & Registration715-833-6200

River Falls Office715-425-3301

Shear Inspirations,
CVTC Salon & Spa715-833-6320

Student Life715-833-6267

Technology Help Desk715-830-5555

TRIO Services715-975-6799

Veteran Services715-830-5561



Campuses and Centers

Eau Claire Campuses

Clairemont Campus

Business Education Center

620 W. Clairemont Ave.
Eau Claire WI 54701
715-833-6200
1-800-547-2882
WI Relay Number: 711

Health Education Center

615 W. Clairemont Ave.
Eau Claire WI 54701
715-833-6417
1-800-547-2882

Gateway Campus

Applied Technology Center

2322 Alpine Road
Eau Claire WI 54703
715-874-4672

Manufacturing Education Center

2320 Alpine Road
Eau Claire WI 54703
715-874-4600

West Campus

Emergency Service Education Center

3623 Campus Road
Eau Claire WI 54703
715-855-7500

Energy Education Center

4000 Campus Road
Eau Claire WI 54703
715-855-7502

Transportation Education Center

3810 Campus Road
Eau Claire, WI 54703
715-975-6700

Regional Campuses

Chippewa Falls Campus

770 Scheidler Rd
Chippewa Falls WI 54729
715-738-3841
1-800-511-9095

Menomonie Campus

403 Technology Drive East
Menomonie WI 54751
715-232-2685
1-800-622-5011

Neillsville Center

11 Tiff Avenue
Neillsville WI 54456
715-743-3965

River Falls Campus

North Education Center

500 S Wasson Lane
River Falls WI 54022
715-425-8200
1-800-480-0997

South Education Center

590 S Wasson Lane
River Falls WI 54022
715-425-8200



CVTC's Mission, Vision, & Values

Mission Statement

Chippewa Valley Technical College delivers innovative, applied and flexible education that supports a diverse community of learners, improves the lives of students, and adds value to our communities.

Vision Statement

Chippewa Valley Technical College is a dynamic partner for students, employers, and communities to learn, train, and succeed.

Values

Commitment – We value all students and their diverse backgrounds. We are committed to their learning and success in a global society.

Collaboration – We value partnerships with business, government, educational systems, and our communities.

Trust – We act with honesty, integrity, and fairness.





Respect – We value a safe and cooperative work environment where individuals care for each other and grow through open communication.

Excellence – We value working together to develop and continuously improve processes that support the creative pursuit of new ideas.

Accountability – We value the resources entrusted to us and will use them responsibly.

Core Abilities

In keeping with our mission and vision, CVTC promotes the development of four key core abilities. These core abilities address the broad-based skills that will prepare a student to become a productive member of the work force, a civic-minded citizen of the community, and a life-long learner ready to grow with her/his chosen profession. The core abilities are:

- Models Integrity 
- Thinks Critically 
- Communicates Effectively 
- Values Diversity 

These core abilities are woven throughout the student's avenue of study not becoming the sole responsibility of any one course but rather integrated into all curriculum as appropriate, thus building a strong base for academic and personal success.

Diversity Mission

CVTC welcomes, values, and respects differences and commonalities of all people. By valuing differences, we demonstrate our commitment to treating everyone with fairness and respect.



Registration & Academic Records

Registration

Registration Schedule

Students must register for a course before attending. Students are responsible for registering for classes according to the registration timeline as communicated by the College.

Continuing program students are notified of exact dates and procedures through email, SIS, and an announcement on Commons. New program students are notified by email and SIS.

The public (undeclared students) is permitted to register for classes after program student registration days. An announcement of open registration is made on the public website at www.cvtc.edu.

Students are strongly encouraged to register on the date and time assigned to them to ensure greater class availability. To ensure a successful registration, students should pre-determine the course sections in which they would like to register by reviewing:

- Program requirements by semester (see “Degree Evaluation” available in the Student Information System (SIS) on [Commons > SIS > Student > Registration > Graduation Audit](#)). This will show the courses left to take prior to graduating and the semester in which they should be taken.
- Program blocks (sample schedules available in [Commons > SIS > Student > Registration > My Program Block of Courses](#)). Students in many programs must follow a particular sequence of courses each semester. The sample schedules will display the course sections/course numbers for which students should register.
- Available course sections can be viewed at [Commons > Records & Registration > Search Course Offerings](#) or through SIS on the Commons portal. Students are encouraged to review course prerequisites and other registration restrictions to ensure that they are eligible to register for the course. Students whose academic record does not show the completion of prerequisites or fulfillment of other restrictions will not be allowed to register for the course.
- Use the Plan Ahead feature to select course sections and prepare your cart for the time your registration opens. This shopping cart feature allows you to make multiple plans and modify as needed. [Commons > SIS > Student > Registration > Register, Drop, or Plan Registration > Plan Ahead](#).

All students, with some exceptions, register online through SIS so it is important for them to know their Commons username and password. New students are encouraged to participate in student orientation to prepare for their first semester. Students should also attend their specific scheduled program advisement and registration where assistance is provided. Continuing students may register online from any location.

Service Member Priority Registration

In accordance with Wis. Stat. Sec. 36.11(47m), service members will be given priority to register for their courses at CVTC. Eligible service members will have priority registration over other students within their designated registration group. CVTC's registration groups include continuing program/certificate, new program, continuing pre-program, new certificate, new pre-program, and open registration students. Service members will be required to present documentation 14 days prior to their designated registration date. Service members will not be allowed to bump other students who are already registered in a course.

How to Register for Classes in SIS

- Step 1: Login to Commons using your username and password.
- Step 2: Select Add/Drop Classes under Student links.
- Step 3: Register for Classes and then select a term.
- Step 4: Register from a plan or indicate the CRNs (Course Reference Numbers) of the courses you want and select submit changes. To find the CRNs, click Find Classes or use the Search Course Offerings section of the website.
- Step 5: View total fees by selecting Cashier Connection from the registration page. Register online for the Payment Plan or to confirm tuition due dates.
- Step 6: Email or print your detailed schedule from the registration page under Schedule and Options.

Paying for College

It is also important for students to determine their method of payment prior to registering for classes www.cvtc.edu/pay-for-college.

After registration, and just prior to starting classes, students should:

- Review their schedule in SIS.
- Check class locations (building and rooms), days, and times.

Late Course Registration

Students are encouraged to register for classes prior to the class start date as attendance is important to a student's academic success. For classes that begin at the start of each semester, students may register for certain courses through Friday of the first week of the semester. Students who wish to register for a class after this deadline may only do so with the approval of the Instructor, Dean, and Registrar.

Course Waitlists

Course waitlists are available on select sections each term, see search course offerings for the available indicator. Students are encouraged to add themselves to course waitlists for any interested section. This will alert the program that students are interested in additional seats of a specific class. If there is enough interest, although not guaranteed, a program may open additional seats or another section.

Students can waitlist a course through the SIS registration module. [Commons > SIS > Student > Registration > Register, Drop or Plan Registration > Register for Classes](#).

- Course waitlists are available when the student registration time ticket opens and on specified sections. Not all classes will have waitlists available.
- Students may register in one section and waitlist on another preferred section.
- The same registration requirements apply for course waitlists such as prerequisites, programs restrictions, etc.
- Course waitlists are a first-come, first-served process.
- Students needing overrides of restrictions will contact their advisor as normal.

Course Cancellations

The College reserves the right to cancel any class. Students will receive a 100% refund in the event the class is canceled. All course times, locations, and instructors are subject to change. Students will be notified via CVTC email of any class cancellation or changes.

Auditing Classes

Students may audit most credit courses if they choose to attend and participate in class activities but do not want to receive credit or a grade. Auditors are not required to but may complete out-of-class assignments and examinations. However, fees and attendance requirements are identical to those of credit students. Audited courses may not be used to satisfy course prerequisites.

Students who registered for a course with the intent to receive a grade, began attending the course, and then changed the status to an audit, will have the credits counted as attempted

credits for academic purposes. "Counted as attempted" means the credits will count toward the 67% completion rate in the "completion rate requirement" category for satisfactory academic progress.

Current policies of external agencies do not allow students to use financial aid or veterans benefits for audited courses. Non-credit and continuing education (CEU) courses, apprenticeship, and clinical/internship classes may not be taken with audit status.

Audit Grades

AU Audit grade means the student registers for a course as an audit prior to the start of the class and attends class but does not receive a letter grade for the course. An AU grade is recorded on the transcript. Audited classes do not count as credits for determining financial aid status, nor do they count toward graduation. Enrollment priority is given to fee-paying students who want to take the course for credit. Auditing students will not be allowed to enroll in a course until seven days prior to the start date of the term. Space must be available in the course and all course prerequisites, if any, must be met.

AX Audit status is given when a student registers for a course with the intent to receive a letter grade, begins attending the course, and then changes the status to an audit. The student receives an AX grade on the transcript and the audited class will be counted as attempted credits for academic purposes. All other procedures related to the AU audit grade (above) apply to the AX grade. Students who wish to change from credit status to audit status must do so before 75% of the total instruction of the course has been delivered.

Fee Exemption for Auditors Aged 60 and Older

In compliance with 1999 Wisconsin Act 154, CVTC permits Wisconsin residents 60 years of age or older to audit a course without paying tuition for the course. A person interested in auditing a course and receiving a tuition exemption may do so if all the following conditions are met:

- The person verifies the individual is, or will be, 60 years of age or older on the date the course begins.
- The person provides evidence of Wisconsin residency according to provisions under Wisconsin Administrative Code section 10.03.
- There is space available in the course. CVTC will continue to use established policies and procedures in place for determining course capacity.
- The person has completed all course prerequisites.
- The course is not a community-based service course. This excludes all non-program courses and non-credit courses that are not eligible for state aid.
- The course is not an apprenticeship.
- The course is not an internship/clinical.

Fee-exempt Eligible Students:

- Are not required to pay course tuition.
- Are required to pay cost-based charges associated with the class. This includes activity fees, material fees and other miscellaneous fees.

Enrollment Priority:

- Enrollment priority is given to fee-paying students who want to take the course for credit.
- Fee-exempt auditing students are not allowed to enroll in a course until seven days prior to the start date of the term.
- Once a student is eligible to enroll in a course as an auditor, another student wanting to take the course for credit may not bump the auditing student from that course.

Demand for Additional Course Sections – CVTC is not required to establish an additional course section to accommodate students aged 60 and over who attempt to register for a course as fee-exempt auditors.

No Show (Beginning Attendance)

Course attendance is a key factor in student success, and verification of such attendance ensures that the College is distributing financial aid to individuals who have begun to attend classes. This policy applies to all CVTC students to ensure student success and to comply with Title IV federal legislation which is intended to limit financial aid overpayment and fraud.

Students who do not attend classes or begin courses during the first week of the semester are reported to the Registrar's Office by their instructor as a "no show" and are dropped from the course. In accordance with Title IV, the College must cancel any financial aid that has been processed for students who fail to begin attendance in all their classes.

The College defines "beginning attendance" as attending class or beginning the course by the end of the first week of a term. Such attendance is not based on qualitative performance in the course but rather on attendance as follows:

Attendance Requirements for Online or MyChoice Courses

Students enrolled in an online course must complete coursework as follows:

- Those registered before the course started must complete one assignment by the end of week one or equivalent based on course length.
- If registered during the first week of the course, the student must complete one assignment no later than noon of the second Friday or equivalent based on course length.

Attendance Requirement for all delivery methods with a face-to-face component

Students enrolled in any course with a face-to-face component such as traditional, hybrid, Online Live or MyChoice must meet the following attendance requirements:

- Those registered before the semester started must attend class during the first week of the semester or equivalent based on course length.
- Those registered during the first week of class must attend the next scheduled meeting of the class.

In the case of extenuating circumstances, for all class types, the student must notify the instructor in writing (email or letter) if unable to attend class in week one as defined above. Without exception when a student's extenuating circumstances prevents him/her from attending in week one, the student must begin the course no later than Friday of week two. The student who does not attend by the extended date will be reported as a "no show" even if a prior written contact was made.

For all situations, students reported as not beginning the course are considered "no shows" and

- Receive a refund of 80% of tuition and fees for any course from which they were cancelled as a "no show." Federal financial aid recipients reported as a "no show" may owe a repayment to the College. Students wishing to appeal the refund due to extenuating circumstances may do so by completing and submitting a "Student Record and/or Refund Appeal" form found in Commons.
- May be reinstated into a class due to extenuating circumstances upon approval of the Registrar. The Registrar collaborates with instructors and deans, where appropriate, in determining whether reinstatement is appropriate.

The "no show" is not part of a student's academic history and does not appear on the transcript.

Withdrawal from College or Dropping Courses

Students are responsible for officially dropping classes or withdrawing from CVTC prior to the start of the class or if they stop attending.

- Students who do not officially drop or withdraw will receive failing grades at the end of the term.
- The official withdrawal date is based on the date the student formally notifies the College of his/her intent to withdraw. Withdrawals are permitted during the first 12 weeks of the semester for a 16-week course, or 75% of class sessions for other course lengths. Withdrawals beyond that point due to extenuating circumstances may be approved by the Registrar with collaboration of the instructor and dean.
- If less than 25% of the scheduled hours of instruction remain, no changes to audit status, no class drops, or complete withdrawals will be allowed.
- Refunds are issued in accordance with guidelines established by the Wisconsin Technical College System, see refund policy below.
- Withdrawals and dropped courses may affect the financial aid satisfactory academic progress completion rate requirement which requires successful completion of 67% of the credits attempted. A "W" grade is counted as attempted credits but not as earned credits. Refer to the Financial Aid Satisfactory Academic Progress (SAP) policy available in [Commons > Records & Registration > Academic Policies](#) for more information.

To officially withdraw from the College, students are strongly encouraged to meet with an academic advisor to discuss the consequences of dropping a class(es) and/or withdrawing from a program. Such consequences include losing financial aid or jeopardizing progression or graduation from their programs. To schedule an appointment, call 715-833-6346.

Students who choose not to meet with an academic advisor may complete the withdrawal form electronically or in paper form. Forms may be obtained from CVTC Student Central at studentcentral@cvtc.edu, in the Eau Claire Business Education Center Room 113, or any regional campus office. An email must come from the student's CVTC student email address containing the student's name, student ID number, course name, and CRN will be required to process any drop that is not completed face-to-face.

Students who withdraw in the first term of a program are moved to undeclared status and must reapply for future program admission.

The following financial aid implications should be considered when making the decision to withdraw from the College or when dropping classes:

- Students receiving federal Direct loans must be enrolled at least half-time to remain eligible. Students dropping below half-time status may owe a repayment to the College.
- Federal financial aid recipients who do not stay enrolled for more than 60% of the payment period will incur a repayment obligation (see Federal Title IV Return of Funds, under Financial Aid).
- Failure to formally withdraw from the College is considered an unofficial withdrawal and will result in the recording of failing grades on the student's permanent record for all classes attempted. See "Federal Title IV Return of Funds" regarding repayment obligations.

Calendar for Course Drops or Withdrawal from CVTC

16-Week Courses:

- Weeks 1-2 (No record of enrollment; course does not appear on student's transcript)
- Weeks 3-12 ("W" grade issued indicating withdrawal and no letter grade)
- Weeks 13-16 (No withdrawals or drops allowed)

8-Week Courses:

- Week 1 (No record of enrollment; course does not appear on student's transcript)
- Weeks 2-6 ("W" grade issued indicating withdrawal and no letter grade)
- Weeks 7-8 (No withdrawals or drops allowed)

Courses Other Than 8 or 16 Weeks:

- If less than 11% of the course's total potential hours of instruction has been completed, then no record of enrollment; course does not appear on student's transcript.
- If 11% through 75% of the course's total potential hours of instruction have been completed, then "W" grade issued indicating withdrawal and no letter grade.
- After 75% of the course's total potential hours of instruction have been completed, then no withdrawals or drops allowed.

Refund Policy

- Refunds are processed according to the Wisconsin Technical College System Refund Policy for program, material and activity fees. Refunds are applicable only from the date the student formally drops a course(s) or completely withdraws from the College.
- A full refund will be given if the drop/cancel is done prior to the first day the class meets. The "first class" is defined as the first day the class meets and not the time of day a class meets.
- Students who decide to withdraw from a course should do so immediately as a single day can make a difference in the refund. Special circumstance requests for refunds must be received within four weeks of the term of registration. Students registering for a course after its start date are subject to the refund policy guidelines as stated.
- Students who cease to attend classes after the first week without officially withdrawing will not receive a refund. Students are obligated for full payment of tuition and fees.
- If the College cancels the course, the refund is 100%. If the College discontinues the course during the 80% refund period, the refund is 100% of all fees paid. After this period or after consumable materials have been issued to the student, the refund will be a proportionate amount of the total fees paid.
- A student who drops one course and adds another of equal or greater credit value during the first week of the term shall receive 100% credit for tuition and fees paid, provided this amount is applied toward the course added. The course added must be in the same term as the course dropped. Courses beginning the first eight weeks of a term are not considered to be in the same term as courses beginning in the second eight weeks. If the fees for the course dropped exceed fees for the course added, refunds will be made according to the guidelines listed below. No new registrations will be allowed after the Friday of the first week of the term.

Refunds for all courses scheduled to meet a semester or longer:

- 100% before the first day the class meets. The day the class meets and not the time of day defines the first class meeting.
- 80% during the first 14 calendar days from the first instructional day of the term.
- 60% during the 15th through the 28th calendar days from the first instructional day of the term.
- Zero after the 28th calendar day from the first instructional day of the term.

Refunds for all courses scheduled to meet less than a 16-week semester:

- 100% before the first day the class meets. The day the class meets and not the time of day defines the first class meeting.
- 80% if less than 11% of the course's total potential hours of instruction have been completed.
- 60% if 11-20% of the course's total potential hours of instruction have been completed.

- Zero after more than 20% of the course's total potential hours of instruction have been completed.

Refund Appeal Procedure – All student refunds are made in compliance with the Wisconsin Technical College System refund policy. Students who dispute refund decisions may appeal by submitting a "Student Record and/or Refund Appeal" form available in Commons. CVTC is not obligated to review disputed fees if the appeal is not submitted within four weeks of the term of registration and fees were incurred.

Re-Enrollment after Voluntary Interruption in Program (Break in Service)

Students who have not registered for a course for one academic year will have their program record inactivated and their program status changed to undeclared. Undeclared students are not eligible to receive financial aid.

Students ready to resume taking classes and pursue a degree in a program must reapply to the program and meet the current admissions requirements.

Academic Records

Transcript of Academic Records

Transcripts are permanent records kept on file in the Registrar's Office, Business Education Center, 620 West Clairemont Avenue, Eau Claire, Wisconsin. A transcript includes a complete list of all College courses, grades, and program graduation for credit, non-credit, and basic skills education coursework at CVTC. Partial transcripts are not available.

Official transcripts – An official transcript is sent electronically encrypted or printed on security paper that bears the signature of the Registrar and College seal. All paper official transcripts are issued in a sealed envelope and should remain that way until it is presented to the employer, institution, or scholarship provider.

Students may obtain copies of their transcript by following the directions available in [Commons > Records & Registration > Academic Records](#). An official transcript may be ordered to be sent electronically or mailed for a \$6 + shipping fee per transcript.

Unofficial transcript – An unofficial copy of the transcript, usually used for personal planning and advisement, does not contain the Registrar's signature or the College seal. Students can obtain a free unofficial transcript by printing from their SIS account within Commons.

Transcripts of other educational institutions on file at CVTC will not be copied by the Registrar's Office for student use. The College cannot act as an agent for another institution.

President's Honor List

CVTC is proud to give recognition to students who demonstrated commitment to their education and have displayed academic excellence. The President's Honor List includes students who complete six (6) or more credits with a semester grade point average (GPA) of 3.5 or higher. All course work for the term must be completed before determination is made.

A President's Honor List and a letter acknowledging honor status is available for students in Commons. Students can access and print the information to use when applying for job openings, creating a portfolio, etc. The President's Honor List is generally posted within three weeks after the end of the semester.

Students who have a final program GPA of 3.5 or above are recognized for scholastic honors on the diploma and official transcript. Honors for the graduation ceremony are determined by the program GPA established prior to the term of graduation.

Student Rights to Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of educational records and governs the release and access of student educational records.

The primary rights protected under FERPA include:

- Students' rights to review and inspect their educational records.
- Students' right to challenge or seek to amend or correct educational records.
- Students' rights to control disclosure of certain portions of their educational records.
- Students have the right to file complaints with the US Department of Education concerning alleged failure by the institution to comply with this act. All requests to review, amend, or correct educational records must be made in writing to the Registrar.

FERPA allows for the release of specified items of information not generally considered harmful or an invasion of privacy if disclosed. In complying with FERPA guidelines, CVTC may release the following directory information without the consent of the student: name, address, email address, telephone number, past and present classes enrolled in, major field of study, participation in officially recognized activities, dates of enrollment, degrees and awards received (including honors), and other similar information as defined by the institution.

Students have the right to restrict the release of all directory information without their prior consent. Students who wish to do this must complete the necessary form revoking any of the public information listed. Forms are available on [Commons > Forms > FERPA Record Release Authorization](#), at Student Central, or at any campus front office.

Non-directory information (private records) are items which are considered private, or protected, and cannot be identified as directory information. Such information includes social security number, race, religion, national origin, gender, grades, and GPA.

Questions or concerns regarding FERPA should be directed to the Registrar's Office.

Change of Name/Address/Phone Number

Address changes can be processed by students through [Commons > Student Information System \(SIS\) > Personal Information](#). Be sure to enter an end date for the old information and a start date for the new information.

Credit for Prior Learning

Students may be granted course credits towards associate degree, technical diploma, or certificate programs for knowledge and skills previously mastered and which directly relate to the program curriculum. The attainment of these skills may be the result of prior work, volunteer experiences, previous military training/experience, or through courses completed at accredited institutions. This opportunity may enable students to accelerate the completion of their educational goals. Students should contact an academic advisor or visit the CPL website for further information, www.cvtc.edu/CPL.

Students must take 25% of their credits at CVTC to graduate from a program at the College. Students whose request for credit for prior learning is denied may appeal the decision through the Provost and Vice President of Academic and Student Affairs.

Credit for Prior Learning may be obtained through the following methods:

1. Prior Learning Assessment (PLA) Credit may be granted for previous work experience, military education/experience, or other prior learning experiences. Skills and knowledge gained through prior learning must be comparable to the competencies provided through the college course competencies. Prior learning credit may be earned

through assessments such as a test developed by a CVTC subject matter expert, through documentation of competencies in a portfolio to be reviewed by a faculty member, or through a formal demonstration of competencies to a faculty member. Prior learning assessments may not be developed if there is already a National Standardized Examination, such as CLEP, for the course equivalency.

Students are ineligible to earn prior learning credit for a course that successfully appear on their transcript. Students can attempt CPL with a withdrawal or audit grade. If a student earns an F letter grade on their CVTC transcript within the previous 2 years, students must retake the class and cannot attempt CPL. After 2 years, a student may attempt CPL for a failed class demonstrating skills and knowledge earned during that period.

Prior learning assessments may take 2 - 4 weeks to be evaluated. To receive college credit, the student must demonstrate mastery of at least 80% of the current course competencies for the portfolio and demonstration assessments. A score of 80% or better must be achieved on tests.

If the student is enrolled in the class, the prior learning assessment must be completed and evaluated by the end of week one. If the student is successful, he/she will receive a 100% refund for tuition. If unsuccessful, the student should remain in the class to receive credit.

Credit is awarded in the form of Verified Experience (VE) credit for successful completion. Credits awarded in this method are not included in the student's grade point average and are not included in the active credits for the term. Therefore, these credits cannot be used when determining financial aid eligibility or enrollment status.

Credit may be awarded, without reassessment, to students who present documentation of credits earned through a system-wide assessment of prior learning while attending other Wisconsin Technical Colleges in the same program.

A non-refundable fee is charged for each prior learning assessment. A payment form will be issued by the Credit for Prior Learning Office. The assessment fee must be paid before the student can be assessed. The fees are based on the assessment methods listed below.

- Test \$50
- Portfolio \$90
- Demonstration \$90

2. Credit through Articulation Agreements. CVTC has established articulation agreements with area high schools to grant advanced standing credit to recent high school graduates who have successfully completed appropriate course work. This is a formal process to coordinate instructional programs, enabling students to move from one instructional level to another without unnecessary duplication. To be eligible for advanced standing credit, students must earn a minimum grade of B (3.0 on a 4.0 scale) in the equivalent high school course. The course must have been taken within the same timeframe as identified for transfer credit, see below.

Students must present appropriate documentation to support their requests of credit for prior learning for credits earned while high school students. CVTC accepts technical college credit awarded through an advanced standing articulation agreement by another Wisconsin Technical College System (WTCS) college for similar courses or those courses adopted as part of state-wide curricula.

3. Associate Degree Advanced Standing for Apprenticeship Training. Apprentices who have completed a minimum of 400 hours of related instruction and obtained journey-level status are eligible for up to 39 credits of advanced standing to meet the Technical Studies requirements of an Associate Degree in Technical Studies-Journey Worker.

4. Transfer of Credit to CVTC. CVTC will award transfer of credits from regional, national, institutional, and programmatic accredited institutions of higher education. Institutions must be recognized by the U.S. Department of Education. CVTC will evaluate these credits to determine the extent to which the credits apply to program requirements, general education requirements, or other program-specific graduation requirements.

Transfer credit is recorded as earned credit only on the student transcript and is not calculated in a student's grade point average.

Credit may be granted to students transferring from other technical colleges, colleges, and universities provided that:

- course is identified on an official college transcript.
- course is equivalent to a course within the current student curriculum.
- course being transferred meets or exceeds the credit value of the CVTC course; the credits accepted as transfer are given the credit value assigned to the CVTC course.
- course is directly applicable to the degree or diploma program being pursued.
- grade of "C" (2.0 on a 4.0 scale) or above was earned in the course.
- transfer credits have been taken within the age of credit for the program. See age of credit policy. Other restrictions may apply due to licensure, certification, or accreditation requirement.

Students who intend to transfer credits from a Wisconsin Technical College System (WTCS) program with statewide curriculum into the same program at CVTC must be in good academic standing in their previous program. Academic standing is evaluated in accordance with CVTC's academic standards. Students who are not in good academic standing must participate in CVTC's academic appeal process prior to admission in the CVTC program. The academic appeal process can be found at www.cvtc.edu/academicappeals.

5. General education credit awarded for students with a bachelor's degree or higher.

Following WTCS CPL policy, CVTC will award up to 21 general education credits toward the completion of their program. Students who meet the required general education credits may need to complete some additional general education core courses based on documented program-specific requirements. For example, a student with a business degree seeking to enroll in a health occupations program may need to complete additional general education science courses like General Anatomy & Physiology.

6. Military Transfer Credit. CVTC honors ACE recommendations for military training and may award credit for those courses that match credit level and competencies for courses within a student's program of study. Students should supply their JST transcript and/or Air Force Academy transcript for review to our Veteran Services office. Commons>Pay for College>Veteran Benefits

7. Transfer of CVTC credits from program to program. CVTC will evaluate these credits to determine the extent to which the credits apply to program requirements, general education requirements, or other program-specific graduation requirements. Exceptions may be considered if 80% of the college course competencies are met and credits and lab components are equivalent.

8. National Standardized Examinations. Students may also receive CVTC credits by earning appropriate scores on national standardized examinations such as CLEP, AP, and DANTES tests. Students must achieve the required score on the AP exams to qualify for credit for prior learning. Required scores and equivalent CVTC courses are available on the college website and in Transferology.

High School Articulation Agreements

CVTC offers opportunity for high school students to earn advanced standing and transcripted credit through articulated agreements with district high schools.

1. **Advanced Standing** – Students who complete the approved secondary course(s) with an A or B final grade will qualify to receive transfer credit upon admission at CVTC. This may be done at the time of application to CVTC without paying additional fees. Students will present appropriate documentation to support their requests for credit earned while in high school. CVTC accepts technical college credit awarded through an advanced standing articulation agreement by another Wisconsin Technical College System (WTCS) college for similar courses or those courses adopted as part of a system-wide curriculum.
2. **Transcripted Credit** – CVTC courses, using college textbooks and materials, are taught in our local high schools by their WTCS certified high school teacher. An agreement is in place to allow for dual enrollment. College credits are awarded and recorded on a CVTC transcript immediately upon successful completion of the course. Courses taken for college credit appear on the transcript and shall be transferable to other technical colleges who have the same course. Courses vary by high school. An agreement between CVTC and the high school outlines the conditions a student must meet to successfully complete the course.

Transfer of Credit to University of Wisconsin System Colleges

Students enrolled in CVTC who wish to continue their education in the University of Wisconsin System may be eligible to transfer credits toward their bachelor's degree. Visit the Transfer Wisconsin page at www.wisconsin.edu/transfer for course-by-course transfer information. Program-to-program agreements with the University of Wisconsin System campuses may be found in [Commons > Records & Registration > Transfer](#).

Grading Procedures

CVTC uses a standard 4.0 scale for grading and calculating quality points. There are five grading periods during the year, each consisting of eight weeks. Final grades are recorded to students' official transcript and used in the calculation of grade point average (GPA). Midterm grades for each semester are available on the Student Information System (SIS). Midterm grades are informational only and neither figure in the grade point average (GPA) nor appear on the academic transcript.

Students may access final grades through the Student Information System (SIS) on Commons.

College Grading System

CVTC has a common grading scale that is used college-wide for consistent grading standards.

<i>Grade</i>	<i>Grading Scale</i>
A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 & Below

Grade	Grading Scale
A	100-90
B	89-80
C	79-70
D	69-60
F	59 & Below

Grade + and – are allowed within each grading scale range. Each range will be designated on the course syllabus.

Grade Point Averages

Grade point average (GPA) is calculated using the total quality points earned divided by total credits attempted. For example, a student who receives an “A” in a 3-credit course receives 12 quality points ($4.00 \times 3 = 12$). Add the quality points of all courses taken in a term and divide it by the total credits attempted to obtain the term GPA. A GPA calculator is also available on Commons.

<i>Grade</i>	<i>Quality Point Multiplier</i>
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Special Circumstance Grades

Special Grades	Definition
CEU	Continuing Education Unit
I	Incomplete
P	Passing with Credit
FP	Failing (Pass Fail Grade Scale)
NC	No Credit
W	Withdrawal
AU	Audit-before course begins
AX	Audit – change from credit to audit after course begins
MG	Missing Grade
TN	Transcripted Credit Attempted - NC

“I” – Incomplete Grades

The Incomplete “I” grade may be assigned if a student is otherwise meeting course expectations but cannot complete required assignments by the end of the course due to extenuating circumstances. The “I” grade allows the student six weeks of additional time beginning with the first week of the next term (fall or spring) to complete the coursework. The instructor may set an earlier deadline for the student coursework completion that is reasonable. Students should be in immediate contact with the instructor to develop a timeline and plan. The decision to issue a grade of incomplete rests with the instructor and may apply to any delivery format (traditional classroom, open lab, distance education).

The student does not pay for the additional six weeks allowed for course completion. When the student completes the coursework, the instructor submits the earned grade to the Registrar’s Office in the Business Education Center.

The "I" grade is not calculated into the student's grade point average (GPA) or attempted credits. When a final grade is submitted, the student's GPA, academic standing, and Financial Aid SAP reflects that grade.

If the student does not complete the coursework, the Registrar's Office automatically changes all "I" grades to F and notifies the student.

Repeating Classes

Students may take a course and repeat it a maximum of one time regardless of the grade received, course withdrawal, or course audit. Repeated courses may only be included in financial aid credits once after a course is passed.

On the third attempt, the student will need to complete the Course Repeat – Student Request form located in Commons under forms. With the completed form, they must meet with the Dean of that course to seek approval to allow for a third attempt registration. Once approved, the Dean will contact Records & Registration to request a permit override in the specific class. A permit override allows a student to register themselves via the Student Information System (SIS).

In changing from one program to another, a student may be required to repeat all classes in which he/she received less than the new program requirements.

If a student repeats a course, the new grade is used to calculate the cumulative GPA, including AX audits. The exceptions to this include course withdrawals or AU audits that will not be considered as the last course taken. The graded class will be calculated into the student GPA and be eligible to meet program requirements. All classes attempted are shown on the transcript, but the final cumulative GPA reflects only the last attempted course grade.

Courses repeated at other institutions are treated as transfer credit and do not affect the GPA. The transferred credit(s) may satisfy program requirements but will not result in the previous grade being excluded from calculations of the CVTC cumulative GPA.

Degree Progression

A student must meet all requirements as published in the official CVTC catalog at the time of matriculation for their specific program to graduate. If a student has a voluntary break in education that extends more than one academic year, the student will have their program record inactivated and their status changed to undeclared. Students ready to resume their education, will reapply to the program and meet current program requirements.

Course Age of Credit

CVTC is committed to updated skill training for the current workforce. Due to this, program specific courses may have an age at which they will no longer be valid in degree completion. Students will be required to retake those courses due to updated industry standards and course competencies. Age of credit is valid both for institutional and transfer credit. The following age requirements are listed below:

- All program specific courses, excluding the programs below = 10 years
- All IT program courses = 7 years
- All health programs = 5 years
 - If there is a break in education, courses will have the following age requirement and will be monitored by the program. Degree audits will be set at 5 years.
 - 1-3 years competency assessment
 - 3 years and above, students must retake the course
- All general education courses = do not expire, although specific programs may require updated courses based on program standards.

Attendance Procedures

- It is recommended that instructors take roll and record attendance at all sessions of all classes.
- Students may not attend and participate in classes for which they are not registered. The instructor will ask the unregistered student to return with proof of registration before participation in the class will be allowed.
- Instructors may choose to require class participation as part of a grade, and lack of class participation due to absences may negatively affect the grade.
- Classroom (course) attendance requirements are at the discretion of each instructor except for school approved activities such as student government, field trips, participation in student organization activities (provided the instructor has received prior notification), requested accommodation for religious beliefs, and mandated attendance required by outside agencies.
- Classroom attendance requirements will be communicated to the student at the beginning of each course and will reflect the assumption that students will attend on a regular basis with the only exceptions being illness or personal emergency. Instructor's method of acceptance of excuses should be clearly communicated.
- It is the responsibility of the student to contact the instructor and make the necessary arrangements to complete missing assignments or tests.
- If an instructor does not get to class on time, the students are to remain in the class at least 15 minutes. If 15 minutes have elapsed without an instructor present, the class is dismissed. Students should report this occurrence to CVTC Student Central or regional campus office.

Attendance Disputes – The College Grade Appeal Procedure should be used if a student disputes a final grade the individual thinks is inaccurately awarded because of attendance.

Attendance /Notification of Instructors – It is the student's responsibility to notify instructors when the individual is absent from class.

Paying for College

Tuition and Other Fees

The Wisconsin Technical College Board annually establishes a per-credit tuition rate and course material fees. In addition, the CVTC Board of Trustees approves student activity, academic support, and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction.

Incidental fees include, but are not limited to:

- Special course fees to cover such items as assessment exams, books, safety glasses, malpractice insurance, uniforms, and other course-specific materials.
 - Students not needing items assessed at the course level can opt out of purchasing them with Dean or Program Director approval.
- Processing fees in the areas of admissions application, pre-entry assessments, criminal background checks, controlled substance test, testing, transcripts/certificates, duplicate student and clinical identification cards, printing, lockers, student payment plans, returned checks, duplicate class schedules, credit for prior learning, and replacement diplomas.
- A per-credit course fee to support online instruction.
- Health Service fee for students with five (5) or more credits each semester (3 or more credits during the summer).
- Public Safety Service fee.

Payment Policy

The act of registering for a class creates an obligation to pay. All classes at CVTC have a limited number of seats available. Students are responsible for the financial obligation to pay, subject to the published refund schedule, regardless of the student's class attendance.

Students who have registered for classes but decide not to attend CVTC must drop all classes prior to the start of the term to avoid financial obligation to the college.

Payment Due Dates

Tuition and fees are due each semester by the specified dates. For payment due dates, by semester, refer to [Commons > Pay for College](#).

Payment Options

There are four payment options, one of which must be in place by the payment due date to avoid having a hold placed on your account that will prevent future registration.

1. Pay tuition & fees in full. See options below.
2. Enroll in a payment plan in Cashier Connection. A \$25 non-refundable enrollment fee per semester is required at the time of setup.
3. For awarded financial aid students, Grants will automatically be applied to your student account. If you are electing to take out loans, finish all required loan steps. Refer to [Commons > Pay for College > Financial Aid > Grants & Loans](#).
4. For employer or third party sponsored, submit to the Cashier's Office a company check, purchase order, or third-party billing authorization form [Commons > Pay for College > Employer Sponsorship](#).

Payment Methods and Acceptable Forms of Payment

Online – In Cashier Connection, students can sign up for the automated payment plan or make a one-time payment with a credit or debit card (MasterCard or Visa), checking account, or savings account.

By Mail – Students can mail a check or money order to CVTC Cashier's Office, 620 W. Clairemont Avenue, Eau Claire, WI 54701. Please include student identification number with payment.

In Person – Students can pay in person with a credit or debit card (MasterCard, Visa, or Discover), check, or cash at Student Central Room 113 in the Business Education Center, please check their web page for current office hours.

By Employer/Third Party Billing – The College accepts company checks or purchase orders as payment. A completed third-party billing authorization (found on [Commons > Pay for College > Employer Sponsorship](#)) must be received in the Cashier's Office prior to the end of the payment due date. Students may be responsible for any unpaid balance if their third-party sponsor fails to pay.

Cashier Connection

Cashier Connection offers a way for students to manage their student financial account activity. To get started in Cashier Connection log on to [Commons > SIS > Student > Cashier Connection](#).

Features of Cashier Connection include:

- Authorized Users – allow others to access & pay account
- E-statements – view current and past account activity
- Refunds – sign-up for refunds to be deposited into a bank account
- Payment Plans – pay bill in scheduled automatic installments
- Payments – make an online payment
- E-1098Ts – elect to receive annual IRS tuition statement

Delinquent Account Penalties

Hold – Students with an account balance or other financial obligations to the College will have a “hold” placed on their academic records until all obligations are paid in full. Students with a hold will not be able to enroll in future semesters until all outstanding fees are paid.

Past Due Account Policy – After the payment due date, all balances are considered past due. CVTC utilizes the State Debt Collection program to collect past due accounts. Additional costs may be assessed to the student by the collection agency.

Refund Policy

Refunds are issued to students because of a credit balance due to overpayment by a student on their account, withdrawal during the refund period at the start of the semester, or excess financial aid funds applied to the student's account. Any subsequent charges posted to the student's account after a refund is issued will be due and payable by the student before registration for the next semester. Refunds will be directly deposited to a bank account designated by the student in Cashier Connection, or a paper check will be mailed.

To prevent delays in receiving a refund check by mail, **it is imperative that students keep their address information up to date**. This may be done by contacting Student Central in the Business Education Center or by logging onto [Commons > SIS > Personal Information](#). Failure to do so may result in a delay in receiving the refund.

If a refund check has already been issued and mailed to an old address, it is important that the student updates their address information immediately with Student Central. By doing this, when the check is returned, the College will have a valid address in which to redirect the check. Students with a forwarding address may experience additional mailing delays.

If a refund check is returned by the post office as undeliverable, the check will be held at the Cashier's Office and the student will be contacted. If a student refund check is not claimed within ten business days, a reissue of the funds can be prepared; however, requests for replacement refund checks will not be accepted by the Cashier's Office until ten business days after the date the original check was issued.

To avoid refund check mail delays, the College highly recommends students use the direct deposit electronic refund process to receive refunds. Setup an electronic refund account in Cashier Connection. Log on to [Commons > SIS > Student > Cashier Connection](#).

Financial Aid Refund Information

A credit balance may result from financial aid funds such as grants, scholarships, or loans applied to the student's account. After financial aid funds are posted to student accounts, refunds of excess aid are issued to the student.

Students **must be aware that their enrollment status** may affect the amount of financial aid received. Learn more about enrollment status at [Commons > Pay for College > Financial Aid > Financial Aid Guide](#).

To determine how funds will be disbursed, it is necessary to know what type of financial aid is being received, such as Pell Grant, SEOG, State Grants, Loans, Scholarships, etc.

The chart below provides estimated financial aid refund information for eligible students. Students must submit all necessary documents to the Financial Aid Office before any disbursement of financial aid. Receipt of financial aid may be delayed if the necessary documentation has not been received. Refunds are issued weekly and posted to student accounts as funds are received.

Financial Aid Fund	1st Refund Date
Direct Loans, Alternative Loans, Plus Loans, etc.	First Friday of the semester for electronic refunds. Paper checks* will be mailed the following week.
State Grants	Third Friday of the semester for electronic refunds. Paper checks* will be mailed the following week.
Federal Pell Grant, SEOG, United Way	Fifth Friday of the semester for electronic refunds. Paper checks* will be mailed the following week.

**Please allow up to 10 business days for paper refund checks to arrive.*

Unexpected computer problems and delays in the mail system cannot be predicted. CVTC cannot authorize early disbursement of checks. Students receiving unexpected or unwanted refunds, or who have questions regarding refund checks, should contact the Cashier's Office immediately.

CVTC Foundation Scholarships

CVTC Foundation Inc., offers scholarships to CVTC students each year acknowledging academic excellence and student need at CVTC. Thanks to the generosity of numerous donors, almost 300 scholarships are awarded to CVTC students annually. CVTC students apply for all Foundation scholarships using an online application. Students complete a general application, and the system automatically applies students to the relevant scholarship opportunities they are eligible for, all within a matter of minutes. Scholarship application assistance is offered to all students at the beginning of the spring semester. For more information about scholarships, contact the CVTC Foundation by phone 715-833-6479, email foundation@cvtc.edu, or visit [Commons > Pay for College > Scholarships](#).

Student Emergency Fund

The CVTC Student Emergency Fund provides financial assistance to CVTC students involved in a catastrophic situation or emergency/unanticipated event that may affect the student's ability to continue their education. The fund is intended to address a primary need that cannot be addressed through other community organizations. For more information, visit [Commons > Pay for College > Student Emergency Fund](#).

Financial Aid

Students may be eligible for financial aid in the form of federal and state grants, federal loans, scholarships and/or the work-study program by completing the Free Application for Federal Student Aid (FAFSA) and following the steps below. Information is also available at www.cvtc.edu/financialaid.

Application Process

Step One:

Submit a Free Application for Federal Student Aid (FAFSA)

- Get organized. Gather the following documents: Social Security number, driver's license, income tax return for student and parent (if student is a dependent), bank statements and investment records.
- Submit a free application for Federal Student Aid (FAFSA) online at www.studentaid.gov. CVTC's federal school code is 005304.

Apply for Admission

Students must be accepted into a financial aid eligible program at CVTC to receive Financial Aid.

Step Two:

Return any forms or documents requested by the Financial Aid Office as soon as possible. All requests are sent to your CVTC student email account. Make sure to include the student's CVTC ID number (@00*****) on all documentation.

Step Three:

Award offer notification. Students receive their financial aid award notification via their CVTC student email account. The award is based on a student's eligibility: Most students are eligible for federal loans, but also may be eligible for work-study, state and/or federal grants, and scholarships. Students will receive their award notification by the end of July for fall entry and by late November for spring entry if steps 1-2 above are completed by CVTC's priority filing date.

CVTC's priority filing date for the FAFSA is April 30. The priority filing date is not a deadline, but a goal date for students to receive the maximum amount of funding they are eligible for, and in time for course registration/book purchase. FAFSA information received after the priority filing date will still be accepted and processed, but award information may not be in time for students to charge tuition, fees and/or books to financial aid when registering for courses. Other payment options are available for students in this situation.

Step Four:

Receive Financial Aid. If an award package includes federal or state grants, these funds will be automatically accepted on the student's behalf.

If an award package includes loans; and the student decides to accept the loans via the Student Information System (SIS), the student is required to complete the following steps at <https://studentaid.gov/> and sign-in with their FSA ID:

- Loan Entrance Counseling (required once for Direct loans) studentaid.gov/entrance-counseling/
- Master Promissory Note (MPN) (required once every ten years) studentaid.gov/mpn

Financial aid awarded funds are applied toward unpaid balance first, which includes charges on the automatic payment plan. If credited aid exceeds CVTC charges, the Cashier's Office will refund the student within 14 days of the applied credit. If charges exceed aid, the student must pay the balance. Note: Register for E-Refunds for quickest refund.

Eligibility

There are several things' students need to understand to ensure they are eligible and continue to be eligible to receive financial aid throughout their programs.

- Students who are accepted in a financial aid eligible program at CVTC and are considering taking one or more courses at another school that apply towards their degree at CVTC or are part of an interwoven program may request a consortium agreement between the schools from their CVTC academic advisor.
- Enrollment status is based on the number of financial aid eligible credits in which a student is enrolled.
 - Full time (12 credits or more)
 - Three-quarter time (9-11 credits)
 - Half time (6-8 credits)
 - Less than half time (5 or less)
- Some programs are not eligible for financial aid.
- Some courses are not eligible for financial aid and cannot be included in the enrollment status.
- Students must make satisfactory academic progress for each term of enrollment to remain eligible for financial aid the following term. Visit the Academic Policies page in [Commons > Records & Registration > Academic Records](#) for the most current satisfactory progress standards.
- Repeated courses may only be included in financial aid credits one additional time after a course has been passed.
- Audited credits and credit for prior learning credits are not included when determining financial aid enrollment status for the term.
- Students must complete their educational program before attempting 150% of credits required for graduation from the program. When the student can no longer complete their program within the 150% timeframe, they become ineligible.

Types of Financial Aid

Grants are financial aid that does not have to be repaid except under provisions of the Title IV Return of Funds policy and attribution.

Work Study is employment at the College. Paid community service jobs are also available. Positions are posted at [Commons > Pay for College > Work-Study/Employment](#).

Loans are borrowed money that must be repaid with interest. A repayment calculator is located at [studentaid.gov](#) under Student Loan Repayment. Visit [Commons > Pay for College > Financial Aid > Grants & Loans](#) for more information.

- Direct Subsidized Loan: interest is paid by the government while the student is enrolled in 6 or more credits, or in deferment.
- Direct Unsubsidized Loans: interest accrues starting the date of disbursement.
- Parent Plus Loans: interest accrues starting the date of disbursement.

Financial Aid Assistance Programs

Federal College Work Study
Federal Indian Student Assistance Program
Federal Parents Direct PLUS (Parent) Loans
Federal Pell Grant
Federal Subsidized Direct Loans
Federal Supplemental Educational Opportunity Grant

Federal Unsubsidized Direct Loans
Wisconsin Hearing/Visually Handicapped Student Grant
Wisconsin Grant
Wisconsin Minority Retention Grant
Wisconsin Native American Grant
Wisconsin Nursing Student Loan
Wisconsin Talent Incentive Program Grant

Financial Aid Payments

- One hundred percent (100%) of tuition and fee amounts owed to the College is collected in full from any funds received; any remaining amounts are either deposited

electronically in the account identified by the student in Cashier Connection or mailed in paper check form.

- Students may charge their textbooks to excess financial aid.

Withdrawal and Return to Title IV (R2T4) Policy

The Federal Title IV Return of Funds Policy applies to students who have received federal financial aid assistance (Title IV Funds) and have officially or unofficially withdrawn from CVTC. The official withdrawal date is defined as the actual date the student begins the College withdrawal process or the student's last date of academically related activity as identified by the instructor.

The amount of federal financial aid assistance that a student earns is determined on a prorated basis. Once the student has completed sixty percent (60%) of the term, all financial aid is earned. If a student (1) withdraws from school before 60% of the term has been completed, (2) drops a class before the start date, and/or (3) does not officially withdraw and receives all failing grades for the term, the Financial Aid Office calculates the amount of unearned financial aid and returns financial aid funds in refund distribution order. The student is billed for funds CVTC is required to repay. Account balances not paid by the end of the withdrawn term may be turned over to a collection agency and the Wisconsin Tax Refund Intercept Program.

When a student receives federal financial aid more than earned financial aid (for R2T4 purposes):

- the school returns the lesser of
 - College charges multiplied by the unearned percentage, or
 - Title IV federal financial aid disbursed multiplied by the unearned percentage; and
- the student returns
 - any remaining unearned financial aid not covered by the College;
 - any loan funds are repaid in accordance with the terms of the promissory note; that is, scheduled payments to the holder of the loan over a period of time.
 - any grant amount the student must return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.

Financial aid is used first for institutional charges; therefore, if a student officially withdraws or unofficially withdraws and is scheduled to receive a refund of tuition and fees, all or part of this refund will be used to reimburse financial aid program(s).

The order of refund distribution as prescribed by Federal Regulation:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV programs
- Other federal, state, private or institutional aid

Any funds remaining after the above distribution are returned to students.

Veterans Educational Benefits

The Veteran Services Office at CVTC certifies enrollment of veterans and eligible dependents who utilize educational benefits while attending CVTC. The Veteran Services Office is located at the Clairemont Campus Business Education Center, room 113.

Students may also contact the office by phone at 715-830-5561 or email veterans@cvtc.edu.

Students may be eligible for Federal Education Benefits if they are:

- honorably discharged from active duty in any military branch
- currently serving in the reserves or National Guard
- a dependent or spouse of a 100% disabled or a deceased veteran
- a child or dependent whose parent or spouse transferred benefits to them

Students may contact the Veteran Advisor & School Certifying Official for information about getting benefits started. Students who receive State Education Benefits should bring the appropriate documentation to Veteran Services.

Students who seek or receive veteran's education benefits are required to provide the following information:

- Discharge or separation papers (DD214) for Veterans or Notice of Basic Eligibility (NOBE) for active National Guard or Reserve soldiers
- Course registrations and changes in registration status to include course withdrawals, additions, and auditing a course
- Program change when applicable
- Eligibility letter from the regional Veterans Administrative Office
- Dates of future deployments
- National Guard reimbursement form(s) if applicable
- Changes to veteran benefits packages

It is the student's responsibility to inform the Veteran Services Office of schedule modifications. Schedule changes could alter the benefit amount received or cause an overpayment by the VA.

Individuals receiving veteran's education benefits who are academically dismissed from the College must meet with the Veteran Services Office to determine access to future benefits upon return.

Technology

GET TECHNOLOGY HELP 24/7!

Visit our Knowledge Base for self-help articles at kb.cvtc.edu.

Submit Incidents

Email: > servicedesk@cvtc.edu

Online Portal: > servicedesk.cvtc.edu



During Business Hours: 715-830-5555 • Walk-Up BEC 008

IT Service Desk

The IT Service Desk serves as the main point of contact when a technology-related problem, question, or request arises. Ready to assist, the IT Service Desk is located on the lower level of BEC.

IT Service Desk Contact Information

- Email: servicedesk@cvtc.edu
- Phone: 715-830-5555
- From a campus phone: 5555

IT Service Desk Hours

Semester Phone Hours:

- Monday – Thursday, 7:30 am – 5 pm
- Friday, 7:30 am – 4:30 pm

Semester Break Phone Hours:

- Monday – Friday, 8:00 am – 4:30 pm

Walk-Up Hours:

- Monday – Friday, 8 am – 4:30 pm

After Hours:

- Submit an incident via email or visit kb.cvtc.edu.

Knowledge Base & Self-Service Guides

Check out the CVTC Knowledge Base at kb.cvtc.edu for a collection of many useful technology related guides including:

- Commons account login credentials and accessibility.
- CVTC computer, mobile phone, and wireless accessibility.
- CVTC technologies such as SIS, Commons, Office365, Canvas, and more.

Educational Technology and Student Technology Training

CVTC Ed Tech Specialists are here to help students with the challenges of online learning.

Please reach out if you need help with:

- CVTC technologies such as Canvas, Commons, or student email.
- Microsoft OneDrive, Google Drive, or online applications.
- Online study skills, time management skills or technology recommendations.

Ed Tech Specialist Contact Information:
email: EdTechHelp@cvtc.edu
call: 715 833 6464 or [click here set up an appointment](#).

Commons

Student Commons is a web portal for students to access the information and tools they need throughout their educational career at CVTC. It provides students access to their email, Canvas, SIS (Student Information System), College announcements, the library, and much more. A student receives access to a Commons account within 24 hours of registration for credit, internet, or basic skills classes. The account remains active until one year after the last day of the student's enrollment.

To login to Commons, students need to know two items—username and password. The username is their email address without the @student.cvtc.edu (example: jsmith102). To login to Commons for the first time, students are required to complete the account activation form. The account activation is located below the username and password fields on the Commons login page and can be accessed by clicking on "Activate Commons Account." Complete the required fields: first and last name, date of birth, student ID number, select a secret question, enter a secret answer, and create a SIS Pin and password (all of which are case sensitive). *Note:* In the event a password needs to be reset the username, secret question, and answer will be required.

Computer Access & Use

Students may use computers in labs at any CVTC campus or in the Learning Center at BEC. Commons can be accessed off-campus via a link on Commons Student Portal or <https://Commons.cvtc.edu>.

CVTC computers and computer systems are to be used only for academic/ instructional activities, and other official college business. Use of CVTC computers and computer systems for illegal, fraudulent, or unethical purposes is prohibited. Students who violate CVTC's Computer Use Policy may lose access to the computers and computer systems or be subject to other disciplinary action. See also the Internet/Email Acceptable Use Policy.

Student Laptop Checkouts

Available for 30-day checkout (students only), with renewals depending on reservations. Subject to availability. Stop by CVTC Library at the Business Education Center, the River Falls Learning Center, or reserve one at <https://libguides.cvtc.edu/collectionsandspace/studenttechnology>.

Canvas

Canvas is CVTC's learning management system. With Canvas, students can access course materials, view grades, submit assignments, participate in discussions and chats, and take tests and quizzes. To learn more about Canvas, visit <https://kb.cvtc.edu/110891>

Email for Students

All the important information including registration timelines & details, graduation, financial aid, College events, course information from faculty, how to access grades, notification of academic status, and much more will be distributed to students via their CVTC email account. Students are strongly discouraged from forwarding CVTC email to a personal account as some internet providers view this as spam and block it accordingly. It is the student's responsibility to open and read their email regularly. See the *Internet/Email Acceptable Use Policy* at the end of this Technology section.

Email Access

After registering for classes, students are provided an email account that can be accessed through the College web portal at <https://studentcommons.cvtc.edu>. For a step-by-step guide, go to <https://kb.cvtc.edu/email>

Student email addresses start with the username, which has a standard naming structure as follows: <username>@student.cvtc.edu (i.e., jsmith2@student.cvtc.edu). Find your username by going to the initial Commons Secure Login page at <https://studentcommons.cvtc.edu> and clicking “What’s My Username?”

Student email-boxes have a quota of 100 GB, including attachments. Students that reach that limit will no longer be able to send or receive messages. To minimize this inconvenience, routinely clean-out your mailbox.

Email Access after Graduation

To request an Alumni email you must contact the IT Service Desk within 120 days of the last day of the last class you attended at CVTC. Alumni email accounts are for life and do NOT include Office 365 or OneDrive access. Students' login and manage their password at <https://portal.office.com>.

Student Information System (SIS)

The Student Information System (SIS) is a secure system within Commons that allows access to school and work records. Through SIS, students can obtain information such as grades, unofficial transcripts, class schedules, financial aid status, and class registration.

File Storage

CVTC recommends saving documents to Microsoft OneDrive using your student email account because it synchronizes your local data to the cloud. It is simple to share and simple to access from any computer anywhere. For a step-by-step guide, go to <https://kb.cvtc.edu/onedrive>

Wireless Network Connections

Secured wireless network connections are available at all CVTC campuses. For a step-by-step guide, go to <https://kb.cvtc.edu/wifi>

Microsoft Office 365

Microsoft Teams, Word, Excel, PowerPoint, etc., is available at no cost to CVTC students through Office 365, for directions visit: <https://kb.cvtc.edu/office365>.

Internet/Email Acceptable Use Policy

The use of the College Internet/email is a privilege, not a right; and the College maintains the right to limit access. Email is NOT guaranteed to be private. The Associate Vice President-Student Services or his/her designee has the right to monitor and track Internet usage and access information stored in any user directory, on the current user screen, or in email. The Associate Vice President-Student Services or his/her designee may deny, revoke, or suspend specific user accounts.

Acceptable Use

It is acceptable to use the College Internet and email access for purposes relating directly to education, research, or job seeking. Personal use is acceptable if the following parameters are followed.

Account Forwarding

Students are provided an email account @student.cvtc.edu. They are expected to monitor these accounts for both classroom and college business announcements. Mail will not be automatically forwarded from these accounts.

Unacceptable Use

It is not acceptable to use the College Internet/email in such a way as to interfere with or disrupt network users, services, or equipment. Downloading, using, or distributing unlicensed software, music, images, applications, or other electronic files are not acceptable. The College's Internet/email resources may not be used for:

Distributing unsolicited advertising;

Downloading, accessing, creating, displaying, transmitting, and storing:

- Obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representation.
- Statements or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.

Spread of computer viruses and malware;

Downloading entertainment software or games or playing games against opponents over the Internet for personal use or profit;

Downloading or installing any software unless directly instructed to do so by your instructor;

Uploading any software licensed to the College or data owned by the College without the express authorization of the administrator responsible for the software and data;

Commercial activities and other activities conducted for personal gain;

Solicitations not approved by the College;

Political fundraising or lobbying;

Making unauthorized entry to computational information, communications devices, or resources;

Vandalism and mischief that incapacitates, compromises, or destroys College resources and/or violates federal and/or state laws;

Violating software copyrights and usage licensing agreements.

Enforcement

Violations of this policy may result in disciplinary action, including dismissal, revocation of the user's account, and any appropriate legal action as outlined in the CVTC Code of Conduct.

CVTC Social Media Statement

The official social media sites represented on the Chippewa Valley Technical College (CVTC) homepage (including but not limited to: Facebook, YouTube, Twitter, LinkedIn, Instagram) are produced and maintained by the CVTC Marketing & Communications Department. Links to content or other internet sites should not be construed as an endorsement by CVTC of the entities, views or content contained therein. CVTC is not responsible for the content of those external web sites.

CVTC has the right to remove any content published by outside parties for any reason, including but not limited to, content that it deems threatening, profane, obscene, a violation of intellectual property rights or privacy laws, off-topic, commercial or promotional of organizations or programs not related to or affiliated with the College, or otherwise injurious or illegal. Users are fully responsible for the content they load on any of CVTC's social media sites.

By submitting content to any of CVTC's social media sites, users understand and acknowledge that this information is available to the public, and that CVTC may use this information for internal and external promotional purposes. Please note that other participants may use posted information beyond the control of CVTC. Users who do not wish to have information they have made available via these sites used, published, copied and/or reprinted should not post on the social media sites.

Social Media Student Guidelines

Students are encouraged to utilize social media as beneficial to their academic and professional experiences. These guidelines do not seek to dictate the personal use of social media by our students, rather to heighten awareness of the individual responsibility assumed through these engagements.

Social media provides a broad platform to share information, participate in meaningful debate and communicate experiences and success during academic journeys. It is important to consider the potential risk surrounding inappropriate use of social media and the impact it may have on the students, staff, and college. While in student status, it is the expectation that students align with CVTC policy when directly or indirectly referencing the college.

Students are expected to treat everyone (students, instructors, administrators, other stakeholders) with respect when interacting with social media sites. Violations of this policy may result in disciplinary action, up to and including probation, dismissal, revocation of the user's account, and any other appropriate legal action.

CVTC's name, identity and logo may only be used in accordance with the college policy.

CVTC provides established processes for students to express concerns and are encouraged to utilize these student complaint procedures, not on social media.

Student Rights & Responsibilities

Student Right to Know

Learn more about student rights at CVTC. Explore how to access academic records, financial aid requirements, and additional information at [Commons then search Rights and Responsibilities](#).

Copyright Law

Copyright has three main purposes:

- Protect the creator's right to control how their work is used
- Protect the creator's right to obtain commercial benefit from their work
- Encourage new works and ideas through incentivizing creators

All students and employees must be respectful of copyright laws and related College policies. Assume that all work is copyrighted, even if the copyright symbol (©) is not on the material. Unauthorized distribution of copyrighted material (including peer-to-peer file sharing, digital or print textbook copying) may be subject to civil and criminal penalties. Student violators of this copyright policy will also be subject to the Student Code of Conduct discipline sanctions as outlined in the Student Handbook.

Students seeking assistance with copyright questions can email the CVTC library at library@cvtc.edu or visit the U.S. Copyright Office website, <http://www.copyright.gov/>.

Student Feedback on Teaching and Learning

Teachers welcome and benefit from constructive feedback. CVTC uses an electronic survey to collect student feedback. Upon receiving the email request for feedback, please take the time to provide meaningful comments that help instructors grow and improve. Submitted information will not be identified by name or ID number. Click the link in the email to access the online survey.

Field Trips and Excursions

Students are to participate in all field study trips or, by special arrangement with the instructor, perform some special study at the College in lieu of the field study trip. If the field study trip is scheduled during the regular class hour(s), students must either be in school working on the special assigned project or on the field study trip. If the field study trip is scheduled outside the regular class hour(s), the instructor will check if the students are available. If a trip is a course requirement, the cost and dates of the trip shall be communicated to the students as early as possible in the semester. Expenses in reference to a field study trip are in addition to the regular laboratory class fee and become a personal obligation of each student involved.

Transportation Procedures:

1. If the activity is in the immediate area of the College, students shall be requested to report at the meeting place. Individuals are responsible for their own transportation.
2. If activity is further away, instructor will discuss travel options. Faculty and staff members are not to organize carpools.
3. Students and instructors transporting others in personal vehicles take on the personal liability of any loss.
4. Students and/or instructors must contact Public Safety prior to travel to request to leave a personal vehicle in the student parking lot overnight. Information needed is the name of the student, vehicle make, and license plate number.
5. If travel is club related, refer to Club Manual located in the Club Hub located in Canvas for additional details regarding travel policies and procedures.

Students are expected to behave as responsible adults and representatives of CVTC, following the Student Code of Conduct. Where an instructor deems student behavior to be

inappropriate, the instructor may dismiss individuals from the group for the remainder of the trip.

Release of Liability and Emergency Contact

Each student participating in a field study or club trip must fill out a Release of Liability and Emergency Contact form, located on Commons. Instructors/Advisors are to submit a copy to the Student Life Office prior to the trip and are to carry the original form(s) with them on the trip. A new form must be completed prior to each trip.

Cell Phone

In consideration of instructor and classmates, cell phones must be turned off while in class.

Children in School

Children are prohibited from classes (unless they are part of the instructional activities) and shall not be left unattended in CVTC facilities.

Food and Beverages in the Classroom

Food and beverages may be consumed in the student commons. Food and beverages are not allowed in classrooms or labs.

Animals & Service Animals on Campus

Animals are generally not permitted on campus, classrooms, or on CVTC property unless they are service animals for individuals with disabilities, directly involved in instructional activities, or prior approval has been provided from an appropriate delegate.

Equal Opportunity College/Ensuring Non-Discrimination Policy

CVTC does not discriminate based on race, color, national origin, sex, disability, or age in employment, admissions, its programs, or activities. General inquiries regarding the College's non-discrimination policies may be directed to:

Vice President of Talent & Culture, Chippewa Valley Technical College, 620 W. Clairemont Avenue, Eau Claire, WI 54701, 715-833-6334, WI Relay: 711.

Student Identity

The College seeks to provide an inclusive and non-discriminatory environment by making it possible for individuals to use a preferred first name on college records when a legal name is not required. A preferred first name is a name by which a person has chosen to identify themselves that is different, in whole or in part, from their legal first name.

Individuals shall generally be permitted to designate any preferred first name. However, the College reserves the right to deny a preferred first name for reasons including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other school policies.

The College shall use preferred first name for CVTC e-mail account name, online directory, class rosters, diploma, and other functions where technology allows, and it is legally possible.

There are some records that legally require the use of legal names. The College is not permitted to use a preferred first name on these records. Examples include, but are not limited to, enrollment verification, college transcript, financial aid documents, visa documents, W-2 forms, and third-party reports.

If not included on an admissions application, individuals may update their preferred first name via SIS (Student Information System) under Personal Information. The Records & Registration Office will process these requests. If there are any questions/concerns with the request, the individual will be contacted by Records & Registration staff within two (2) business days.

Student Rights at a Glance

Accommodations for Students with Disabilities

CVTC ensures that no qualified person, solely by reason of disability, will be denied access to, participation in, or the benefits of any program or activity operated by the College. CVTC students with documented disabilities shall receive reasonable accommodations to ensure equal access to educational opportunities, provided the person with the disability does not pose a direct threat to the health or safety of self or others. To obtain academic accommodations based on disability or functional limitation, the student must contact Diversity Resources to develop and coordinate an appropriate Accommodation Plan. Email Diversity Resources at diversity@cvtc.edu or visit the Commons website at: [Commons > Student Services & Support > Diversity Resources](#).

Accommodations for Religious Beliefs

CVTC complies with s38.04(16), Statute, which provides for the reasonable accommodation of a student's sincerely held religious beliefs regarding scheduling examinations and other academic requirements. To obtain academic accommodations based on religious beliefs, the student must submit a written request to the instructor at least five (5) business days prior to the date or dates of the anticipated absence or accommodation. The student request will be kept confidential. Observation of a religious holiday does not exempt students from any course requirement. Instructors will provide a means by which a student can perform the makeup examination or other academic requirements in a timely manner without any prejudicial effect.

Accommodations for Pregnancy & Related Medical Conditions

CVTC does not discriminate against any student because of pregnancy or parental duties associated with pregnancy or related medical conditions and will fully comply with Title IX regulations. Under federal Title IX guidelines, CVTC will provide reasonable accommodations to students for conditions related to pregnancy, childbirth, miscarriage, abortion, and/or recovery for as long as the student's medical provider deems medically necessary. To obtain academic accommodations affected students must meet with a Diversity Resources staff member and provide appropriate medical documentation. Refunds for classes/tuition/financial aid are not part of Title IX protection. Email Diversity Resources at diversity@cvtc.edu or visit the Commons website at: [Commons > Student Services & Support > Diversity Resources > Pregnant & Parenting](#).

Ensuring Non-Discrimination/Non-Harassment

The College is committed to providing an environment free from discrimination and harassment for all its students and has no tolerance for discriminatory or harassing conduct. Discrimination/harassment based on race, color, national origin, ancestry, religion, creed, sex, disability, age, arrest or conviction record, marital status, parental status, mental health, veteran's status, pregnancy, or sexual orientation is prohibited. Discrimination means any action, policy, or practice detrimental to a member of one of the above protected groups or that limits or denies opportunities to a person or group. Harassment is severe, pervasive behavior that substantially interferes with one's work or academic performance, or creates an intimidating, hostile or offensive academic environment. To view a detailed list of Student Rights go to: [Commons then search Rights and Responsibilities](#).

Sexual Harassment

CVTC strives to provide a safe environment in which students can pursue their education free from the detrimental effects of sexual harassment, which includes, any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access. The College specifically prohibits all forms of sexual harassment and violence including, but not limited to, rape, acquaintance rape, sexual assault, dating violence, domestic violence, stalking, and hate crimes between or against members of its College community. The College is committed to stopping sexual misconduct and preventing its recurrence, establishing procedures for filing and processing complaints of

sexual harassment, identifying resources and support for individuals and to ensure impartial investigation of complaints.

To view CVTCs Sexual Harassment policy or to file a report visit: [Commons > Student Services & Support > Sexual Harassment](#) or contact CVTCs Title IX Coordinator, 715-852-1399, nmarlaire@cvtc.edu

Student Concerns/Complaints

The College strives to be responsive to student concerns or complaints. In most cases student concerns are best resolved through discussion with instructors. However, there may be times when a student needs to talk with someone else. **Call 1-800-547-2882 (WI Relay: 711) and ask to be transferred to the appropriate contact or use the list below.**

Concern/Complaint	Contact	Contact Information
Complaints regarding Accommodations for Students with Disabilities	Director of Student Equity and Accessibility	Eau Claire Business Education Center, Room 120 715-833-6234, diversity@cvtc.edu
Complaints, incidents or grievances regarding discrimination, harassment, or retaliation (EMPLOYEES)	Concerns involving Employees: Vice President Talent & Culture	Eau Claire Business Education Center, Room 104B, 715-852-1377 tburgau@cvtc.edu
Complaints, incidents or grievances regarding discrimination, harassment, or retaliation (STUDENTS)	Concerns involving Students: Director of Student Equity and Accessibility	Eau Claire Business Education Center, Room 120, 715-833-6234, diversity@cvtc.edu
Formal grade appeals or student conduct appeals	Associate Vice President Student Services or designee	715-852-1355 vp.student.services@cvtc.edu
Public Safety	Public Safety Manager	Eau Claire Business Education Center, Room 06 715-833-6670, PublicSafety@cvtc.edu
Complaints regarding Sexual Harassment	Title IX Coordinator	Eau Claire Business Education Center, Room 113, 715-852-1399 nmarlaire@cvtc.edu
Complaints regarding the quality of instruction, general student concerns, college service complaints, or concerns regarding other students	Formal Complaint Form	Commons > Forms > Student Feedback

After an attempt is made to resolve complaints through the applicable College appeals or complaint process, students who attend college within the Wisconsin Technical College

System (WTCS) can file complaints at the State level in three (3) categories as defined by the United States Department of Education:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising.
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
- Complaints relating to the quality of education or other State or accreditation requirements.

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint within one (1) year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable college appeals or complaint processes. Complaints must be signed by the student and submitted on the official complaint form located at: www.wtcsystem.edu/about-us/governance/system-office/educational-services/student-complaints.

Student Code of Conduct

Student Conduct (Behavioral and Academic Integrity)

The Student Code of Conduct sets forth the conduct standards expected of all CVTC students. CVTC is an institution of higher learning dedicated to preparing students to meet the employment needs of this region. The CVTC Code of Conduct honors the College values of commitment, collaboration, trust, respect, excellence, and accountability. The purpose of this code is to encourage and promote a positive learning environment.

Students at CVTC are responsible for knowing the information, policies, and procedures outlined in the Student Code of Conduct and acknowledge the right of CVTC to act when a violation of the Student Code of Conduct occurs, up to, and including, behavioral warning, probation, suspension, withdrawal, or dismissal. The College applies the preponderance of evidence standard (more likely than not) in determining if a violation has occurred.

Conduct Expectations

Students are expected to behave in accordance with the Student Code of Conduct and CVTC Core Abilities by demonstrating behavior appropriate to a learning environment, both in and out of the classroom as well as electronic communication and following classroom policies and procedures outlined in course syllabi. It is the responsibility of all students to maintain the highest ethical standards in academic achievement and to follow professional behavior standards. All CVTC students are expected to be respectful of one another, CVTC faculty and staff, and CVTC property and equipment.

It is expected that a student models integrity in the following ways:

- Is aware of their behavior and how it may impact others.
- Is accountable for their own actions.
- Demonstrates ethical behavior by following practices of academic honesty.
- Delivers quality work in the classroom and in extracurricular activities.
- Uses and maintains CVTC resources responsibly.

It is expected that a student values diversity in the following ways:

- Recognizes that the individual has personal biases that may affect interactions with others.
- Communicates with others in a respectful manner.
- Includes others with different perspective and backgrounds.
- Adapts to situations where others may come from a different cultural background and demonstrate different cultural practices.
- Works productively and respectfully with others in pairs, groups, and teams.
- Demonstrates civil and professionally appropriate behavior.

It is expected that a student communicates effectively in the following ways:

- Adapts his/her communications to fit the needs and expectations of different audiences.
- Communicates in a professional manner appropriate to the setting.
- Listens with attention to the communications of others.

It is expected that a student thinks critically by doing the following:

- Being open to ideas and perspectives other than his/her own.
- Gathers credible information to solve a problem or answer a question or to support his/her perspective.
- Asks questions to understand, including “how” and “why.”

Students who fail to observe general standards of acceptable conduct or disrupt the educational process may be placed on warning, probation, suspended, withdrawn, dismissed, and/or subject to legal action for offenses including, but not limited to the following:

- i. Physical or verbal abuse, threats, intimidation, harassment, sexual harassment, and other forms of discriminatory or retaliatory conduct, or detention of any person on CVTC property or at CVTC activities which endangers an individual’s health, safety, or rights. Off-campus conduct which could endanger the well-being of students or employees is covered under this policy.
- ii. Interference with the learning process of other students or failure to follow behavior and safety rules identified for the learning environment, including classrooms, labs, clinics, or other areas.
- iii. Theft, damage, or improper and/or unauthorized use of CVTC property, including abuse of computer time and/or equipment (see also Internet/Email Acceptable Use Student Policy).
- iv. Theft of any funds, including forging and falsifying documents for financial gain.
- v. Possession of firearms, dangerous articles, combustible devices, explosives, or other potential weapons on CVTC property or at CVTC sponsored events and/or violation of the CVTC’s Weapons Possession Policy. Students who are licensed under Wisconsin law to carry concealed weapons may carry such weapons only in places not prohibited by the College. See also CVTC’s Weapon’s Possession Policy.
- vi. Violation of federal, state, or local laws while on CVTC premises or at CVTC-sponsored activities; or assisting or facilitating the violation of CVTC policies or public law.
- vii. Bomb threats – CVTC has a zero tolerance for bomb threats. Any such actions will result in immediate dismissal.
- viii. Any other activity considered harmful to students, the College community, the learning process, or that is a violation of CVTC policy, such as CVTC’s Alcohol and Drug Policy for Employees and Students, Internet/Email Acceptable Use Student Policy, or Tobacco and Smoke-Free Campuses Policy.
- ix. Dishonesty, including cheating, copyright infringement, plagiarism, or knowingly furnishing false information to CVTC.
- x. Failure to comply with disciplinary investigations and sanctions.

The Student Code of Conduct is intended to give CVTC students a general notice of prohibited conduct. However, it does not define all possible misconduct and CVTC reserves the right to take actions provided by the Code for other similar misconduct.

Academic Integrity

Chippewa Valley Technical College (CVTC) is dedicated to higher learning and preparing students to meet the employment needs of this region. CVTC promotes the development of four key core abilities. These core abilities address the broad-based skills that will prepare a student to become a productive member of the workforce, a civic-minded citizen of the

community and a life-long learner ready to grow with their chosen profession. The first of these core abilities is "Modeling Integrity."

A student who has mastered modeling integrity will:

- Develop self-awareness
- Practice personal accountability
- Demonstrate ethical behavior
- Apply quality standards
- Follow sustainable practices

As such, academic Integrity is of utmost priority to a quality learning experience at CVTC. Every member of our campus community is expected to uphold this commitment.

Academic Integrity is submitting one's own work and properly acknowledging the contributions of others. Students are responsible for the content and integrity of the work they submit. The following guide can be used to assist students in observing positive behavior in academic honesty and integrity.

- Unless permitted by the instructor, students are expected to prepare and submit their own work on homework, reports, projects, examinations, etc.
- Collaboration with other students when completing take-home exams is prohibited unless the instructor provided permission at the time of the exam or in the class syllabus.
- Guidelines provided by instructors or college representatives must be followed whether verbal or written before completing exams or other evaluations.
- Students must follow course requirements as identified by the instructor and expectations in the syllabus.

Instructors can further define expectations in their syllabi and program policies and may vary based on professional guidelines in the field of study.

What is Academic Dishonesty?

Academic Dishonesty: Academic Dishonesty is in direct opposition to the mission of higher education and interferes with the scholastic development of students. Acts of Academic Dishonesty prevent a student from achieving their goals of gaining knowledge and skills and develop mastery of both. Academic Dishonesty also harms and impacts peer students, instructors, and the college reputation. Academic Dishonesty results in an unfair advantage and is not permitted at CVTC.

Examples of Academic Dishonesty include, but are not limited to, the following:

- **Cheating:** Cheating involves using or attempting to use inappropriate and unauthorized information or materials to complete an academic assignment.
- **Plagiarism:** Plagiarism is committed when one claims credit for the work of another entity (e.g., individuals, artificial intelligence (AI), copy / paste from a source, etc.).
- **Misrepresentation:** Misrepresentation occurs when one purposely gives a mistaken impression of academic work, grades, or credentials.
- **Falsifying:** Falsifying involves giving or creating false information and includes giving information that is not true on any official document, and any other act of fraud.
- **Implication in others' academic dishonesty:** This act includes any type of cooperation with others to commit a violation of the academic dishonesty policy. This includes not reporting knowledge of academic dishonesty by others.
- **Misuse of others' materials:** Materials that have been created by another are owned by that creator. Using materials without authorization or permission is not permitted.

- Fabrication: This violation includes inventing data, citations, research, or any kind of information and portraying it as legitimate.
- Self-Plagiarism “No Recycling Policy”: This type of plagiarism involves re-using your work without citation (e.g., resubmitting a paper used for a different course) and passing it off as new work (unless permitted by instructor).

If academic dishonesty may have occurred, CVTC follows the policy and procedure found in the [Academic Dishonesty Policy](#).

Conduct Violation and Course of Action – Behavioral

Complaints – Pending administrative action, the status of a student should not be altered, or his/her right to be present and to attend class disrupted, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or school property.

For conduct violations related to Academic Dishonesty, see “*Conduct Violation and Course of Action-Academic Dishonesty.*” For all other conduct violations, follow the steps below:

1. A list of reportable concerns is located on the File A Report page in Commons. CVTC uses these reports for documenting various incidents that may pose a harm or threat to CVTC students, staff, and visitors. Reports are routed to identified CVTC personnel for further action.
 - a. Reportable incidents include Title IX – sexual harassment, concerns of harm to self, public safety, injuries, and clinical incidents/medication variances.
 - b. If you see something that is suspicious or criminal, report that behavior or activity to the Public Safety Office, or in the event of an emergency call 911. The person who reported the emergency may be asked to complete a Public Safety Report, found on the File A Report page. If you have any concerns or trouble completing the form, please contact the Public Safety Office at 715-833-6202.
 - c. All other conduct concerns are handled initially through the Dean/Supervisor. See step 2 below.
2. All conduct concerns not reportable in step 1 are handled initially through the Dean/Supervisor. An instructor or other CVTC employee reports the behavior misconduct to their Dean/Supervisor. The Dean/Supervisor intervenes with student to address behaviors, share Code of Conduct expectations, and if the Dean/Supervisor feels it is necessary, have the student sign a Code of Conduct form indicating that they are aware of student conduct expectations.
 - a. The Dean/Supervisor provides direction and support to the staff member on how to deal with the situation in the future.
 - b. If the student behavior persists and the Dean/Supervisor feels the student may be in violation of the Student Code of Conduct, the Dean/Supervisor should submit a Student Conduct Report on Commons. The report is routed to the Student Conduct Office and a formal investigation will begin to determine if a Code of Conduct violation has occurred.
3. Students who use alcohol and/or other drugs while on CVTC property may be required to leave for the remainder of the day. Such incidents should be reported to the Public Safety Office. The Associate Vice President of Student Services or designee will report this temporary suspension to the Provost and Vice President of Academic and Student Affairs and appropriate dean (see also Alcohol and Drug Policy for Employees and Students).
4. The Associate Vice President of Student Services or designee will meet with the student to review the allegation and allow the student to respond. All evidence will be considered in the review of the case and the student will be informed in writing of the following:
 - The Code of Conduct violation and sanctions.
 - Notification that the decision will be final if the student does not appeal the decision within ten (10) business days.

- Depending on the violation(s), CVTC retains the right to waive the preceding discipline procedure, skip steps and/or immediately suspend or dismiss the student. Law enforcement will be contacted as appropriate. The student will be informed in writing by the Associate Vice President of Student Services or designee of the action being taken. The written notice will indicate that the student has ten (10) business days to request an appeal hearing.

Sanctions, which are consequences imposed because of a conduct code violation for misconduct, may include:

- Warning – A notice to students that a violation of CVTC policies and/or procedures has occurred. Additional incidents of misconduct may result in progressive disciplinary action.
- Probation – A disciplinary action status reflecting poor academic performance or unacceptable behavior. A student can be placed on probation any time during an instructional term.
- Suspension – A disciplinary action whereby a student may not attend a program for a specified period.
- Dismissal – Formal action that results from a student's failure to maintain scholastic standards or to observe generally accepted standards of conduct. Dismissal shall normally be for a period of not less than one fall or spring semester. If a dismissal occurs during an instructional term, the dismissed student will not be eligible to re-enroll in the College for the remainder of that instructional term and the following semester.
- Fines – Monetary fines may be imposed when appropriate.
- Loss of Privileges – As a result of disciplinary action, students may be denied specific privileges for a designated period.

Emergency Interim Withdrawal

The College reserves the right to request or require a student to withdraw from the College when the student's presence is a direct threat of harm to themselves or others. In addition, when a student's presence significantly disrupts the ability of other students, faculty, or staff to participate in the educational programs or employment opportunities offered by the College, emergency withdrawal may occur. This policy does not supplant any academic performance or discipline-based withdrawal, or dismissal policies maintained by academic units. If a student's presence poses an immediate and direct threat to themselves or others, the Associate Vice President of Student Services or designee may withdraw the student or restrict the student's access to the College campuses, services, and activities, as appropriate, for an interim period before a final determination of the matter.

Re-enrollment after Behavior Dismissal or Emergency Withdrawal

- Students who withdraw or are withdrawn from the College, pursuant to this policy, may be considered for readmission following a determination by the Associate Vice President of Student Services or designee, that the reasons for withdrawal are, for the most part, eliminated. The determination of readmission is made in accordance with the needs of each individual case. In making the determination on readmission, the Associate Vice President of Student Services will consider information from campus professionals and relevant material submitted by the petitioning student.
- Returning students who have had an emergency withdrawal or behavior dismissal must meet with the Associate Vice President of Student Services or designee to discuss conditions of re-enrollment. If a referral for mental health assessment or evaluation prior to re-entry is warranted, the student will be informed in writing.
- Behavior dismissed students will be placed on probation when re-enrolled. If the student's behavior continues to be unsatisfactory, probation may be continued, or the student may be permanently dismissed from the program and/or the College.

Conduct Violation Appeal Procedure – Behavioral

Students are provided an opportunity to appeal the sanction decision based on the following criteria:

- New evidence, unknown at the time of the investigation, that may substantially alter the outcome; or
- Substantial procedural error(s) that may alter the outcome.

Students have ten (10) business days to appeal the decision with the Conduct Violation Appeal Review Board. Students request appeal (in writing) through the Associate Vice President of Student Services or designee at vp_student_services@cvtc.edu. The Conduct Violation Appeal Review Board consists of the Associate Vice President of Student Services, a Public Safety representative, and one faculty member.

During the appeal session, the student has an opportunity to present:

- New evidence, unknown at the time of the investigation, that may substantially alter the outcome; or
- Substantial procedural error(s) that may alter the outcome.

All appeal decisions are final.

Academic and Financial Aid SAP Standards

CVTC is dedicated to ensuring students have every opportunity to achieve their educational goals. Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Our academic standards are based upon term and cumulative GPA to encourage students to progress toward program completion. Financial Aid SAP standards are based upon GPA, pace, and progression to encourage program success in a timely manner. Academic progress and Financial Aid SAP are reviewed at the end of every term. Refer to the CVTC website for the current standards.

Grade Appeal Procedure

An inaccurate or unjustified grade is defined as one that is inconsistent with the course syllabus description of the evaluation procedure or inconsistent with stated College policy. Students who believe a grade received in a course is inaccurate or unjustified should take the following actions:

1. Discuss the situation with the instructor and attempt to reach a mutually agreeable solution.
2. If the situation is not resolved to the student's satisfaction, the student may be referred to the appropriate dean.
3. If a student believes a final grade is inaccurate or unjustified, they must contact the Associate Vice President Student Services or designee within six weeks of the recording of that grade or the student forfeits the right to dispute the grade. Final grades may only be disputed for the following reasons:
 - The final grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the appealing student. The student must clearly demonstrate the miscalculation. It also includes situations such as missing records, mistaken grade entries, etc.
 - The final grade issued was arbitrary. This means that the grade lacked a reasonable basis. To prevail in a grade dispute based on arbitrariness, the student must show that the grade lacks a convincing rationale.
 - The student has documentation that the individual received a lower final grade than another student for the same academic work at the same level of competency.
4. The student must submit a written statement to the Associate Vice President of Student Services or designee, at vp_student_services@cvtc.edu, that provides specific examples of inaccurate or unjustified evaluation practices.
5. The Associate Vice President of Student Services or designee will interview the student and the course instructor to determine whether the grade was inaccurate or

unjustified. The student and instructor will receive written notification of the Associate Vice President's decision within ten (10) business days.

6. Students may appeal the Associate Vice President of Student Service's grade-appeal decision, if one of the following two statements is true:
 - New evidence exists that was unknown at the time of the initial grade appeal that may substantially alter the outcome., or
 - Substantial procedural error(s) were discovered that may alter the outcome.Students must complete the Step II Student Grade Appeal Action Form and submit it to the Provost and Vice President of Academic and Student Affairs within ten (10) business days after receiving denial of the initial grade appeal.
7. If new evidence exists or a substantial procedural error was discovered, the Provost and Vice President of Academic and Student Affairs will convene an impartial closed hearing on the matter with the Grade Appeals Committee.
8. The Grade Appeals Committee shall be made up of the Provost and Vice President of Academic and Student Affairs, two student representatives, and two faculty members. The five committee members shall have equal voice in the committee's decision.
9. The decision of the committee shall be submitted in writing to both parties within ten (10) business days. A verbal decision may be available immediately following the hearing. The committee decision is final.

Student Success

Academic Support

CVTC provides quality academic and instructional support services to students at all CVTC campuses and online. Academic Support instructors will work with students in the following areas:

- General study skills and strategies
- Reading, math, and writing skills
- Homework – all content areas
- Time management
- CVTC computer technology
- Test taking strategies
- Success planning
- Tutoring Services

More information can be found at [Commons > Student Services & Support > Academic Support](#).

Adult Education & College Prep

CVTC provides free quality academic and computer technology instruction, college preparation workshops, and college and employment transition support to all Chippewa Valley community members. Adult Education & College Prep instructors and College Navigators will work with students in the following areas:

- Refresh your college reading, math, and writing skills
- GED/HSED® test preparation
- English Language Learning preparation
- Practice using CVTC technology
- Learn keyboarding, computer basics, and Microsoft Office programs
- Personal success planning
- Training for Career Readiness Certification
- Career assessment and planning
- Assistance with your cover letter and resume, interviewing techniques, and job search strategies
- One-on-one college transition support (application, financial aid, individualized academic support, etc.)
- Financial literacy
- Accuplacer® preparation

More information can be found at <https://www.cvtc.edu/adult>

Diversity Resources

The Diversity Resources (DR) department provides programming and support services for students with disabilities, non-White/multicultural students, international students (F1 VISA), and students underrepresented by gender in their career fields (nontraditional occupation (NTO – students). Call 715-833-6234 to schedule a one-on-one appointment with a Diversity Resources or a Disability Services Specialist to learn how DR can assist you in making your education successful at CVTC. Learn more about these services at [Commons > Student Services & Support > Diversity Resources](#).

Disability Services

Chippewa Valley Technical College welcomes individuals with disabilities and strives to create an environment that supports understanding and acceptance of disability throughout its campuses. DR provides direct services for students with disabilities by providing and coordinating reasonable accommodations for all individuals with documented disabilities. Accommodations are designed to provide all students equitable access to programming and resources at CVTC.

Disability staff will work with students to coordinate accommodations and make recommendations to remain in compliance with Section 504 of the Vocational Rehabilitation Act and the Americans with Disabilities Amendments Act (ADAAA). To accomplish this mission, DR strives to create an environment that supports understanding and acceptance of disability throughout all CVTC campuses. Instructors, to the extent possible, are

responsible for coordinating and providing accommodations to qualified students with disabilities as outlined in their plans. The Diversity Resources department serves as a liaison between students and instructors to determine appropriate accommodations and to assist instructors in finding ways to provide those accommodations.

Self-advocacy is very important, and it is recommended that students request accommodations as early as possible by connecting with DR before or during your first semester at CVTC. However, students may connect with DR at any point in their time at CVTC. Services are free and confidential. Please contact the Diversity Resources office at 715-833-6234 to determine what documentation is needed, and what accommodations may be appropriate. While Disability staff determine appropriate accommodations on a case-by-case basis, some examples of potential accommodations include:

Testing Accommodations

- Extended time
- Tests read aloud
- Reduced distraction testing environment
- Use of assistive technology auxiliary aids
- Interpreters: oral or sign language
- Note takers
- Scribes
- Real-time captioning
- CCTV
- FM systems
- Audio version of textbooks (CD/DVD/E-text)
- Digital audio recorders
- Computer software (voice dictation, scanning and reading)
- Adjustable tables/chairs
- Spell checkers
- Laptop computer or iPad tablets

Assistive Technology/Adaptive Equipment

For additional information about services for students with disabilities, please call 715-833-6234; WI Relay Number: 711. Students may also contact the department via email at diversity@cvtc.edu.

Multicultural Student Services

Diversity Resources Student Success Specialists work with multicultural students to help them successfully complete their training program by providing support and advocacy. Information is available regarding financial aid, scholarships, programs, and career choices. The Director of Student Equity and Accessibility/Equal Opportunity Manager works cooperatively with college services to address any concerns or needs to provide a supportive environment for multicultural students and international students. DR staff encourage retention of multicultural students and assist with the enrollment of high school graduates. Multicultural and international students needing enrollment assistance are welcome to call the Diversity Resources Center at 715-833-6234.

Library & Technology Services

CVTC Library is the College's premier information resource center and provides a variety of services to meet the education and information needs of all students. The library features:

- Millions of items available to checkout, including textbooks, fiction and non-fiction books, video games, graphic novels, children's and young adult books, films, journals, magazines, and audiobooks – Print or Digital!
- Laptops and iPads, headphones, digital SLR cameras, chargers, camcorders, calculators, and group study rooms for checkout, based on availability.
- Computers and collaborative group study areas, printers, and office supplies to get you prepared and keep you organized.

- Use your student ID card at any MORE public library! Request materials to be delivered from CVTC to your local public library or have materials delivered to CVTC. MORE member libraries can be found at www.cvtc.edu/library.

Librarians are available to help find a resource that's right for you, answer copyright questions, request materials from other libraries, and provide useful search tips to help you find the information you need when you need it! Visit us over midterms and finals week for "DE-STRESSING" activities and watch for other activities throughout the year. The library is located at the Clairemont Business Education Center with a small location in the River Falls Campus Learning Center. For more information about our resources or services, please visit www.cvtc.edu/library, find us on Facebook, or call 715-833-6285.

Online Learner Resources and Student Technology Training

The Educational Technology team provides students with 1:1 support and training for CVTC technology and applications such as Canvas, Microsoft Office 365, Google Tools, student email, iPads, testing software, etc. Additionally, the Student Educational Technology Specialist can help develop your online study skills, time management skills, and make technology recommendations.

You can connect with the Student Education Technology Specialist by email, phone, face-to-face, or virtually. For more information about e-learning support and resources please visit [Commons > Student Services & Support > Online Learner Resources](#) call 715-833-6464, email EdTechHelp@cvtc.edu or schedule an [online appointment](#).

Steps to Success

CVTC is dedicated to student success and offers a variety of resources designed to help students prepare and succeed academically. Steps to Success is a program of student support and academic preparation options designed to support student needs and enhance their overall college experience by planning for, initiating, sustaining, and achieving success.

Planning for College	
Assessment <ul style="list-style-type: none"> • Accuplacer® • Tailwind • HESI 	Accuplacer® and Tailwind are computer-based assessments used to evaluate academic abilities and place students in appropriate level course work. HESI is an assessment used by health programs to determine program eligibility. Free face-to-face and/or online test prep information available at https://kb.cvtc.edu/96645 .
Adult Education & College Prep	Adult Education & College Prep can help students prepare for the Accuplacer®, HESI, and other admission assessments by helping improve: <ul style="list-style-type: none"> • study skills • reading skills • writing skills • math skills • computer skills Services are free of charge and walk-in assistance is available in the Learning Center at each CVTC campus. For more information visit the College website www.cvtc.edu/adulted .
Career Exploration	Exploring career options is the first step in planning for the future. At CVTC, students have several resources available to help match their interests and personality to careers. Students

	<p>can attend career planning workshops face-to-face or online, access a career assessment tool aligned to CVTC programs, and receive assistance with transition to courses. For more information visit the College website www.cvtc.edu/careerplanning.</p>
Initiating and Getting Started in College	
Orientation & Registration	<p>New Student Orientation (NSO) is required for all new CVTC students. Students will receive just-in-time information related to college success, financial aid, technology training, and preparation for registration.</p> <p>Program advisement and registration is a dedicated time for students to learn about their program requirements, meet with their academic advisor and register for their first semester at CVTC.</p>
Academic Support	<p>Academic Support courses and services help students prepare for a variety of college-level academics, including reading, writing, math, and science. Academic help is available face-to-face and online in our drop-in Learning Centers, and through scheduled peer tutoring. Commons > Student Services & Support > Academic Support.</p>
Sustaining and Succeeding in College	
Academic Support	<p>Many college students need help at some point in their education. Learning Centers on each campus provide student support for:</p> <ul style="list-style-type: none"> • Homework help • Study skills & test preparation • Technology support • Tutoring services <p>Face-to-face and live online Learning Centers are staffed with qualified faculty and tutors. For more information, visit your campus Learning Center or Commons > Student Services & Support > Academic Support.</p>
Success Seminars	<p>Each semester CVTC offers a wide variety of free College Success Seminars on topics such as Test-Taking Strategies, Stress and Time Management, Achieving Well-Being, Balance & Success, Test Anxiety, HESI Prep, Cover Letter and Resume in an online format. For more information visit https://resources.cvtc.edu</p>

<p>Diversity Resources</p> <ul style="list-style-type: none"> • Diversity Services • Disability Services 	<p>The Diversity Resources department helps students from diverse backgrounds (multicultural, disability, international and nontraditional occupation) make the most of their education and their CVTC experience. Students interact and study together, develop support groups and friendships, and take advantage of services and resources to help achieve academic and career goals.</p> <p>Students with documented disabilities are eligible for Disability Services. Having an accommodation plan in place can be a very important part of student success at CVTC.</p> <p>Students are encouraged to schedule a one-on-one appointment and learn how Diversity Resources can assist with educational success at CVTC. For more information visit the College website www.cvtc.edu/diversity.</p>
<p>Academic Advising</p>	<p>Meeting with an academic advisor prior to registration each semester can save students time, money, and anxiety by receiving the information needed to plan the right path to graduation. Academic advisors understand the curriculum, faculty, college rules and regulations, deadlines, and academic policies. Academic advisors are available to assist students with appropriate course selection and sequence.</p> <p>For more information visit Commons > Student Services & Support > Academic Advising.</p>
<p>Student Success Services</p>	<p>Services are free and available to all current students. Your Student Success Specialist will assist you in overcoming barriers that many students encounter during their academic career. Our goal is to help students be academically successful during their time at CVTC. If we determine that students need more resources, we will provide them with a referral to appropriate community resources, including mental health counseling.</p> <p>Student Success Specialists help with:</p> <ul style="list-style-type: none"> • Goal setting • Interpersonal issues • Success plans • Community-based referrals <p>For more information visit Commons > Student Services & Support > Student Success.</p>
<p>Early Alert</p>	<p>An Early Alert referral connects students with a CVTC Student Success Specialist when issues with attendance and academic performance have been identified. As a result, a Student Success Specialist will invite the student to review resources and assist in efforts to succeed. The submission of an Early Alert is not a punitive measure, but an effort to help with academic and personal success. The goal is to assist and help students get back on the path to success.</p>
<p>Achieving Success</p>	
<p>CVTC provides the resources needed to ensure students successfully reach their goals of course completion, graduation, job placement, and or transfer.</p>	

Academic Advising and Student Success Services

At CVTC, the primary mission of Academic Advising and Student Success Services is to assist students in maximizing their potential for educational and occupational success. Services are available to all students to enhance the student experience and academic success.

Academic Advising

Academic Advisors provide general program information and assists students with specific questions about degree and graduation requirements. They will help students make informed choices about coursework and clarify College processes when needed. Students should make an appointment with their Academic Advisor for help in the following areas:

- Course selection and sequencing
- Degree and graduation requirements
- Transfer credits
- Clarification on College policies and procedures

TRIO Student Support Services

TRIO Student Support Services is federally funded by the U.S. Department of Education. The program is designed to support students who are first-generation, income-eligible, and students with documented disabilities toward the successful completion of their postsecondary education. The program provides the following benefits and services.

- Access to early registration
- Scholarship aid for Pell eligible students
- Career Advising
- Meet other CVTC students while building sense of community
- Social/cultural enrichment activities
- Financial literacy coaching
- 1-on-1 advising
- Free assistance with FASFA application
- Individual growth planning
- Academic tutoring services
- Monthly workshops/information sessions
- CVTC alumni mentorship
- Free college tours and transfer assistance
- Referrals to college and community resources to help you be successful

Call 715-831-7236 to speak with the TRIO team to find more information regarding your eligibility, and how the program can provide you with additional assistance during your time at CVTC. Students can also email triosss@cvtc.edu for more information. [Commons > Student Services & Support > Diversity Resources > TRIO.](#)

Student Success

Services are free and available to all current students. Your Student Success Specialist will assist you in overcoming barriers that many students encounter during their academic career. Our goal is to help students be academically successful during their time at CVTC. If we determine that students need more resources, we will provide them with a referral to appropriate community resources, including mental health counseling.

Student Success Specialists help with:

- Goal setting
- Interpersonal issues
- Success plans
- Community based referrals

To schedule an appointment with an Academic Advisor or Student Success Specialist:

- At the Eau Claire Campus call 715-833-6346 or visit the Academic Advising & Student Success Department located at BEC 113.
- At the River Falls Campus, call 715-426-8200

To learn more about Academic Advising visit [Commons > Student Services & Support > Academic Advising](#). To learn more about Student Success [Commons > Student Services & Support > Student Success](#).

Career Planning

Exploring career options is the first step to planning for your future. The more you know about the different career fields, the better choices you can make to find a career you enjoy. At CVTC, we have several resources available to match your interests with a rewarding career. Resources include:

Exploring career options is the first step in planning for the future. CVTC offers a free career assessment - Focus 2. Focus 2 incorporates a series of self- assessments that enable you to uncover career and occupations that align with your unique attributes such as work interest, personality, values, skills, and what you enjoy doing. Visit the [Career Planning in Commons](#) webpage access to this free tool.

Financial Literacy Program – Money Matters

Money Matters is CVTC's financial wellness program. While participating in Money Matters students learn about smart financial habits and achieving financial goals. Visit the [Money Matters page in Commons](#). There you'll find our monthly challenges and view upcoming events.

GradReady

CVTC has partnered with Ascendium Education Solutions to offer GradReady. This FREE online resource can help students manage their student loans, build personal finance skills, and manage their credit/debt.

GradReady offers three pathways:

- Paying for College
- Money Management
- Real-World Finance

Get started today at cvtc.gradready.com!

Student Life & Public Safety

The Shops of CVTC

CVTC offers a variety of consumer services at the Clairemont Campus.

Automotive Repair

CVTC Automotive Technician Program students repair selected vehicles volunteered by CVTC students, faculty, & staff. Automotive repairs will vary depending on the semester and the topics students are studying. After submitting a request, if your vehicle is chosen, you will be asked to make an appointment. Repairs take place at the Transportation Education Center (TEC). See the Automotive Repair Request page in [Commons > Student Services & Support > Auto Repair Request](#) for a list of all automotive repair services and to submit an auto repair request

Avenue C – Mini Market

Avenue C is a self-checkout micro market offering a wide variety of fresh food, snacks, drinks, coffee and more! Simply choose your items and proceed to self-checkout, scan the QR codes and pay using a debit or credit card. Students can access Avenue C any time they are on campus. Located at most campuses, this micro market is a quick and easy way to satisfy your hunger.

Bookstore

The College bookstore is available online where class materials, and supplies may be purchased. Standard shipping to home or a designated campus location is free.

Students can log into the College bookstore using their CVTC credentials and shop by schedule or by class. New, used, rental, and digital options are available for many titles, subject to availability.

Payment Options:

- Credit card, payment plan, or financial aid can be used for all purchases at the online bookstore.
- If using the payment plan for your book purchases, you'll need to sign up for a payment plan through Cashier Connection prior to your purchase. Please allow 24 hours for your information to download into the bookstore system.
- Financial aid may be used for the purchase of textbooks and supplies. See process below.

Charge Books Using Financial Aid – Registered students can charge books at the CVTC bookstore with excess financial aid. How it works:

1. View Cashier Connection for the “Current Balance Including Estimated Aid” amount. This amount is available to use at the bookstore. Log into [Commons > SIS > Student > Cashier Connection](#)
After allowing two business days for processing excess financial aid, you can use the excess financial aid to purchase books online.
2. The amount of estimated aid you have been awarded must exceed your total tuition and fees charges.
3. Bookstore charges will be subtracted from any financial aid refund due to student.
4. By charging books and supplies on account, you agree to adhere to the policies and procedures of the CVTC bookstore including refunds, returns, and exchanges.

Dental Clinic

CVTC Dental Hygienist students provide low-cost dental hygiene services to all CVTC students and those enrolled in Forward Health. Proof of Forward Health is required along with a small co-pay associated with services.

Dental hygiene services include, though are not limited to x-rays, cleaning or deep scaling, oral cancer screening, fluoride, instructions on how to care for teeth, and an exam by a licensed dentist. Tooth sealant applications and tooth-whitening kits are also available.

If you are not covered by this state insurance program, schedule a dental hygiene appointment for a cleaning, exam, x-rays, and fluoride. Call 715-833-6271, for current adult prices and prices for children 12 and under. If you meet the income guidelines, you may also qualify for reduced fees for dental service.

Low-cost dental work and limited oral surgery are also available to those who qualify (Badger Care or low-income patients who meet the Federal Poverty Guidelines), and are provided by dental fellows, Marquette Dental students and licensed staff dentists who are assisted by the Dental Assisting program students and graduates. Because this is a teaching facility, appointments take longer than in a private dental office.

The dental clinic is in the Health Education Center. Contact 715-833-6271 to make an appointment or for more information www.cvtc.edu/dental.

DigiCopy Print Services

DigiCOPY is the print provider for Chippewa Valley Technical College faculty, staff, and students. Services include basic copies to oversize prints on a multitude of papers and substrates. Hours of operation and services are available online at www.dcopy.net.

When ordering please indicate you are a student at Chippewa Valley Technical College, and you will receive discounted pricing. You will be asked to show your current student ID when ordering or at check out.

Submit an order:

In person 6 days a week: DigiCOPY, 1033 West Clairemont Avenue, Eau Claire, WI 54701
Email: eauclaire@dcopy.net 715-552-3444

Food Pantry – two locations

CVTC Student Food Pantries stock food, non-food, and personal hygiene products for current students at two locations:

1. Room 120, CVTC Library, Business Education Center (BEC)
2. Room 105A, Energy Education Center (EEC)

Pantry hours: [Commons](#), [search Food pantry](#)

Pantries are open during the academic year when classes are in session. Current students present their CVTC student id to access each pantry.

Shear Inspiration Salon & Spa

Shear Inspiration Salon & Spa is a learning lab. Hair services include haircuts, coloring, perms, and styling. Spa services include facials, manicures, and pedicures. All services are performed by students, with instructor's guidance. Students receive a 10% discount. The Shear Inspiration Salon & Spa is in BEC 137. For an appointment call 715-833-6320. For more information see www.cvtc.edu/salon. See samples of student work and salon promotions at www.facebook.com/shearinspiration.

Student Life Services

Bus Passes

CVTC sells Eau Claire Transit (ECT) bus passes for unlimited rides throughout each semester. Credit-seeking students buy bus passes at Student Central in the Business Education Center (BEC). Student Activity Fees cover 50% of the ticket price. Students pay \$70 for fall, \$70 for spring, and \$50 for summer. Eau Claire Transit serves the Clairemont

Campuses. Contact Eau Claire Transit for route schedules, and maps, 715-839-5511 or online at www.eauclairewi.gov. Transit drivers do not sell student passes.

Clinical Badges

Students requiring a photo clinical badge can obtain a badge at Student Life, Business Education Center (BEC) or River Falls Campus. Faculty must submit a list of eligible students to Student Life, including student name and CVTC student ID number— prior to a badge being issued. Students may also request a clinical badge online by following these instructions [Commons > Student Services & Support > Student Life](#).

A \$5 fee is assessed to replace a clinical badge. Students requesting a replacement badge must have their instructor notify Student Life that eligibility is still current. Replacement clinical badges are only issued at Student Life, 102 BEC.

Faxing

Check with Student Life (BEC 102) and Student Central (BEC 113) for document faxing services. Prices vary from \$.75 to \$1.50 per page.

Housing

Students are responsible for securing their own housing as needed. Links to housing resources, can be found at www.cvtc.edu/housing.

CVTC advises students and parents to exercise discretion when looking for housing.

CVTC has a partnership with UW-Eau Claire (UWEC) and UW-River Falls (UWRF) that allows a limited number of CVTC students to secure housing in UWEC or UWRF residence halls. Students must apply through UWEC or UWRF. For more information: www.cvtc.edu/housing

Lockers

To rent a locker at the Business Education Center - A nonrefundable, nontransferable five-dollar (\$5) fee paid to Student Life, entitles you sole use of a locker through May. Locker availability may be limited during the months of June, July, and August. On other campuses contact the campus program assistant for locker availability.

Student ID Cards

Photo id cards are available at Student Life, Student Central, and the River Falls Campus. Students may also request an ID online by following the instructions in [Commons > Student Services & Support > Student Life](#).

Credit students providing a state issued photo ID will receive their first photo id card free of charge. CVTC ID cards are good for two (2) years. A currently enrolled CVTC student supplying an expired CVTC ID will be issued a free replacement. A \$5 is fee charged to replace an unexpired card covers the cost of supplies.

CVTC ID cards are required to check items out of the CVTC library and can be used at MORE libraries, more.lib.wi.us, a Western Wisconsin library consortium. Students may receive discounts in the community when presenting their student ID.

UWEC & UWRF Recreational Facilities

CVTC credit students and staff are eligible to purchase a semester pass to the UWEC McPhee/Olson recreation facility (running track, racquetball/basketball courts, pool) or the UWRF Knowles Center (running track, cardio machines/weights, basketball courts, bouldering wall). Strength and Performance Center at UWEC or Strength and Conditioning Center at UWRF is available for an additional fee. Contact Student Life or River Falls Campus Main Office for specific areas of use, availability, and current rates. UWEC passes can be purchased at Student Central in the Business Education Center. UWRF passes can be purchased at the River Falls Campus Main Office at the start of each semester.

Student Involvement

There are numerous benefits to being actively involved during your time at CVTC. Student Life makes it easy to get involved either in person or virtually.

The LEAD Zone

The LEAD Zone is CVTC's virtual student activities page on Canvas. This free page provides involvement opportunities focusing on Student Leadership, Financial Literacy, Social Activities, Global & Diversity, Health & Wellness, and more! Students can move freely around the modules and participate in whatever they'd like. This opportunity is especially useful for those students that are fully online or are not on campus during in-person events and activities. To self-enroll in this free Canvas page, go to: <https://cvtc.instructure.com/enroll/47W6ME>

Student Association

The Student Association (SA) is the official body representing student interests at CVTC. It advocates for student concerns, provides support and recognition for recognized student organizations, and serves students by hosting activities and events that enhance student life. They accomplish this through providing outreach to regional CVTC centers; allocating financial support to student clubs; working on legislative activity; serving on CVTC and state-wide committees; and promoting education and leadership opportunities for all students. SA promotes leadership development, academic achievement, community service, student engagement, and serves as a liaison among administration, faculty, and students. The Student Association is the voice of the students.

Student Ambassadors are employed students that lead SA. Member-At-Large and Club Representative positions are also available. Additional SA information can be found in Commons, search *student association*. The SA Office is in the Student Life office, BEC 102. Students are welcome to meet with Student Ambassadors during office hours or by appointment.

The Club Hub

The Club Hub is CVTC's virtual student club and organizations page in Canvas. Students that participate in CVTC clubs and organizations can utilize the Club Hub when looking for resources, connect with other clubs, promote club fundraising, attend Student Association meetings, and participate in professional development opportunities. This page is useful for those that are already actively involved in one of the college clubs. To self-enroll in this free Canvas page, go to: <https://cvtc.instructure.com/enroll/3DN4B7>

The Club Manual, located in The Club Hub, provides important information and resources such as:

- club expectations
- club funding and accounts
- club fundraising
- club travel
- advisor resources
- college policies and procedures
- forms

Clubs

CVTC has a vibrant student life with over 30 program clubs and student organizations. Student involvement in these organizations is encouraged as part of a well-rounded educational experience. Program clubs are co-curricular clubs associated with a CVTC program. Student organizations are extra-curricular organizations. Additional information on specific clubs can be found in [Commons](#), search *student clubs*, or at the Student Life Office.

- Agriscience Technician – PAS (Postsecondary Ag Students)
- Air Conditioning, Heating, & Refrigeration (2 year)
- Arts & Entertainment (Anime, games, and art)

- Automotive
- Cosmetology
- BPA – Business Professionals of America
- Criminal Justice – Law Enforcement
- CRU Club – Christian Organization
- Dental – SADHA (Student American Dental Hygienists' Association)
- DMS – Diagnostic Medical Sonography
- Diesel
- Educators Rising (Early Childhood Education & Foundation of Teacher Education)
- EPD – Electrical Power Distribution
- Empower – Diversity Student Organization
- Engineering Technology Club
- Environmental, Refrigeration, Air Conditioning & Heating Service (1 year)
- FireMedic
- HIMT – Health Information Management Technology
- Horticulture (Landscape, Plant & Turf Management)
- Imagers (Radiography)
- Industrial Mechanic
- IT – Information Technology
- Kappa Beta Delta Business Honor Society
- Mercaptan – Gas Utility
- MLT – Medical Laboratory Technician
- Nursing Association (EC & RF)
- OUTLAST – University Transfer
- Paramedic
- Physical Therapist Assistant
- Pride Alliance – LGBTQIA+
- Residential Construction (EC & RF)
- Respiratory Therapy
- Skills USA
- Structural Drafting
- Veterans
- Welding

Alcohol and Other Drug Guidelines for Student Life Activities

Working together, we assist students in planning activities that are legal, provide enjoyable social interaction, and promote a positive image of the student clubs and CVTC. Questions regarding these guidelines should be referred to the Student Life Office. Refer to the Alcohol and Other Drug Policy and Procedures located in the Public Safety section of the Student Handbook for additional information.

Student social events must be sponsored by a recognized student club, organization, or class of CVTC. Such events must be approved by the Student Life Office and follow the CVTC Alcohol and Drug Policy for Employees and Students which prohibits the serving of alcohol at student events. The advertising of alcoholic beverages is prohibited on CVTC property and in College publications.

Club Travel and Educational Field Trips are scheduled learning activities. Consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip. All disciplinary procedures in existence on campus apply to field trips. Illegal drug use at any time, and alcohol use during the scheduled part of the trip, is prohibited and is cause for dismissal from the trip. The consumption of alcoholic beverages is forbidden in motor vehicles or chartered bus. Disciplinary action upon return to the campus will be taken according to district policy. Groups/members permitting or participating in the consumption of alcoholic beverages or illegal drug use forfeit subsidy from the Student Association.

Furthermore, violating student(s) or group(s) may be denied the privilege of scheduling or participating in future trips. The legal consumption of alcoholic beverages is permitted, but not advised, once the group is finished with scheduled activities.

Fundraisers (such as silent auctions or other sales) by student clubs must follow the policy prohibiting advertisement of alcoholic beverages by NOT offering alcohol or drug related paraphernalia or promotional items (such as neon bar signs, wine holders, or articles of clothing with beer logos, etc.) as available prizes or purchases.

Bulletin Boards/Wall Postings (Advertising & Distribution of Printed Materials)

All posters, fliers, and other advertising material must be approved by either the Student Life office or campus office before being displayed. This material may only be displayed on approved bulletin boards. Items must display posting date and will remain on the board for up to one month or until the day following the event. Items not dated will be removed and discarded. The College reserves the right to remove any information. Posters may not advertise or contain the following: private interests/parties (except textbook sales, business events, and community fundraisers), accusations towards any individuals or groups, discrimination of any nature, consumption of alcohol, tobacco, or other drugs, profanity, or sexually explicit content.

Student organizations or individuals wishing to distribute free printed materials on sidewalks adjacent to or on college property should notify Student Life Office at least 24 hours beforehand to ensure compliance with guidelines. Sidewalk chalk is allowed when approved by Student Life. No chalk is allowed within 25 feet of any entry point to college buildings or on the walk bridge at the Clairemont Campus.

The StELAR Awards

Student Life, along with Student Association, present the StELAR (Student Engagement, Leadership, Achievement & Recognition) Awards each spring. This annual event recognizes student leaders across the College. Information, selection criteria and reservation forms are sent to club advisors in March. Learn more in the [Club Hub!](#)

Study Abroad

CVTC offers a variety of study abroad opportunities both program specific and general education. When you add a study abroad program to your educational toolbox, you build greater self-confidence while discovering new cultures and viewpoints. Study abroad elevates your resume and provides broader career opportunities, all while helping you achieve life goals. Complete information including programs, funding, and the application process for Study Abroad may be found at [Commons > Student Services & Support > Student Life > Study Abroad.](#)

Health Services

Health Insurance

CVTC does not carry a general health and accident insurance policy covering students. Students are responsible for all medical costs incurred while at CVTC. Students in select courses will be enrolled in secondary accident insurance that provides coverage during specific classes or clinicals. Instructors will notify students for whom this applies.

Student Health Services

CVTC has taken a comprehensive approach to supporting the overall health and well-being of students. CVTC has partnered with TimelyCare, a 24/7 online platform tailored for college students. TimelyCare delivers a wide array of services, including virtual mental health counseling, on-demand emotional support, medical care, health and student success coaching, basic needs assistance, peer support, and self-guided wellness tools. The

platform features licensed medical professionals with diverse backgrounds and specialties, supported by a network of interpreters, to cater to the unique needs of each student.

The fee for Student Health Services is \$1.25 per credit. Students are able to access the platform through either a mobile app or desktop. Additional details and how to access the service is available in [Commons > Student Services > Medical and Mental Health](#). TimelyCare services are for CVTC students only, they do not extend to family members or dependents.

Public Safety Information

About the Department of Public Safety

The Department of Public Safety is responsible for providing a safe and secure environment for the entire college community. Our Public Safety team is trained to handle all types of situations across the College. We are continuously reviewing processes, policies, and training on best practices to ensure we stay on the leading edge of crime prevention. Public Safety staff have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. They also have the authority to issue parking citations and enforce College policy.

Injuries and Medical Emergencies

All injuries and medical emergencies must be reported at once to the staff member in charge and to the Public Safety Office, 715-833-6202.

A Student/Visitor Injury Report Form must be completed online (found in Commons) by the injured party. If the injured party is unable to complete the form, someone may complete it on behalf of the injured person. ***Students should be aware that the College is not responsible and will not pay for doctor, hospital, or ambulance bills incurred as a result of injuries or medical emergencies of students while at the College or while participating in College-sponsored activities/field trips.***

Emergency Procedures:

- For Police, Fire, EMS = Dial 911 from any phone in the building
- For CVTC Public Safety = Dial 1111 from any phone
- Tell the dispatcher, "I'm calling from the Chippewa Valley Technical College, at **(give address and name of campus building)**. There is a _____ emergency in room _____ on the _____ floor, the nearest entrance is _____."
- Describe incident and specific location.
- Do not hang up the phone until the dispatcher disconnects the call.

Procedures for Evacuation:

- All occupants will leave through the nearest exit and gather a safe distance away from the building.
- Turn off all equipment that may be hazardous if left unattended (such as saws, lathes, etc.). Office equipment may be left on.
- Close doors and turn off lights.
- Do not use the elevator.
- College employees should escort persons requiring assistance to the nearest exit. Personnel will be assigned to escort handicapped individuals from this area to the evacuation area.
- College employees will check their areas of responsibility to ensure that all occupants responded to the evacuation alarm and have left the building.
- When emergency officials or authorized College employees have determined that it is safe to re-enter the building, the authorized employees will inform evacuated occupants to re-enter the building.

Procedures for Seeking Shelter:

- Turn off all equipment that may be hazardous if left unattended (equipment such as saws, lathes, etc.). Office equipment may be left on.
- Close doors and turn off lights.
- College employees will check their areas of responsibility to ensure that all occupants respond to the announcement and move to the shelter area.
- Specific campus shelter information can be found on Commons.
- When emergency officials or authorized College employees have determined that it is safe to leave the shelter area, authorized employees will inform occupants to return to their area.

File A Report

A list of reportable concerns is located on the File A Report page in Commons. CVTC uses these reports for documenting various incidents that may pose a harm or threat to CVTC students, staff, and visitors. Reports are routed to identified CVTC personnel for further action.

Security Policy

CVTC considers security to be an important issue and will make every reasonable effort to provide a safe and secure learning and working environment. The protection of students, employees, visitors, and College property will follow established procedures.

- **Reporting of Criminal Actions** – Community members, students, employees, and visitors are encouraged to report all crimes, actual or perceived as criminal, and public safety incidents to CVTC Public Safety Office and/or local law enforcement agency in a timely manner. CVTC Public Safety Officers are not sworn law enforcement officers and do not have arrest powers, so any criminal incidents are referred to the local law enforcement agency that has jurisdiction on the campus.
Any student involved in perpetrating a reported crime occurring on campus property, is subject to disciplinary action up to and including dismissal from the College. Crimes and other emergencies should be accurately and promptly reported to the Department of Public Safety or the appropriate local law enforcement agency, when the victim of a crime elects to, or is unable to, make such a report.
- **Access to College Facilities** – Campus buildings are accessible to students and employees including visitors during service hours Monday through Friday. This excludes holidays and other campus closures.
- **Security of Campus Facilities** – Periodic surveys of campus property will be requested of local law enforcement or other security consultants for the purpose of reporting any deficiencies. Parking lots of the College are monitored for parking violations only.
- **Relationships with Law Enforcement Agencies** – CVTC maintains a close working relationship with local law enforcement agencies. Crime-related reports and statistics are exchanged upon request.
- **Security Awareness and Crime Prevention Programs** – CVTC Public Safety utilizes several security awareness and crime prevention programs to assist in deterring and reducing crime on campus. The students are informed of these programs via the orientation sessions given to new students and on the Public Safety webpage as well by a variety of physical postings and advertisements in and around campus buildings. Throughout the year, crime prevention and security awareness programs are offered with the assistance and cooperation of other college organizations such as Student Life, Student Association (SA) and employee wellness.
- **Reporting Crime Statistics** – Reports will be made to advise students, employees, and the public on a timely basis about campus crime and crime-related problems. The number of crimes occurring on campus will be provided annually to all students in compliance with the Jeanne Clery Act and available to prospective students upon request. A daily crime log is also available online in Commons.

Annual Security Report

The college is required to publish an Annual Security Report by October 1st each year in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)), also known as the Clery Act. This report contains crime data which occurred within CVTC's Clery geography and information required by the Drug-Free Schools and Communities Act of 1989. Lastly, this report contains important college policies concerning campus security, crime prevention, reporting crimes, drug and alcohol abuse, sexual harassment, bias-related crimes, and other important information. The Annual Security Report is available online:

<https://www.cvtc.edu/CVTC/media/Documents/About-CVTC/Consumer-Disclosures/CVTC-Annual-Security-Report.pdf>

Campus Violence Policy

CVTC is committed to providing everyone with an environment that is safe, secure, and free from threats, intimidation, and violence. All threats and acts of aggressive or violent behavior are to be taken seriously. It is the responsibility of every student and every employee to immediately report all threats, acts of intimidation, harassment, violence (physical and verbal), and any other questionable behavior.

CVTC views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive, and supportive learning environment. Such behavior will not be tolerated. Any person who exhibits such behavior will be held accountable under college policy, as well as local, state, and federal law. Any student who commits a violent act or threatens to commit a violent act towards other persons or property will be subject to disciplinary action, up to and including dismissal.

Weapons Possession Policy

Chippewa Valley Technical College is committed to upholding all local, state, and federal laws concerning the use, concealment, creation, manufacture, and/or possession of weapons and/or potentially dangerous devices, as defined by Wisconsin State Statutes Chapter 941.

Prohibition

The use, concealment, creation, manufacture, or possession of weapons, firearms, facsimile firearms, deadly weapons, explosive chemicals, or devices, and/or any dangerous or potentially dangerous devices, whether functional or not, in CVTC buildings (owned or leased), CVTC vehicles (owned or leased), or at specified CVTC sponsored functions is strictly prohibited, except as expressly permitted hereafter.

Possession of a valid concealed weapons permit authorized by the State of Wisconsin is **not** an exemption under this policy. Instruments or chemicals expressly authorized for the pursuit of the academic mission of the College and used in an authorized manner with that academic mission by sworn law enforcement and on-duty military personnel, students and employees are the only exemptions permitted under this policy.

Exceptions

- Sworn law enforcement and on-duty military personnel.
- Students and employees in the CVTC Criminal Justice program when participating in authorized training activities.
- Faculty, Staff, and enrolled students engaged in intended use related to program requirements.
- Additional training activities specifically authorized by the College.

Questions concerning the authority of an employee, student, or campus visitor to carry weapons, firearm, or ammunition should be directed to the Public Safety Manager.

Sex Offender Registry

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor, and track persons convicted of sex crimes and to provide access to this information for law enforcement, victims, and the public. The State of Wisconsin Sex Offender Registry website is <https://appsdoc.wi.gov/public>. The United States Department of Justice National Sex Offender Public Registry website is <https://www.nsopw.gov/>.

Alcohol and Other Drug Policy and Procedures

CVTC is committed to maintaining a drug-free learning environment. The CVTC Board, administration, and staff recognize that the abuse of alcohol and other drugs interferes with a person's ability to learn and retain new information and increases the risk of injuries and serious health problems. All drugs chemically influence a person's motor skills, body function, and brain processes, interfering with judgment, perception, reaction time, and other skills necessary to produce a safe and effective learning environment.

The possession, use, sale, transfer, or purchase of alcohol or controlled substances on College property is strictly prohibited. This applies to all College sites and facilities including leased property and clinical sites. In addition, CVTC, consistent with state and federal law, prohibits the misuse (sharing, buying, or using in a manner different than prescribed) of prescription drugs.

All students are prohibited from being under the influence of alcohol or controlled substances while on College property, while conducting College business, or while receiving instruction. "Under the influence of alcohol" means that the student manifests symptoms which the student from performing their educational exercises or participation in a College event or activity in a safe, efficient, and/or satisfactory manner; the student has a level of alcohol concentration in the blood or breath considered to be impaired under Wisconsin state law and/or qualified health care or laboratory professional; and/or as otherwise determined to be under the influence by a qualified health care or laboratory professional. Such symptoms may include, but not be limited to, misbehavior, odor of alcohol and/or impairment of physical or mental ability. In cases of students who are not 21 years of age, "under the influence of alcohol" includes the consumption of any alcohol (regardless of whether the person is otherwise impaired). "Under the influence of controlled substance" means the consumption of any controlled substance.

Students are expected to cooperate with Public Safety personnel if suspected of being in violation of this policy. Violations of this policy may be reported to local law enforcement as well as being the basis for disciplinary action, up to and including dismissal from the College. This policy shall not apply to substances prescribed by a physician, ingredients in food preparation, or utilized as part of the Field Sobriety Testing Program.

The advertising of alcoholic beverages is prohibited on CVTC property and in College publications.

Student social events must be sponsored by a recognized student club, organization, or class of CVTC. Such events must be approved by the Student Life Office and follow the CVTC Alcohol and Drug Policy for Employees and Students which prohibits the serving of alcohol at student events.

The federal Drug-Free Schools and Campuses Act requires institutions of higher education to have a drug and alcohol abuse prevention program (DAAPP). Written policy which describes: 1) legal sanctions under federal, state, and local law for the unlawful use, possession, or distribution of illicit drugs and alcohol; 2) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; 3) a description of any drug and alcohol programs that are available to employees or students; and 4) a clear statement that the school will impose disciplinary sanctions on students and employees for violations

of the standards of conduct. Access to the DAAPP is available in [Commons > Student Services & Support > Public Safety > Crime and Prevention > Alcohol and Other Drug Policy and Procedures](#)

Effect on Financial Aid

As a condition of receiving financial aid funds, the federal government requires that colleges must disclose information to students and have an adopted alcohol and drug program in place. Students who receive Pell and certain other federal grants also should be aware that they must report any conviction of a drug-related offense to the U.S. Department of Education within ten days of the conviction if the offense occurred during the period covered by the grant.

Vehicle Operation

Both students and staff involved in commercial vehicle operation must comply with the Omnibus Transportation Employee Testing Act of 1991 and the Federal Motor Carrier Safety Regulations Part 382 which includes mandatory alcohol and controlled substance testing. CVTC students enrolled in programs in which a CDL is obtained (i.e. Diesel, Electrical Power Distribution, Truck Driving, Gas Utility, and Agronomy) are subject. CVTC employees providing instruction in programs requiring a CDL (i.e., Diesel, Electrical Power Distribution, Truck Driving, Gas Utility, and Agronomy) are also subject. Other employees who hold a CDL as a requirement of their job are also subject. For testing details refer to the CVTC CDL/DOT Alcohol & Controlled Substance Testing guide available through Commons/Talent & Culture.

Personal Protective Equipment

In compliance with the Occupational Safety and Health Administration Standard 1910.132 and Wisconsin Public Employee Safety and Health SPS332, personal protective equipment shall be used when there are hazards in the environment such as chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact. This includes all areas at CVTC that fit this description.

Personal protective equipment may include safety glasses, goggles, face shields, hard hats, steel-toed shoes/boots, gloves, hearing protection, protective clothing, respirators, etc. All affected employees must have knowledge of when and where personal protective equipment is required. This information must be shared with students and visitors via signs and verbal instruction.

Note: Anyone entering a designated hazardous area when in operation must wear the required personal protective equipment. Offices and storerooms in these areas are classified as non-hazardous and personal protective equipment is not required in these areas. However, if it is necessary to pass through a hazardous area while in operation to get to an office or storeroom, personal protective equipment must be worn at that time.

Students working in these hazardous areas may be required to purchase appropriate personal protective equipment. Some personal protective equipment may be provided by CVTC. If you have personal protective equipment that is defective, you are required to repair or replace the equipment. If the defective equipment was provided to you by CVTC, you must inform your instructor, so that the defective equipment can be repaired or replaced.

If a student fails to wear the proper personal protective equipment while in the hazardous area, the student may be subject to discipline up to and including dismissal from the College.

Allergens

It is the intention of CVTC to provide a safe environment for all students, staff, and guests, including those with significant health concerns. All reasonable accommodations will be made to provide a safe environment for students. Even so, CVTC cannot and does not guarantee an allergen-free environment. Students, guests, and visitors may encounter allergens, which may include but is not limited to, products prepared, sold, bought on campus, or brought onto its campus by a student or vendor. (This may include animal dander, latex, nut products, etc.)

Sharps Containers

Sharps containers are available at one or more restrooms at each of the CVTC campuses/centers. Please see the campus maps (on pages in the back of the handbook) for the locations of these containers. These are provided specifically for the disposal of needles used for health purposes. Needles should not be disposed of in other trash containers.

Tobacco Use on Campus

CVTC recognizes a responsibility to provide a safe and healthy learning environment. Because of this commitment the use of tobacco in any form on CVTC property is prohibited except in designated outdoor areas. This includes the use of electronic cigarettes, vapor cigarettes and smokeless tobacco. Employees who violate this policy may be subject to corrective action. Students and visitors who violate this policy may be subject to reasonable actions by the College to enforce acceptable tobacco use on the property. Designated tobacco use areas will be posted at the entrance of each Chippewa Valley Technical College facility.

The Chippewa Valley Technical College President, or designee, may:

- Designate additional or temporary tobacco use areas
- Eliminate existing tobacco use area(s)

Tobacco receptacles shall be located only where tobacco use is permitted.

Inclement Weather

It is the intention of the College that all classes will be held as scheduled. In the event extreme weather conditions force the closing of the College, an official announcement will be provided through local television and radio stations and to district and regional stations. School closing notification will also be posted on Facebook, Twitter, and on the CVTC public website. If no announcement is made, it should be assumed that the College will be open.

If inclement weather occurs during the night, every effort will be made to make the announcement between 5-6 a.m. and no later than 7 a.m. If inclement weather occurs during the day, the announcement will be made to the media and a general announcement made to each College campus. Check CVTC.edu for the most up-to-date information. Where classes are held at a high school, the high school's cancellation procedure will be followed.

Students and staff are advised to use their own judgment regarding local road and weather conditions in any weather emergency. Students experiencing problems due to an absence from class because of extreme weather conditions should contact the Associate Vice President of Student Services. Contact information can be found in the front of the Student Handbook on the "Where to go for Help" page.

Parking and Traffic Regulations

CVTC shares with other schools of higher education across the country the problem of providing adequate parking. The College continually seeks to improve its parking situation and tries to be flexible in adjusting space to meet needs whenever possible. The full

cooperation of vehicle owners and drivers is needed if parking problems are to be kept to a minimum.

Parking regulations and vehicle registration are strictly enforced, and any violators maybe cited and/or towed. *It is the responsibility of the vehicle operator on all campuses to acquaint themselves with the regulations and observe them with care.* CVTC assumes no responsibility or liability for loss or damage to any vehicle (or its contents) operated or parked on campus. It is suggested vehicle operators keep their vehicles always locked.

Parking Registration

All vehicles that are parked on campus by students and employees must be registered by completing a vehicle registration form online, prior to parking on-campus. Visitors are required to register their vehicle at the front office or parking kiosk at each campus. Students and employees are not eligible to park in designated visitor stalls or parking lots. Registering your vehicle does not guarantee a place to park; it simply allows parking in designated CVTC parking lots if space is available. **Any special or temporary parking permits must be authorized and issued by Public Safety.** Public Safety reviews all submitted parking registrations and determines validity and/or eligibility. Student parking permits are now considered an electronic permit; therefore, a physical permit is no longer needed to be displayed in your vehicle. Parking is included as part of the Public Safety Services fee assessed on your tuition. Parking is only one of many services offered by the Department of Public Safety. If you need to update or add another vehicle, please contact the Public Safety Office at 715-833-6202 or email PublicSafety@cvtc.edu.

Parking and Traffic Code

Regulations in reference to special parking areas are **strictly enforced**. Some parking stalls are designated for assigned parking or specific vehicle use. Parking regulations in these locations are always enforced. Please observe all signs, markings, and rules.

All vehicles shall be parked in designated lots. Public Safety solely reserves the right to close a campus parking area for various College purposes. In such instances, advance notice will be given when possible.

- **Vehicle Registration** – All vehicles parked on campus must have registered their vehicle online with the Public Safety Office. Vehicles that are not registered may receive a parking citation.
- **Non-Registered Vehicles** – If for any reason you drive another vehicle, you can contact Public Safety to register your additional vehicle(s). Visitors are required to register their vehicle at the front office or parking kiosk at each campus.
- **Student Parking** – Registered students may park in student lots once you register your vehicle online. No physical permit is required to be displayed. Student parking at the Business Education Center and Health Education Center is located in P3 and P4. All other campuses have student parking available in the main lot at that campus.
- **Employee Parking (P8, P9 & P10)** – All vehicles parked in employee parking must have registered their vehicle online with the Public Safety Office and display a valid CVTC employee parking permit. Vehicles registered improperly, not registered, or not displaying a valid CVTC employee parking permit may receive a parking citation. Employee parking is for CVTC employees only.
- **Disabled/Accessible Parking** – All campus locations have accessible disabled (ADA) parking spaces available that are clearly marked. Valid disabled parking placard/plates must be clearly visible. Visit WI DOT's website for information about disabled parking and eligibility.
- **Visitor Parking** – All campuses have designated visitor parking. Students and employees are not eligible for visitor parking and may not park in these areas at any time. Visitors are **required** to sign-in on the parking kiosk (or sign-in sheet) available at each campus front office. Failure to provide complete and valid information when signing in, may result in a parking citation.

- **Long-Term Visitor Parking (P1)** – A parking lot in front and west of the Business Education Center is for visitors on official business only. All visitors are required to register their vehicle by signing in using the parking kiosk inside Doors 1 or 3. Failure to provide complete and valid information when signing in, may result in a parking citation. Students and employees are not eligible for a long-term visitor permit and may not park in this lot at any time.
- **Patient/Visitor Parking (P2)** – A parking lot located to the south of the Health Education Center is available for only patients/visitors of the Health Education Center or Prevea Clinic. All patients/visitors are required to register their vehicle by signing in at the reception area. Failure to provide complete and valid information when signing in, may result in a parking citation. Students and employees are not eligible for a visitor permit and may not park in this lot at any time.
- **Short-Term 30 Minute Parking (P6)** – A short-term parking lot (30 minutes or less) is located on the east end of the Business Education Center (adjacent to the Pay-Per-Hour lot) for individuals on official college business only. All vehicles are required to be registered by signing in at the parking kiosk inside Door 11. Failure to provide complete and valid information when signing in, may result in a parking citation. This lot is strictly enforced for timed parking.
- **Pay-Per-Hour Parking (P7)** – A pay-per-hour parking lot is available on the east end of the Business Education Center. Persons parking in this lot will be charged an hourly fee based on the length of stay. Students and employees are not exempt from the fee. Absconding, theft of services, from the pay-lot may result in a parking citation and/or other disciplinary action.
- **Retiree Parking** – Retired college employees may be eligible for a Retiree Permit. This permit is valid in the student and employee parking lots only and must be displayed. Additional regulations may apply.
- **Motorcycle/Moped Parking** – Designated parking areas in the student parking lot (P3) and staff parking lot (P8) are reserved for motorcycle/moped parking. All motorcycles/mopeds are required to park in these areas. Motorcycles/mopeds must be registered online with the Public Safety Office prior to parking. Motorcycles/mopeds that are not registered or parked outside designated motorcycle/moped parking areas may receive a parking citation. Public Safety may approve motorcycle/moped parking outside of designated motorcycle/moped parking areas. Assigned parking stalls are exempt.
- **Bicycle Parking** – Bicycle racks are provided near the southeast and west entrances to the Business Education Center and one is located near the front of the Health Education Center. All bicycles are to be parked in these areas and not chained to trees, shrubbery, or other stationary objects near buildings. All campus locations have provisions for bicycle parking. Bicycles improperly secured outside designated areas or bike racks may be removed by the college.
- **Obstruction of Parking** – Areas marked by a continuous yellow or red curb designate no parking. No unattended vehicles will be allowed to park in a designated fire lane. Parking on an unimproved surface (grass) is prohibited at any time. No vehicle shall in any way impede the normal flow of traffic on any College street, roadway, or parking area. Park only in marked stalls. Do not park in the middle of two stalls, even if someone else has parked irregularly.
- **Pedestrian Safety** – Vehicles must yield to pedestrians walking on campuses. No vehicle shall exceed the posted speed limit on campuses, be operated in a hazardous or reckless manner. Areas that are not posted shall not exceed 15 mph speed limit on campus.
- **Overnight Vehicles** – No vehicles, except those being repaired or with special permission, shall be parked overnight on campuses. If an emergency arises, notify the Public Safety Office.
- **Trailers** – No trailers are allowed to be parked in College parking lots without prior permission of the Public Safety Office.

- **Behavioral Expectations** – Any fraud or falsification of information, duplication of parking permit, or any misrepresentation of any kind made about parking will be ticketed and subject to revocation of parking privileges and/or other disciplinary action. There will be disciplinary action taken against anyone using abusive language or being disrespectful to Public Safety personnel.

Parking Enforcement Procedures

Public Safety personnel will patrol the parking areas to ensure compliance with all regulations and issue parking citations to violators of College parking and traffic regulations. Parking and traffic regulations are effective (24) hours a day, year-round. Parking citations may be issued after each occurrence of entering the parking lot, even within 24 hours.

Vehicles without a valid parking permit/registration or those that are in continual violation of parking regulations and/or suspension for unpaid parking citations may be towed at owner's

VIOLATION	ORIGINAL FINE AMOUNT	IF PAID AFTER 10 DAYS, BUT WITHIN 20 DAYS	IF PAID AFTER 20 DAYS, BUT WITHIN 30 DAYS**
Permit/Visitor Lot	\$20.00	\$30.00	\$40.00
Prohibited Parking	\$30.00	\$40.00	\$50.00
Fraud or Theft of Services	\$50.00	\$60.00	\$70.00
Forged/Altered Permit	\$100.00	\$110.00	\$120.00
Disabled Parking	\$150.00	\$160.00	\$170.00

expense. Vehicles that are blocking driveways, doorways, or creating any other situation, which affects the safe operation of the college, may be towed at the owner's expense.

Citations for parking violations are based on the following forfeiture schedule (may be subject to change according to WI State law):

**Applicable state filing fees may be added after 30 days.

- If the scheduled forfeiture is not paid within 30 days, the vehicle registration will be suspended, and renewal of registration refused.
- Notices will be sent via US Mail to the last known address of the registered owner after each change in forfeiture.

Parking citations issued by CVTC Department of Public Safety can be paid by the following methods:

- **Pay online:** www.cvtc.edu/paycitation (Visa, Discover, Mastercard, AMEX and eCheck)
- **Pay by phone:** Call 715-833-6202, during normal business hours only.
- **Pay by mail:** Send check payable to "Chippewa Valley Technical College" with citation number on check. Include your name and address on the envelope and on the citation. Mail the check to: CVTC Public Safety, 620 W. Clairemont Ave., Eau Claire, WI 54701

Citation Appeals – Parking Citation Appeals are available online <https://bit.ly/citationappealcvtc> or call 715-833-6202. Appeal forms must be completed online **within five (5) business days of citation issue date**. After your appeal is reviewed, you will receive an email notification as to the disposition of the citation. No student academic records, including grade reports and transcripts, will be released or accessible on SIS until financial obligations to the College are cleared. Unpaid parking

citations constitute a financial obligation to the College. A "hold" will be placed on the academic records until all fees are paid.

CVTC participates in the Traffic Violation and Registration Program (TVRP) which is administered by the Division of Motor Vehicles (DMV). The DMV may suspend and refuse the registration of the vehicle involved in the unpaid parking citation. Suspended registration means it is illegal to operate the vehicle and refused registration means the following are not allowed:

- Renew the registration of any vehicle or register another vehicle.
- Change the registration of any vehicle.
- Obtain replacement license plates for any vehicle.
- Transfer registration to another vehicle.

According to WI §71.93, CVTC may certify the unpaid balance to the Wisconsin Department of Revenue (DOR). Taxpayer Refund Intercept Program (TRIP), administered by the DOR, may be used by CVTC to collect fees related to unpaid parking citations. If your balance is not settled by the time you file your WI state income tax return, all or part of your refund may be intercepted to pay your balance. The debt will remain certified to the WI DOR until it is paid in full.

For more information on unpaid parking citations, please visit the WI Dept. of Motor Vehicles website at <http://bit.ly/2rNnjo7>.

Graduate Information & Career Services

Graduation Information

Graduation Checklist

1. **Perform a Graduation Audit**– Students are encouraged to perform a degree evaluation in SIS as a preliminary check to see if they have met all the program requirements needed to graduate. It is the student's responsibility to assure they have satisfied all required courses in his/her program. The SIS Graduation Audit does not replace the requirement to submit the Graduation Application form.
2. **Apply for Graduation** – Complete the online Graduation Application form found at [Commons > Records & Registration > Graduation](#). Refer to Commons for application deadlines. There is no application fee to apply.
3. **Check the Eligible Candidates List** – CVTC performs a final check of eligibility and if all requirements are met, the student's name will appear on the Eligible Candidates List. It may take up to two (2) weeks for names to appear on the list after the Graduation Application form is submitted. If you have a confidentiality hold on your account, your name will not be displayed on the list or in the graduation program. These students may contact Records and Registration to verify eligibility. At that time, the student may request that his/her name be included on the eligibility list and in the graduation program.
4. **Request Commencement Tickets** – Graduates participating in the Eau Claire May or December ceremony need to request tickets using the Ticket Request System located in Commons. Tickets are free but are required for all guests. Learn more in [Commons > Records & Registration > Graduation](#).
5. **Graduate Attire** – To participate in the ceremony, graduates are required to wear a black cap, gown, and tassel. If applicable, honor graduates may wear a gold cord, military service members may wear red, white, and blue cords, Phi Theta Kappa graduates may wear a gold PTK stole, and Kappa Beta Delta graduates may wear a blue stole. Refer to Commons for details on where to purchase graduation attire.
6. **Learn more about the Ceremony** – Commencement exercises are scheduled in May and December for Eau Claire and in May for River Falls. Additional information regarding the ceremony is in [Commons > Records & Registration > Graduation](#). Students who complete an associate degree or technical diploma are eligible to participate in the commencement ceremony.

Student Commencement Speaker

A student is selected to address the graduates for each Commencement. Instructions and deadlines are available in [Commons > Records & Registration > Graduation](#).

Graduation/Program Completion Requirements

The Registrar's Office reviews individual student records to determine program completion, candidacy for graduation, certification of graduation, and/or certification of attendance at CVTC. The student is eligible for program completion/graduation when the individual fulfills the following:

- Attain program required grades in all courses and electives to meet the approved curriculum for the specific program.
- Complete program courses with a program grade point average of 2.0 or better, C letter grade average.
- Earn a minimum number of credits at CVTC since establishment of the degree. See website for specific credit information.

If all requirements for graduation have been completed, degree information will be posted to the student transcript.

Students who have not applied for graduation but still meet the graduation requirements will have their degree posted.

Some CVTC programs have embedded credentials that students may earn along their way to graduating from their intended degree. Students should review their program page on Commons to see if their degree has any embedded credentials. Student coursework is reviewed at the end of each semester and awarded if an embedded diploma is completed. This degree will be listed on the student transcript and the student will receive an email verification of award. If a physical diploma is desired, students will need to complete the embedded diploma request form.

Students who interrupt their education and then re-enter are required to meet current program requirements. If a student does not enroll in any course for two or more consecutive semesters, the student is required to reapply with Admissions. The student must abide by the degree requirements in effect at the time of re-entry.

Certificate Completion

Students who complete all course requirements for a technical certificate at CVTC should submit a graduation application. The application can be found on the [Commons > Records & Registration > Graduation](#) page. Students should review the certificate requirements to ensure they have met all the requirements for the certificate before applying. After verification of course completion, the Records and Registration Office will send a printed certificate to the student. Certificate completion is also noted on the student's transcript.

Graduate Resources

CVTC Alumni Association

All CVTC graduates are members of the CVTC Alumni Association and encouraged to participate in Alumni Association activities. The mission of the Alumni Association is to enhance the experiences of current students, engage with alumni of all ages, and celebrate the success of graduates and friends of the College.

A multi-member and geographically diverse alumni board oversees events and activities of the Association. Alumni participate in College activities such as scholarship receptions, commencements, and serve as members of CVTC advisory committees. Each year at the CVTC Gala, the Alumni Association presents the Distinguished Alumni and Outstanding Recent Alumni Awards. The Association also awards several student scholarships each year. The Alumni Association uses social media to connect with and engage our alumni. Check us out on Facebook, and LinkedIn. Connect with us, and more importantly, with each other!

To contact the Alumni Association, phone 715-852-1361, email alumni@cvtc.edu, or visit www.cvtc.edu/alumni.

Email Access after Graduation

After graduation, email is accessed through <https://outlook.office365.com>. In the address field enter <username>@student.cvtc.edu. The password will be the same as the CVTC network password used to login to Commons or any computer on campus. The student email will expire 12 months after the last day of the last class at CVTC.

Graduate Follow-up Survey

The CVTC Graduate Follow-up Survey is sent to graduates approximately six months after graduation. Graduates are given the opportunity to complete and return a paper survey or to complete the survey online. The Graduate Follow-up Survey provides CVTC and the Wisconsin Technical College System (WTCS) with important information regarding how graduates feel about their educational experience at CVTC and about their success in the labor market shortly after graduation. The results are used to assist prospective students

with accurate employment and salary information, as well as providing CVTC with data to facilitate program planning, evaluation, and development.

Guaranteed Student Retraining Policy

Chippewa Valley Technical College guarantees up to six credits or 96 hours of additional instruction at no charge to graduates of associate or technical diploma programs. To qualify for retraining, a student must meet the following conditions:

- Your employer certifies that you lack the target job competencies specified in the educational program normally expected of a job for an entry-level employee.
- You have not secured employment within six months following graduation due to insufficient training.
- Skill retraining must be completed within 12 months of graduation.

Guaranteed retraining covers tuition, and employers or student will cover additional expenses (materials, books, lab manuals, etc.).

Retraining instruction must be in the student's original occupational program and may include retaking of courses or participating in seminars.

CVTC graduates or employers requesting retraining should submit documentation required by the Guaranteed Student Retraining Policy to the Associate Vice President of Student Services.

Career Services

At CVTC, we know students are not just seeking a degree, they are pursuing their career goals. Helping students achieve those goals is woven into everything we do. Whether they are looking for their first professional job or to advance in their current career, our career services team is here to help every step of the way.

Career Academies

Searching for that perfect job can be an overwhelming process. Each semester, Career Services offers a variety of Career Academies that focus on cover letter & resume development, effective interviewing techniques, networking strategies and employment searches.

Career Fairs

Each year, Career Services provides opportunities for employers to connect with our well-trained students, graduates and alumni by hosting program specific Career Fairs and Employer Events. Career Services works with CVTC Programs to hold targeted Employer Events such as Career Fairs, Mock Interviews, and Networking Events.

Handshake

Students, graduates, and alumni of CVTC have access to Handshake, an online employment information system. Handshake is dedicated exclusively to helping students and alumni of all Wisconsin Technical Colleges connect with employers who are seeking a skilled workforce. Job postings are updated daily on Handshake by employers.

To schedule an appointment with a Career Services Specialist, call 715-833-6346 or visit the Career Development Department located at the Business Education Center – Room 113.

For more information visit [Commons > Student Services & Support > Career Development](#).

High School Academy Information

The High School Academy program is a partnership between K-12 school districts and CVTC providing access to college courses for high school students. Academies are designed to meet the needs of high school students to offer career exploration, skill training, a recognized industry credential, an embedded technical diploma, or completion of a CVTC program.

This section of the handbook provides information specific to High School Academy students. High School students are subject to the same rules, policies, and procedures as other students attending CVTC post-high school except as noted in this section.

If you have questions or concerns related to High School Academy policies, please contact us at hsacademies@cvtc.edu.

Application/Enrollment

Students apply online at the following website for CVTC Academies:
<https://www.cvtc.edu/hsacademies>

Students should submit the online application to begin the academy admission process. The high school is then notified of the application and approves/denies the application based on their policies. Once CVTC has received approval from the district, the student will be enrolled in the academy as a CVTC student. The CVTC K-12 Team will communicate with the high school and enrolled Academy students regarding the dates for the Academy Orientation and the next steps.

At the orientation, all students will complete a Supplemental Information/FERPA release form allowing CVTC to discuss educational records with the high school and optionally the student's parents or guardians. Course progress, behavioral concerns, and all grades for the student may be shared with the high school only if the course was paid for by the student's high school. All other information or coursework not paid for by the high school is protected information by federal FERPA regulations and will not be released to the high school without student authorization. More information about student records, confidentiality, and your rights can be found under Student's Rights to Records in the Registration and Academic Records section of this handbook.

Tuition and Fees

Tuition and fees are paid by the sponsoring high school. CVTC encourages all Academy applicants to understand the initial fees and cost structure as some high schools may require that families share the cost or pay for classes the student did not pass or complete.

Textbooks and supplies are generally kept by the student until the end of the academy, but in some cases, may be designated as the property of the sponsoring high school. Other materials may be required and are purchased or rented by students for the duration of the academy: for example, the tool kit for the HVAC/R Academy.

Dropping or Withdrawing from Classes

Students should talk to their parents/guardians, teachers, and a high school counselor if they realize they cannot successfully complete a course. To drop or withdraw from a class, the student contacts the High School Academy Specialist Advisor (HSASA) and the high school counselor to obtain and complete a drop/withdrawal form. Course withdrawal must be no later than the stated last date to withdraw, 75% of the course time. The counselor then sends the form to the K-12 Team at CVTC to process the drop or withdrawal. For

more information regarding the drop or withdrawal process, please refer to the Registration and Academic Records section of the Handbook.

High school students and parents need to understand that the credits and GPA of postsecondary work in academies may impact the academic standing of students in future postsecondary educational institutions. If students are concerned a class may not be an appropriate fit for them, we encourage the students to talk to their high school counselor and HSASA before the withdrawal deadline.

Students suspended or dismissed by their high school will not be allowed to participate in a high school academy unless an agreement for continued service is established.

Grade Information

Grades earned during academy courses will be a part of the high school transcript and their college transcript. The transcript will follow students into any postsecondary experiences.

The grading scale for each academy is communicated to the high school students on the first day of class via the course syllabus. The student must be familiar with the Academy's unique scale as certain classes require a very specific final grade to be eligible for licenses and/or certifications. Grades may be accessed during the course through Canvas. Students may access final published grades in the Student Information System (SIS) found within Commons.

CVTC course grades are shared with the high school after the term is completed. Once high schools receive the student's grades, they add them to the student's high school transcript.

Students must maintain a 2.0 cumulative and term GPA to remain in good standing.

Transfer of Academy Credits

CVTC credits are widely accepted by many public and private four-year colleges and universities on a course-by-course basis or program-to-program transfer. Transcripts are analyzed on an individual basis by the receiving institution to determine which credits will transfer. Students should consult with the Admissions Office at the educational institution to which they plan to transfer to for specific transfer details.

Class Attendance

Attendance is critical to student success, and all high school students participating in Academies are required to attend scheduled classes. Attendance is recorded. Students who do not attend the first week of class will be classified as a "No Show" and may be dropped from the class/academy. For more information, see No Show (Beginning Attendance) in the Registration & Academic Records section of this Handbook.

The maximum allowable number of absences is determined by each individual instructor or program requirements. Unexcused absences will potentially result in lower course grades. Instructors may choose to require class participation as part of a grade. Lack of class participation due to absences may negatively affect the course grade. Classroom attendance requirements will be communicated to the student at the beginning of each course and will reflect the assumption that students will attend regularly except for illness or personal emergencies.

Accommodations may be made for school-sanctioned events with prior notification to your instructor. Examples may include participation in a state or national competition. Regularly scheduled practices, games (non-playoff), events, and personal appointments do not qualify as excused absences. Instructors will report absences to the high school and the HSASA at CVTC.

CVTC High School Academy Policy for Inclement Weather, Closings, or Delayed Openings

If your Academy is housed at a partnering high school and your school is to be closed or has a delay because of inclement weather, CVTC will follow the same guidelines as the High School Partner. Academies held at a CVTC campus will follow CVTC's operating calendar related to delays or closing notifications.

HSA Location	HS 2-hour delay	HS Cancels School	HS shifts to Online or Virtual
CVTC HSA at a High School	Shift to online	No class	Students attend online or virtually
CVTC Virtual Academy	Students will attend virtually	Students will attend virtually	Students will attend virtually
CVTC HSA at CVTC campus or host site	*** See below	*** See below	Shift to online learning

*** Students should contact their instructors if their high school has a 2-hour delay or cancels school. Students should only travel if it is safe to travel to CVTC or work out an alternative plan with their instructor.

Success Strategies

High School Academy Specialist Advisor (HSASA): The role of the High School Academy Specialist Advisor is that of a communication liaison between the school, Academy students, and CVTC. Students can contact the HSASA with questions and concerns through email or phone. Parents must provide the student's FERPA access pin before student progress can be discussed.

Early Alert: CVTC maintains a learning environment conducive to instruction, regular attendance, and academic progress in accordance with its policies and philosophies. To support our high school academy students, CVTC uses the Early Alert process as a tool to notify the appropriate support team.

The Early Alert tool is the first step towards encouraging success strategies and positive academic behaviors. Identifying concerns and intervening with students who are struggling supports retention and assists students in becoming successful learners. Once an Early Alert is submitted by an instructor, the student will be contacted by their HSASA to help them be more successful. Students are required to meet with the HSASA in person, online, or by phone to discuss CVTC services and successful academic strategies.

Students are encouraged to have open communication with their instructor regarding their academic success. CVTC encourages high school students to utilize all resources that CVTC, the high school, and the instructor offers. If you are unsure of resources available to you, contact your HSASA, high school counselor, or you can visit our website found under, "Student Services & Support" on your Commons Dashboard.

Technology

For technology questions, problems or E-Learning assistance refer to the Technology section of the handbook.