



NICOLET COLLEGE

Annual Security Report

2026

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This document is compiled on an annual basis and contains all of the 20 USC Sec. 1092(F) Clery Act reporting requirements and Family Education Rights and Privacy Act (FERPA) 20 USC Sec. 1232(g) notification.

Revised: 8/26/2026

To: Nicolet Area Technical College Students and Employees

This information is being brought to you as part of Nicolet College's commitment to safety and security.

Nicolet College is a two-year district and state-supported institution of higher education. The College provides services from the main campus located in Rhinelander, Wisconsin, and the Lakeland Outreach Center located in Woodruff, Wisconsin.

The College is required to publish an annual security report to meet the requirements of the Clery Act. This report contains valuable information for all students and staff. Please take a few moments of your time to review the contents of this report and use it as a resource for your various safety and security needs.

Annual Clery Crime Statistics

Nicolet College complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and at outreach centers. The report can be found on the College website on the security page, or may be obtained from Campus Security. As required by law, the report is also distributed to students and staff each year by October 1. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a daily crime log, which is located on the College website on the security page.

Criminal Offenses – On Campus

For each of the following criminal offenses, enter the number reported to have occurred on Campus.

Criminal Offense	Total Occurrences on Campus		
	2023	2024	2025
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

Criminal Offenses – Non-Campus*

For each of the following criminal offenses, enter the number reported to have in or on occurred on Non-Campus buildings or property.

Criminal Offense	Total Occurrences in or on Non-Campus buildings or property		
	2023	2024	2025
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

Criminal Offenses – Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal Offense	Total Occurrences on Public Property		
	2023	2024	2025
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0
k. Arson	0	0	0

Hate Crimes – On Campus (2025)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on campus. Then break down each total by category of bias (e.g., race, religion, etc.)

Occurrence of Hate crimes
Category of Bias for crimes reported in 2025

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus (2024)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on campus. Then break down each total by category of bias (e.g., race, religion, etc.)

Occurrence of Hate crimes
Category for Bias for crimes reported in 2024

	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes – On Campus (2023)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on campus. Then break down each total by category of bias (e.g., race, religion, etc.)

Occurrence of Hate crimes
Category for Bias for crimes reported in 2023

	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes – Non-Campus (2023-2025)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Non-campus buildings or property. Then break down each total by category of bias (e.g., race, religion, etc.)

Occurrence of Hate crimes
Category of Bias for crimes reported in 2023-2025

Criminal Offense	Total by year			Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
	2023	2024	2025								
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property (2025)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion, etc.)

Occurrence of Hate crimes
Category of Bias for crimes reported in 2025

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property (2024)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion, etc.)

Occurrence of Hate crimes
Category for Bias for crimes reported in 2024

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Sex offenses - Forcible	0	0	0	0	0	0	0
c. Sex offenses – Non-forcible	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor vehicle theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes – Public Property (2023)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion, etc.)

Occurrence of Hate crimes
Category for Bias for crimes reported in 2023

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Sex offenses - Forcible	0	0	0	0	0	0	0
c. Sex offenses – Non-forcible	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor vehicle theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

VAWA Offenses* – On Campus

For each of the following crimes, enter the number reported to have occurred on Campus.

Crime	Total occurrences on Campus		
	2023	2024	2025
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses* – Non-Campus*

For each of the following crimes, enter the number reported to have occurred in or on Non-Campus buildings for property.

Crime	Total occurrences in or on Non-Campus buildings or property		
	2023	2024	2025
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses* – Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2023	2024	2025
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests – On Campus

Enter the number of Arrests for each of the following crimes that occurred on Campus.

Do NOT include drunkenness or driving under the influence in Liquor Law Violations.

Crime	Number of Arrests		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Non-Campus*

Enter the number of Arrests for each of the following crimes that occurred in or on Non-Campus buildings for property.

Do NOT include drunkenness or driving under the influence in Liquor Law Violations.

Crime	Number of Arrests		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor Law Violations.

Crime	Number of Arrests		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor Law Violations.

Crime	Number of Persons referred for Disciplinary Action		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - Non-Campus*

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Non-Campus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor Law Violations.

Crime	Number of Persons referred for Disciplinary Action		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor Law Violations.

Crime	Number of Persons referred for Disciplinary Action		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Unfounded Crimes*

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-Campus property or buildings, and on Public Property, enter the number of crimes that were unfounded. The total number of unfounded crimes should include all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded”. Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Crime	Number of Persons referred for Disciplinary Action		
	2023	2024	2025
a. Total unfounded crimes	0	0	0



Title: Privacy of Records - Release of Information

Number: AP 2.02
Policy Owner: Student Services
Adopted: March 1995
Reviewed: June 2024
Revised: June 2024

The Nicolet College policy on record privacy and releasing information follows the directives outlined in the Family Education Rights and Privacy Act (FERPA), the federal law governing the protection of educational records. FERPA rights begin after the student is accepted at Nicolet College and starts classes.

Only the student may authorize the release of their personally identifiable information (PII) in an education record. All such authorizations must be in writing. A fee will be assessed for copying all or a portion of a student record, except those students governed by the provisions of the European Union General Data Protection Regulation (EU GDPR) in which no fee will be assessed.

Notification

Students and stakeholders can find this policy on the website, or may obtain a copy of the policy from the Welcome Center in the Red Oak Center. Additionally, registered students will be notified of this policy annually via all-student email.

Student Rights Under FERPA

1. Students have a right to inspect and review their own educational records. The student must submit a signed, written request to the Registrar that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access within 45 days and notify the student when and where the records may be inspected, except those students governed by the provisions of the EU GDPR in which students will be given electronic access, if requested, within 30 days. Before being allowed to view the record, the student must present official photo identification.
2. Students have a right to request the amendment of educational records that they believe are inaccurate or misleading. The student must present a written request to the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Registrar denies the request to amend the record, the Registrar will notify the student and advise them of their right to appeal the decision using the Complaint and Grievance Procedure for Nicolet College Students, in [AP 1.06 Student Code of Conduct and Grievance Procedure](#).

3. Students have a right to grant [written consent](#) to disclosures of personally identifiable information contained in their own education record; FERPA authorizes some disclosures without consent.

4. A record of disclosures will be maintained within a student's file indicating when information has been released from that file and to whom, except for disclosures for a legitimate educational interest. Students will not be notified of legally restricted disclosures or disclosures for a legitimate educational interest.
5. Currently active students have the right to restrict the disclosure of *Directory Information*. To restrict the disclosure of *Directory Information*, a student must file a [written request](#) with the Registrar. This request to restrict disclosure of *Directory Information* will be honored until the student notifies the Registrar, in writing, to the contrary (see section on Directory Information below).
6. Students who suspect a FERPA violation has occurred should contact the Registrar. Students also have a right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
Phone: (202) 260-3887
Email: FERPA.Customer@ED.Gov

EXCEPTIONS UNDER FERPA

Under certain conditions, personally identifiable information can be released without student consent. These exceptions include:

Directory Information

The use of the term *Directory Information* does not mean that the College actually has a document containing Student Directory Information, or that the College has any obligation to produce such a document. The term *Directory Information* is a legal term applying to information that the College can release, without student consent, to any third party. Nicolet does not disclose any directory information for marketing or solicitation purposes, with the sole exception of the Nicolet College Foundation for foundation related activities.

The College has defined *Directory Information* as the following:

- Name
- Address*
- Phone number*
- Enrollment status
- Date of Birth
- Major field of study
- Classification and year
- Dates of enrollment
- Expected graduation date
- Types of degrees/diplomas/certificates and date granted
- Academic honors/awards received and date granted
- Photos/videos of students for use in College press releases, publications, and web sites

- Nicolet College assigned student email addresses

*Indicates *Limited Directory Information*

Limited Directory Information

Nicolet designates address and phone numbers as limited directory information only. This information is only eligible for release to Nicolet Area Technical College Foundation for Foundation-related activities and to the National Student Clearinghouse for compliance and reporting purposes.

U.S. Military

According to the Solomon Amendment, the College must release the student's name, address, phone number, date of birth, class level, degrees received, major, and the most previous educational institution in which the student was enrolled to the U.S. Armed Forces.

Authorized Federal, State, and Local Authorities

Student authorization is not required to disclose Personally Identifiable Information (PII) to an authorized representative of the following individuals or entities:

- The Comptroller General of the United States
- The Secretary of the U.S. Department of Education
- State educational authorities
- Accrediting organizations
- Agencies involving an audit or evaluation of compliance with education programs

Financial Aid

The College may disclose PII from a student's education record without the student's consent if the information disclosed is necessary to determine the eligibility for financial aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. The disclosure of PII to Employers, Native American Tribal Education Departments, Division of Vocational Rehabilitation, and the Veterans Administration is permissible as long as the disclosure of PII is in connection with the payment of financial aid funds for which the student has applied or has already received.

Studies

The College may disclose PII from a student's education record without the student's consent to organizations conducting studies for, or on behalf of, Nicolet College.

Other Educational Institutions

PII can be released to other schools at which the student is dually enrolled, seeks enrollment, or intends to enroll.

Emergency Situations

PII can be released to law enforcement personnel, emergency personnel, and College officials in an emergency to protect the health or safety of students or other persons.

Legitimate Educational Interest

Officials of the College who have a legitimate educational interest may have access to student records without obtaining consent from the student.

Officials of the College are defined as:

- persons employed by the College in an administrative, supervisory, academic, research, or support staff position;
- persons serving on College governing bodies; and
- persons employed by or under contract to the College to perform a specific task, such as an attorney, auditor, or collection agent.

An official has a legitimate educational interest if they need to:

- perform duties specified in their job description or under terms of contractual agreement;
- provide campus services related to a student, such as advising, financial aid, or counseling;
- conduct tasks related to a student's education, campus discipline, and/or security.

Judicial Order

Personally identifiable information must be released to comply with a judicial order or lawfully issued subpoena. Unless the court (or other issuing agency) has ordered that the existence or the contents of the subpoena or judicial order not be disclosed, the College will make a reasonable effort to notify the student before complying so the student may seek protective action.

Grievance Hearing

Information about a student or students involved in a grievance investigation may be released to members of the grievance committee, including any students assigned to that committee, if such information applies to the investigation.

Disciplinary Hearing

The results of a disciplinary hearing may be released to an alleged victim of a crime of violence or a non-forcible sex offense without the permission of the accused.

U.S. Patriot Act

The College must release, without consent or knowledge of the student, personally identifiable information from the student's education record to the Attorney General of the United States or designee in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of Title 18, U.S. Code.



Student Code of Conduct

Number: Administrative Policy 2.11

Steward: Community Engagement, Director of Strategic Enrollment

Purpose:

The Nicolet College Student Code of Conduct (Code) supports a safe, respectful, and academically focused learning environment aligned with the College mission.

The Code outlines expectations, prohibited conduct, and potential sanctions for student violations.

Scope:

This policy applies to all students, defined as anyone currently enrolled in credit or adult education courses at Nicolet College.

Students registered for a future term remain subject to this Code between terms.

Policy:

1) Overview

1.1 The Code establishes expectations for student behavior on campus, at Collegesponsored activities, and in certain off-campus situations where conduct affects a substantial College interest.

1.2 A substantial College interest includes:

1.2.1 Conduct that may violate law

1.2.2 Threats to health or safety

1.2.3 Significant disruption or interference with rights or property

1.2.4 Harm to the College's mission

1.3 Students are responsible for understanding and complying with this Code and the student conduct process.

1.4 Violations are determined using a preponderance of the evidence standard (more likely than not).

1.5 Students must comply with requests from College officials.

1.6 Official communication is sent to College email, and timely response is expected.

1.7 The College may continue conduct proceedings even if a student withdraws.

1.8 Holds may be placed on student accounts until sanctions are satisfied.

2) Behavioral Conduct Expectations

2.1 Students are expected to:

- 2.1.1 Respect the learning environment
- 2.1.2 Be accountable for their actions
- 2.1.3 Follow course and program requirements
- 2.1.4 Act with integrity and professionalism
- 2.1.5 Uphold College values
- 2.1.6 Comply with all College policies

3) Behavioral conduct prohibitions

3.1 The following behaviors constitute misconduct (not an exhaustive list):

- 3.1.1 Alcohol/Drug Misuse: Unauthorized possession, use, or distribution on College property or at College activities
- 3.1.2 Aiding and Abetting: Assisting or failing to prevent known violations
- 3.1.3 Battery: Intentional bodily harm without consent
- 3.1.4 Destruction of Property: Intentional damage to property
- 3.1.5 Discrimination: Conduct based on protected status that limits participation in College activities (see AP 4.13)
- 3.1.6 Disorderly Conduct: Disruptive, abusive, or noncompliant behavior
- 3.1.7 Disruption of Operations: Interference with College teaching, administration, or activities
- 3.1.8 Failure to Comply: Failure to complete or comply with direction from a College official
- 3.1.9 Falsifying Information: Providing or using false records or statements
- 3.1.10 Harassment: Repeated unwelcome conduct creating a hostile environment
- 3.1.11 Hazing: Endangering acts tied to group affiliation
- 3.1.12 Technology Misuse: Unauthorized access or misuse of College systems
- 3.1.13 Obstruction: Blocking movement or access
- 3.1.14 Retaliation: Adverse action against participants in a complaint, investigation, report or other College process
- 3.1.15 Stalking: Repeated unwanted contact causing distress

3.1.16 Student Conduct Process Violations: Interfering with or abusing the conduct process

3.1.17 Theft: Taking or using property without consent

3.1.18 Threats: Threatening harm or safety

3.1.19 Unauthorized Access: Improper entry or use of facilities

3.1.20 Violation of Law: Illegal activity

4) Academic Code of Conduct Expectations

4.1 Students must submit work that reflects their own effort.

4.2 Use of artificial intelligence (AI) must comply with course syllabus guidelines

5) Academic Conduct Prohibitions:

5.1 The following behaviors constitute academic misconduct (not an exhaustive list):

5.1.1 Plagiarism or unauthorized collaboration

5.1.2 Use of unauthorized materials or fabricated data

5.1.3 Falsified academic records

5.1.4 Interference with others' academic work

5.1.5 Cheating on exams

5.1.6 Violations of course or program rules, including AI use

6) Alleged Violations

6.1 Alleged violations of the Code must be reported and adjudicated, including investigation, hearings, and appeals, in accordance with PR 2.11.01 or PR 2.11.02.

7) Sanctions

7.1 Sanctions for any conduct violation may include:

7.1.1 Expulsion: Permanent separation from the College

7.1.2 Suspension: Temporary separation

7.1.3 Conduct Probation: Final warning status

7.1.4 Conduct Reprimand: Formal warning

7.1.5 Restitution: Payment for damages

7.1.6 Other Sanctions: Including loss of privileges, restrictions, educational assignments, or referrals

8) Interim Suspension

8.1 The College may impose an immediate interim suspension if a student poses a threat to safety or operations.

8.2 During an interim suspension, students will be allowed an informal conference with a college official within three business days for the following reasons:

8.2.1 Reliability of the information

8.2.2 Whether their presence poses a threat to safety or operations

9) Appeals

9.1 Students may appeal in accordance with PR 2.11.01 and PR 2.11.02.

10) Additional Information

10.1 Records related to conduct cases are retained for at least seven years and shared only with authorized individuals.

10.2 Students may review records in accordance with FERPA and College policy.

11) Parental Notification

11.1 The College may notify parents or guardians as permitted by law, including for:

11.1.1 Dependent students

11.1.2 Crimes of violence

11.1.3 Alcohol or drug violations involving students under 21

11.1.4 Health or safety emergencies

12) System Statement

12.1 The student conduct process is administrative, not a court proceeding, but is designed to ensure fairness.

Associated Procedures:

PR 4.10.01 Sexual Harassment Reporting

PR 4.10.02 Title IX Sexual Harassment and Discrimination Grievance

PR 4.10.03 Title IX Supportive Services & Resources

PR 2.11.01 Code of Conduct Enforcement Procedure

PR 2.11.02 Academic Conduct Enforcement Procedure

Policy Actions:

Adopted: 08/2026

Reviewed:

Revised:

Related Laws and Statutes:

FERPA



Title: Campus Security

Number: AP 3.01
Policy Owner: Security
Adopted: November 1997
Reviewed: August 2024
Revised: August 2024

Emergency Contact Number:

Call 911 for police, fire, or medical.

Non-Emergency Contact Numbers:

Campus Security	715-365-4420
Emergency Response Team	(<i>Internal calls only</i>) Extension: 4999
Facilities	715-365-4419
Information Technologies Department	715-365-4478
Welcome Center	715-365-4493
Oneida County Sheriff's Department	715-361-5100

Crime Prevention and Security Procedures

The College adheres to all federal, state, and local laws and ordinances which prohibits any criminal activities.

Security and Access to Campus Facilities

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. College security officers have the authority to issue parking tickets and to enforce College policy.

The College uses local law enforcement agencies that have jurisdiction over the Rhinelander Campus and Outreach Centers to investigate and enforce ordinances and criminal laws. The Oneida County Sheriff's Department has jurisdiction over the Rhinelander Campus and periodically patrols the Rhinelander Campus.

The College is a non-residential college and therefore does not provide 24-hour security coverage. Facilities and security personnel patrol the grounds of the Rhinelander Campus while the campus is open. Facilities and Security regularly check outdoor pathway lighting, egress lighting in hallways and stairwells, fire extinguishers, NARCAN, and AEDs.

The Rhinelander Campus is accessible to students, staff, and the general public during normal business hours. However, the campus grounds at both locations are open to vehicular and pedestrian access 24 hours a day, seven days a week. The College-controlled buildings are

locked when not in use. All public access buildings on the Rhinelander Campus use a card access system and digital video systems.

The College does not have any officially-recognized student organizations with off-campus locations.

Crime Reporting Procedures

The College encourages prompt and accurate reporting of all crimes, assaults, or suspicious behavior to local law enforcement. Report any offense occurring on a College-controlled premise, during a College-sponsored event, at an off-campus event, and when safe to do so, also report the incident to *Campus Security 715-365-4420 or the Emergency Response Team (Internal Extension 4999)*, who will take action and issue a timely warning if the perpetrator remains at large while making every effort not to identify the victim.

The College crime reporting policy requires all staff to report crimes and/or suspicious behavior to Campus Security, the Emergency Response Team, or law enforcement. When deemed appropriate, college officials will involve local law enforcement agencies. All crime information (including anonymous reports) reported to Campus Security, Campus Security Authorities, and/or the Emergency Response Team is recorded in the Daily Crime Log. If the crime meets a Clery Act Reportable category, it is included in the annual Clery report. All crimes and behavioral violations (student and staff) are recorded and maintained by the Manager of Risk, Compliance, and Safety.

While the College does not have pastoral or professional counselors on staff to work with victims, it can assist students by providing information on various private and public options for such services. One such option is the contracted counseling group the College has made available to meet with students on our campus during the week.

Emergency Crime Reporting Procedures

Call 911 immediately in the event of an emergency, which is defined as any event that may pose a significant threat to the life, safety, or health of students and/or employees. After contacting authorities, if the situation allows, call *College Security at 715-365-4420*. If that's not possible, call or contact any College employee.

Crimes May Be Reported Anonymously

The College will honor an individual's request to remain anonymous. Contact *Campus Security at 715-365-4420* or the *Emergency Response Team (ERT) Internal Extension: 4999* and inform them of your wish to remain anonymous. This same process can also be followed when reporting to local law enforcement.

Fire Safety Report and Missing Student Notification Procedures

The College is a commuter (non-residential) college. Therefore, these statistics and procedures are not collected or in existence. They only apply if a College were to maintain student housing.

Timely Warning of Potential Threats

A timely warning will be issued in the event a significant emergency, an ongoing or continuing threat to personal safety, or a dangerous situation arises. The decision to issue a timely warning will be based on information and facts received by the College and if possible, verified by outside agencies (law enforcement, Emergency Management, Health Department, National Weather System, etc.). The ERT will determine the content of the notification and when to

initiate the notification system. Notification may be delayed when the professional judgment of outside emergency response agencies indicates immediate notification would compromise safety and security. Selected ERT members will determine the content of the notification and when to initiate the notification system.

In situations that may pose an immediate physical threat to members of the campus community (e.g., murder, severe weather, fire, gas leak). The Emergency Response Team may issue warnings through the College Informacast System, RAVE, and/or email system to students and employees. Depending on the situation, other notification processes may be used (i.e., learning management system, College website, emergency speaker systems, fire alarms, tornado sirens, and media releases). The Clery Act mandates that victims' names be withheld for crimes considered a threat to other students and employees.

The Emergency Response Team may also determine a specific segment of students and staff who need notification. This decision will be made in conjunction with the appropriate outside agency. If that is the case, the Emergency Response Team will make a determination of how to best convey that information to the specific segment.

Anyone with information warranting a timely warning should report the circumstances to the Emergency Response Team immediately.

Disclosure of Student Disciplinary Proceedings for Violent Crimes or Non-forcible Sex Offenses

The alleged victim of a crime of violence or a non-forcible sex offense may make a written request to disclose the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense.

If the alleged victim is deceased due to the crime or offense, the next of kin of the alleged victim shall be treated as the alleged victim about disclosure. The College will provide the results of the disciplinary hearing to the alleged victim's next of kin, if requested.

Daily Crime Log

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents reported to Campus Security and crimes that are initially reported to another campus security authority or a local enforcement agency and subsequently reports them to Campus Security. Crime Log entries include all Clery-related crimes reported to Campus Security for the required geographic locations and disclose specific information about criminal incidents, not crime statistics. The Daily Crime Log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. The victims' confidentiality will be protected, including record-keeping that excludes personally identifiable information on victims. Daily Crime Log discloses specific information about criminal incidents, not crime statistics.

An entry, an addition to an entry, or a change in the disposition of a complaint is recorded within two business days of the receipt of the information by Campus Security. Updates to the disposition of a crime log entry will not be made if 60 business days have passed from the entry date. A business day is Monday through Friday, except for days when the College is closed. The only exceptions to this rule are:

- If the disclosure is prohibited by law; or

- If the disclosure would jeopardize the confidentiality of the victim.

Campus Security may temporarily withhold information if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection;
- Destroy evidence

However, the information will be added to the Daily Crime Log once the adverse effect is no longer likely to occur.

The Daily Crime Log is located on the College website on the [Security Page](#). A hard copy is maintained by the Manager of Risk, Compliance, and Safety and is available upon request.

Annual Security Report (Clery Act Requirements)

The Campus SAVE Act applies to all institutions of higher education that participate in financial aid programs under Title IV of the Higher Education Act of 1965. It became effective on March 7, 2013 as part of the Violence Against Women Reauthorization Act (VAWA) and amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act).

Nicolet College complies with the Jeanne Clery Disclosure Act and prepares an Annual Security Report of crimes that have occurred on the Rhinelander Campus and at Outreach Centers. The Clery Report is published every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters.

Clery Act Crimes include:

1. Criminal Homicide
2. Sexual Assault (or sexual related offenses)
3. Robbery
4. Aggravated Assault (Battery)
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Hate Crimes
9. Violence Against Women Act (VAWA) Offenses
10. Domestic Violence
11. Stalking
12. Weapons Law Violations
13. Controlled Substance Violations
14. Liquor Law Violations

Under the Clery Act, the college does not document personal information; the College reports time, date, location, and type of conduct.

Nicolet College will make the report available to all current students and employees. Nicolet College will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the *Manager of Risk, Compliance, and Safety* at 715-365-4637 or on the [Security Page](#).

The policy statements filed as part of the Annual Security Report must include detailed descriptions of the institution's internal procedures in cases of domestic violence, dating violence, or stalking, as well as descriptions of its education and prevention programs.

Campus Security Authorities

Training on appropriately handling reporting crimes, victim relations and support, and related school policies is required. A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#) is designated to receive and report criminal incidents to the Manager of Risk, Compliance, and Safety so he may update the Nicolet Colleges Annual Security Report. CSA Members include:

- Members of the Emergency Response Team
- Campus Security Staff
- Student Conduct Committee
- Human Resources Staff
- College Administration

Community and College Resources

Victims are encouraged to seek help from the agencies listed in the College Safety and Security Resource Guide for follow-up counseling and support. Further, victims do have the option to notify and seek assistance from law enforcement and campus authorities. Victims can also call the *24-hour Crisis Hotline at 800-236-1222 or 715-362- 6800*.

CURRENT RESOURCES BY COUNTY:

ONEIDA COUNTY

- TRI-County Council on Domestic Violence and Sexual Assault
800-236-1222 (Toll Free) or 715-362-6841 (Local)
24-hour crisis hotline, domestic violence and sexual assault victim advocacy
- Aspirus Rhinelander Hospital 715-361-2100 (Local)
Sexual Assault Nurse Examiner (SANE) program
- Aspirus Howard Young Medical Center 715-356-8000 (Local)
Sexual Assault Nurse Examiner (SANE) program
- Oneida County Health Department Reproduction Health Clinic: STD screening, treatment, education, HIV counseling and testing, emergency contraception
- Oneida County Health Department 715-369-6111 (Local)
STD screening, treatment, education, HIV counseling and testing, emergency contraception.

FOREST COUNTY

- TRI-County Council on Domestic Violence and Sexual Assault
800-236-1222 (Toll Free) or 715-362-6841 (Local)
24-hour Crisis Hotline (Domestic Violence/Sexual Assault Victim Advocacy)
- Forest County Potawatomi Health and Wellness Center / Domestic Violence Program
715-478-7201 (Local), Sexual Assault Victim Advocacy

LANGLADE COUNTY

- Advocates for Victims of Domestic and Sexual Abuse (AVAIL)
715-623-5767 (24-Hour Crisis Hotline) or 715-623-5177 (Daytime)
Emergency shelter, 24-hour crisis hotline, counseling and support groups, information and referral

LINCOLN COUNTY

- The Haven – Lincoln County Domestic Violence Shelter
(24 Hour Crisis Line) 715-536-1300

VILAS COUNTY

- TRI-County Council on Domestic Violence and Sexual Assault
800-236-1222 (Toll Free) or 715-362-6841 (Local)
24-hour Crisis Hotline (Domestic Violence/Sexual Assault Victim Advocacy)
- Aspirus Eagle River Hospital 715-479-7411(Local)
Sexual Assault Nurse Examiner (SANE) program
- Lac du Flambeau Domestic Violence Shelter/Sexual Assault Victim Advocacy
(24/7 Crisis Line) 800-236-7660

IRON COUNTY

- DOVE (Domestic Violence Escape)
Business Office 906-932-0310, Crisis Line 906-932-0310

NATION WIDE

- National Domestic Violence Hotline 1-800-799-7233 or TTY 1-800-787-3224
- Suicide Hotline 988

Title: Campus Safety

Number: AP 3.02
Policy Owner: Security
Adopted: March 1995
Reviewed: August 2024
Revised: August 2024

The College complies with all federal, state, and local safety, health, and environmental regulations. The information contained in this policy addresses the protocol for campus safety, health, and environmental issues and includes the following sections:

- Safety and Security Committee
- General Safety Issues
- Bloodborne Pathogens
- First Aid/Medical Emergencies
- Hazardous Materials
- Fire Emergency Procedures
- Severe Weather Warning

Complete information related to the above-listed areas is contained in the following media:

1. Hazard Communication Program

The purpose of the Hazard Communication Program is to inform employees about hazardous substances in the workplace, potential harmful effects of these substances, and appropriate control measures. The primary tools of this program are warning labels, Safety Data Sheets (SDS), and employee training. An updated link can be found on the Employee Portal Document Center or [view the Hazcom Program here \(PDF\)](#).

2. Emergency Response App and Evacuation Procedures

Each classroom has an evacuation map. Also, everyone can electronically access the [Emergency Response App](#) which indicates what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes, and staging areas for fire emergencies. The College holds evacuation and/or shelter-in-place drills at least once each academic year. The College also conducts evacuation, tornado, and shelter-in-place drills at least once each academic year.

3. Emergency Response Plan

This is a complete, detailed document for specific emergency responses and business continuity planning. The document is only intended for use by the Emergency Response Team and emergency responding agencies.

Safety and Security Committee

The College has a Safety and Security Committee that reviews and makes recommendations for changes to College policies and procedures related to campus safety and security. This committee also reviews the maintenance of College facilities to address potential safety and security issues and recommends improvements.

Contact the Safety and Security Committee by calling *Campus Security at 715-365-4420 or Facilities at 715-365-4419*. The Nicolet College Safety Committee consists of the following employees:

- Manager of Risk, Compliance, and Safety(Co-Chair)
- Associate Dean of Public Safety (Co-Chair and Campus Safety Officer/Chief Chemical Hygiene Officer)
- Director of Facilities
- Chief Information Officer
- Human Relations Representative
- Workers Compensation Representative
- Campus OSHA Training Representative
- Criminal Justice Representative
- Chief Chemical Hygiene Officer

General Safety Issues

It is every employee's responsibility to take precautions related to workplace safety. Any employee who observes potentially hazardous situations must contact their immediate supervisor, the Manager of Risk, Compliance, and Safety, the Director of Facilities, or a member of the Nicolet College Safety and Security Committee immediately.

Bloodborne Pathogens

Federal law, as administered by the Occupational Health and Safety Administration (OSHA), mandates the Bloodborne Pathogens Standard to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens” that employees may encounter in their workplace. An updated link for the Bloodborne Pathogen program can be found on the Employee Portal Document Center or [learn more about the Bloodborne Pathogen Program here](#).

First Aid/Medical Emergencies

Nicolet employees should not diagnose illness or injury or administer medication of any kind.

- Call 911 if needed.
- If 911 is called, notify *Security at 715-365-4420* or a member of the *Emergency Response Team at Internal Extension:4999* when safe to do so.
- Inform the *Facilities Department at 715-365-4419* if blood or bodily fluids are involved.
- Keep the ill or injured person as comfortable as possible.
- Do not perform any first aid beyond your certified training.
- Do not move a person that has fallen or appears in pain.
- Report any details leading to the injury to responding officers and emergency services.
-

Employees must wear disposable gloves when rendering first aid where blood or other body fluids are involved. Disposable gloves are available in all first aid kits. Only trained Facilities employees shall clean up blood or bodily fluids. All employees are expected to review and follow the procedures outlined in the current [Emergency Response App](#)

Hazardous Materials

The Manager of Risk, Compliance, and Safety has the overall responsibility for the

Hazard Communication Program, and the Safety and Security Committee will review the program. Facilities are responsible for all proper disposal of hazardous waste. If you have any questions regarding hazardous materials, contact the Manager of Risk, Compliance, and Safety. For additional information, review the Hazcom Program: [Hazcom Program \(PDF\)](#)

Fire Emergency Procedures

The latest information related to this area can be found in the [Emergency Response App](#) and the Emergency Response Plan. All students and employees are expected to review and follow the procedures outlined in the current [Emergency Response App](#). Fire drills will be completed at least annually. All campus extinguishers are inspected monthly by Security.

Severe Weather Warning

The latest information related to this area can be found in the [Emergency Response App](#) and the Emergency Response Plan. All students and employees are expected to review and follow the procedures outlined in the latest edition of the [Emergency Response App](#). Tornado drills will be completed at a minimum of annually.



Title: Alcohol and Drug Use

Number: AP 4.05
Policy Owner: Human Resources
Adopted: March 1995
Reviewed: July 2024
Revised: July 2024

The College will adhere to all federal, state, tribal, and local laws concerning the use of alcohol and other drugs and will support efforts to address violations of these laws.

The College recognizes that the use of alcohol and other drugs may impair performance or safety, may interfere with proper functioning or behavior, and in certain instances leads to dependency. The College also recognizes that such chemical dependency is a serious illness. An employee or student needing help with dependency is encouraged to seek the appropriate medical and other community resources.

Possession, manufacturing, sale, distribution, unauthorized use, or being under the influence of controlled substances, illicit drugs, or alcohol by anyone while on College controlled property, at any College sponsored or related activity, or while operating a College owned/leased vehicle is strictly prohibited. Violations of this policy will result in disciplinary action.

Exceptions

Drugs prescribed by a person licensed to prescribe or dispense controlled substances, or drugs used in accordance with their instructions, are not subject to this policy. Students or employees using any substances or drugs that cause drowsiness or other side effects that may impair their ability to perform their tasks properly and safely are obligated to inform Human Resources. Individuals will not be allowed to operate equipment or perform activities that have the potential for injury to themselves or others if impairment is suspected.

The possession, manufacturing, sale, distribution, and unauthorized use of alcohol on College premises is prohibited with the exception of preparation and cooking of foods in the culinary arts courses, providing of beverages at functions authorized by the College President or designee, or controlled use in law enforcement training.

A written request must be submitted to the President for authorization to use or serve alcohol at the College. A licensed bartender and valid liquor license or licensed catering service is required when providing alcohol at College functions.

Documenting Authorized Use

Documentation of Authorized Use shall be maintained in the office of the Benefits Administrator.

Referral of Suspected Violations

In an emergency, call 9-1-1. Employees must immediately refer anyone (student or employee) showing behavioral evidence of alcohol or illegal drug use to the Manager of Risk, Compliance, and Safety, a Campus Security Officer, Human Resources, a supervisor, the Emergency Response Team, or a Strategic Leadership Team member.

Employees must refer anyone under the following circumstances:

- Believed to be in violation of this policy.
- Exhibiting signs, symptoms, or indications of an alcohol or other drug-related problem.
- Self-disclosing of alcohol/drug-related use that places them or others at risk or in imminent danger.
- Judged to present a risk of imminent danger to self or others.

Self-Reporting for Student Citation, Arrest, or Conviction

In the event that a student is cited or arrested for an alcohol or drug-related offense while involved in a College-related activity (on or off campus) the student must notify the Manager of Risk, Compliance, and Safety within 72 hours or as soon as practicable thereafter. Failure to do so will result in a referral to the Director of Strategic Enrollment and appropriate disciplinary action may be taken up to expulsion.

Self-Reporting for Employee Citation, Arrest, or Conviction

In the event that employees are cited or arrested for an alcohol or drug-related offense while involved in a College-related activity (on or off campus), the employees must notify their immediate supervisor and the Director of Human Resources within 72 hours or as soon as practicable thereafter. Failure to do so will result in appropriate disciplinary action up to termination.

As mandated by the Drug Free Workplace Act of 1988, employees must, as a condition of employment, report any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business. A report of the conviction must be made to the Director of Human Resources within five (5) days after the conviction. Failure to provide this notification in the required timeframe will result in appropriate disciplinary action up to and including termination.

Employees may be required to participate in an appropriate rehabilitation program. Successful completion of an appropriate program, including an after-care plan, may be a requirement for continued employment. Any employee testing positive following completion of a rehabilitation program will be subject to discipline action up to termination.

Reasonable Suspicion

The College may require an employee to consent to testing for use of alcohol, illegal drugs, or unauthorized use of prescription drugs for any of the following reasons:

- Reasonable suspicion.
- Employee involvement in a work-related accident involving bodily injury or damage to property.
- As required or authorized by state or federal law.

- After the employee returns to work following completion of a rehabilitation program and periodically thereafter.

Employees withholding consent for required testing may be subject to disciplinary action, up to termination.

The College will take all reasonable precautions and comply with applicable state and federal laws and regulations pertaining to employee privacy and confidentiality of test results. Violations of this policy, confirmed positive test results, or refusal to consent to testing, may result in disciplinary action pending a thorough investigation by the College.

Transportation to a Medical Facility

Nicolet College reserve the right to contact emergency services (9-1-1) to respond to anyone whom – based on a reasonable suspicion – appears to be under the influence of drugs and/or alcohol while on the Nicolet College campus or any of its off-campus outreach locations.

Employees that have consented to drug and alcohol testing will be transported to the nearest available medical facility by Emergency Medical Services.

Drug Free Schools and Community Act

Under the Drug-Free Schools and Communities Act of 1989, Nicolet College is required to publish and distribute information that the College has adopted and implemented a drug-prevention program for all students and employees, which includes the following:

1. Standards of conduct that clearly prohibit, at a minimum, unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
2. A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of health risks associated with the use of alcohol and other drugs.
4. A description of any drug or alcohol counseling, treatment or rehabilitation programs that is available to students or employees.
5. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law) and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Nicolet College is engaged in a continuing educational effort to raise awareness of students, staff, and the community to the problems associated with alcohol and other drug abuse/dependency. We all have a shared responsibility to comply with the Drug-Free Schools and Communities Act.

DRUG OR ALCOHOL COUNCILING, TREATMENT, OR REHABILITATION PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES

Wisconsin Department of Health Services

1 West Wilson Street
Madison, WI 53703
Phone: 608-266-1865
TTY: 711 or 800-947-3529
<https://www.dhs.wisconsin.gov/>

Oneida County Health Department

100 West Keenan St.
Rhineland, WI 54501
Phone: (715) 369-6111
FAX: (715) 369-6112
<https://publichealth.oneidacountywi.gov/about-us/contact-info/>

Koinonia Residential Treatment Center

1991 E Winnebago St
Rhineland, WI 54501
(715) 362-5745
<https://koinoniaocs.net/>

Aspirus Behavioral Health Services

Aspirus Rhineland Clinic - N Chippewa Drive

1630 N Chippewa Drive
Rhineland, WI 54501
(715) 361-5480
<https://www.aspirus.org/find-a-location/aspirus-rhineland-clinic-n-chippewa-drive-1>

Aspirus Rhineland Hospital/Clinic

2251 N Shore Drive
Rhineland, WI 54501
715-361-4700
<https://www.aspirus.org/find-a-location/aspirus-rhineland-hospital-535>

Aspirus Howard Young Medical Center

240 Maple Street
Woodruff, WI 54568
715-356-8000 (Local)
<https://www.aspirus.org/find-a-location/howard-young-medical-center-538>



Title: Title IX Prohibition of Sexual Harassment

Number: AP 4.10

Policy Owner: Human Resources

Adopted: March 1995

Reviewed: November 2025

Revised: November 2025

Title IX of the Education Amendments of 1972 prohibits sex-based discrimination and harassment in educational programs or activities at institutions that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX also prohibits discrimination based on pregnancy, marital status, or parental status and protects a student's right to take necessary medical leave and to be free of harassment, intimidation, or other discriminatory actions because of pregnancy-related conditions. Sexual harassment and sex discrimination are also prohibited by Title VII of the Civil Rights Act of 1964 and other applicable law.

"Sexual Harassment" is a form of discriminatory harassment and is prohibited. The College has adopted the following definition of "sexual harassment" in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

"Sexual harassment" is conduct on the basis of sex that qualifies as one or more of the following:

- Quid pro quo sexual harassment
- Hostile environment sexual harassment
- Sexual assault
- Domestic violence
- Dating violence
- Stalking
- Technological abuse

The College prohibits sex discrimination and sexual harassment. If you believe that you have been discriminated against on the basis of sex or sexually harassed, you may follow the College's Sexual Harassment and Discrimination Grievance Procedure (PR 4.01.02) without fear of retaliation. All parties are assured a prompt investigation. For any questions or to receive information about informal and formal options and grievance procedures available, please contact the College's Title IX Coordinator at 715-365-4928 or ADA-504-Employee@nicoletcollege.edu. You can also learn more by reviewing the Sexual Harassment and Discrimination Grievance Procedure.

Associated Procedures, Policies and Laws:

[PR 4.10.01 Sexual Harassment Reporting \(PDF\)](#)

[PR 4.10.02 Title IX Sexual Harassment and Discrimination Grievance \(PDF\)](#)

[PR 4.10.03 Title IX Training Materials \(PDF\)](#)

[Title IX of the Education Amendments of 1972](#)



Title: Discrimination Complaint Resolution Policy

Number: AP 4.13

Policy Owner: Human Resources

Adopted: July 2024

Reviewed:

Revised:

Nicolet Technical College has set forth the following complaint procedure for students and faculty/staff who allege discrimination based on a protected status or prohibited harassment as set forth below.

Nicolet Technical College is committed to being in compliance with state and federal equal opportunity laws and regulations and does not discriminate in its services, employment programs, and/or its educational programs and activities. Discrimination contrary to law and harassment by faculty, administrators, other students or suppliers/vendors of the College, on the basis race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status, or other protected status for students/staff under state or federal law ("protected status") is prohibited by the College. Acts of harassment, discrimination, and sexual misconduct are counter to Nicolet's mission and values.

DEFINITIONS

Protected characteristics: Personal traits, characteristics and/or beliefs that are defined by law as protected from discrimination and/or harassment. These protected characteristics include race, creed, sex, gender identity or expression, age, national origin, religions, physical or mental disability, ancestry, veteran status, marital or domestic partnership status, pregnancy, and/or any other characteristics protected by applicable law.

Discrimination: Adverse treatment of an individual based on a protected characteristic rather than individual merit.

Harassment: Unwelcome verbal or physical behavior which is directed at a person based on a protected characteristic. When these behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, living conditions, by creating an intimidating, hostile, or offensive environment. Harassment also encompasses sexual harassment which means unwelcome sexual advances, unwelcome physical conduct of a sexual nature. This behavior includes but not limited to the deliberate, repeated, making of unsolicited gestures or comments, or the deliberate or repeated display of sexually graphic materials which is not necessary for educational purposes. Sexual harassment is also defined as participation or denial of a College activity such as education and employment that are conditioned upon, either explicitly or implicitly, for the submission to or rejection of unwelcomed sexual advances or sexual favors.

Retaliation: The College expressly prohibits any form of retaliation against any member of the College community who in good faith files a report or grievance, participates in a College investigation, believes a policy is violating this policy and opposes said policy. The complainant,

any person who participates in the investigation of a complaint, the respondent, will be advised of the College's policy in this regarding when a complaint has been filed. Retaliation is itself a form of misconduct that may form the basis for disciplinary actions. Any complaints of retaliation, on any basis, should be referred to the Affirmative Action Officer.

Complaint: A complaint means an allegation of personal discrimination contrary to law or definition of harassment/discrimination.

Complainant: A complainant is an individual who alleges discrimination based on a protected status or prohibited harassment as set forth above within the last 300 calendar days.

Respondent: A respondent means a person/persons alleged to be responsible for a violation(s) alleged in a complaint.

Affirmative Action/Equal Opportunity Officer:

The Vice President of Administration has been designated by the College as having the responsibility for coordinating the internal complaint procedure. Questions regarding this policy should be directed to:

Vice President of Administration

5364 College Dr

PO Box 518

Rhineland, WI 54501

715-365-4928

ADA-504-Employee@nicoletcollege.edu

Days All days listed in this policy are regular business days when the College is open for business. Weekends, holidays, and days when the College is closed for business are excluded.

Prohibited Conduct

1. Unlawful discrimination and harassment based on legally protected categories.
2. Sexual harassment; and
3. Retaliation

Scope of Policy

This policy applies to all employees, including faculty, staff, and administrators of the College as well as students, guests, and visitors of Nicolet Technical College.

Options of Addressing Discrimination or Harassment

The College encourages everyone to report all incidents of discrimination and/or harassment. When individuals have been subjected to discrimination and/or harassment or have observed discrimination and/or harassment they have options including informal resolution/mediation or filing a formal complaint. The College recognizes that these decisions are difficult and encourage individuals to seek assistance from a mental health professional. Students are able to utilize student mental health counseling services and employees are welcome to utilize the EAP resources.

Informal Resolution/Mediation

An individual alleging misconduct is encouraged to consider informal resolution. Informal resolution will take the path of ending the misconduct and does not require formal action. Mediation will be the tool used by the Affirmation Action/Equal Opportunity Office to attempt to facilitate understanding of the nature of the complaint with the respondent, clear up misunderstandings, and establish appropriate expectations moving forward.

Formal Complaint

An individual may submit a formal complaint. A formal complaint is a written account of the event(s) that have taken place with the wish for formal College action to be taken in the steps outlined below.

Complaint Reporting

The Discrimination/Harassment Complaint Policy is designed to comply with any applicable federal regulations which require federal grantees to adopt and publish complaint procedures providing for prompt and equitable resolution of complaints alleging discrimination and/or harassment. It is designed to comply with the State of Wisconsin law prohibiting discrimination for the reasons set forth in Chapter 38.23 of the Wisconsin State Statutes. When an individual seeks the College to take disciplinary action against a faculty/staff/student for violating the College's harassment and/or discrimination policies, the individual may make a complaint to the Affirmative Action /Equal Opportunity Officer.

The written complaint should identify the parties involved, describe the harassing and/or discriminatory behavior, when and where the event(s) occurred, and name any witnesses. Written complaints should be treated as confidential and should be provided to the appropriate designated individual(s) listed above. It is the primary responsibility of the Affirmative Action/Equal Opportunity Officer to ensure the effective implementation, processing, timelines, recordkeeping, and notification required by the complaint procedure. The Affirmative Action/Equal Opportunity Officer may assign the investigation to another individual or outside agency at their discretion if such reassignment would prevent bias or further the purposes of this policy.

Interim Steps

When appropriate, the College may take reasonable and appropriate interim steps to protect the safety and well-being of members of the College community, maintain the integrity of the investigation, and deter retaliation.

Investigation Process

The purpose of the investigation is to gather facts relating to the incident(s) outlined in the written complaint to make a reasonable determination based upon preponderance of evidence standards, where it is more likely than not that alleged behavior(s) occurred and if the behavior meets the definition of discrimination and/or harassment as indicated above. The investigation may include Equal Opportunity and Affirmative Action written statements, interviews, and evidence gathered by investigator(s). During the investigation the investigator(s) may receive counsel from the College's legal counsel or other parties as needed. The Affirmative Action/Equal Opportunity Officer shall thoroughly investigate the complaint. If the subject of the complaint involved the Affirmative Action/Equal Opportunity Officer, then another member of Nicolet's Strategic Leadership Team will reach out to an independent third party to conduct the

investigation to control for bias.

Affirmative Action/Equal Opportunity Officer may involve other College offices or staff as appropriate to complete a thorough investigation. The length of the investigation will depend upon the scope of the allegations, the number of parties and witnesses involved, availability of those involved, and the time of the year the complaint was brought forward. The investigator will attempt to conclude the investigation within sixty days of receipt of the complaint.

It is the expectation of Nicolet Technical College that faculty, staff, and other members of the community cooperate fully in the investigation process. Refusing to cooperate in an investigation could result in disciplinary action, up to and including termination of the employee.

Review of Findings

Once the investigation is completed; all information and evidence will be reviewed to determine if harassment and/or discrimination occurred and if any other College policy was violated. When the review is completed, the finding resulting from the investigation will be communicated to the complainant and respondent within fifteen (15) days of the conclusion of the investigation unless after diligent attempts the parties are not available.

Complaint Resolution

The College will take appropriate corrective action when it has been determined that discrimination or harassment has occurred. Employees who have been found to be in violation will be subject to disciplinary action, up to and including termination of employment, pursuant to relevant policies. Students who have been found in violation will be subject to disciplinary action, up to and including expulsion from the College, pursuant to the Student Code of Conduct and other applicable policies.

There may be a determination that behavior was inappropriate and unprofessional but did not violate this specific policy. Such behavior may result in disciplinary action, ongoing monitoring, coaching/counseling, or other appropriate action. If retaliatory behavior occurs after a determination has been made, either party may bring a complaint under this policy.

Confidentiality

The College shall maintain confidentiality to the greatest extent allowed by the law and to the extent necessary to conduct a thorough and efficient investigation of the complaint. The investigation of complaints may also require disclosure to the accused individual and to other witnesses for the purpose of gathering essential information. Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information to safeguard the integrity of the process and to avoid any appearance of retaliation. While discretion is important, complainant and respondents are not restricted from discussing and sharing information with others who may support them or assist them in presenting their case.

Appeals

If the complainant or respondent are dissatisfied with the written findings of the Affirmative Action/Equal Opportunity Officer on the grounds that there exists substantial relevant information that was not presented and reasonably could not have been presented during the investigation or a procedural irregularity occurred regarding the investigation and review of

findings process regarding the incident in question, they may appeal by giving written notice to the Affirmative Action/Equal Opportunity Officer within fifteen (15) days. The Affirmative Action/Equal Opportunity Officer will request a hearing with an Impartial Hearing Officer (IHO) designated by the College along with the statement of the reasons for appeal. The appeal will be held with the IHO as soon as practical with the goal of fifteen (15) days from receipt of the appeal request. The IHO shall provide a written decision to the parties within fifteen days of the hearing. The IHO may accept, modify, or reject the original decision. In all cases, the decision of the IHO is final.

Filing a Discrimination and/or Harassment Complaint Externally

The complainant may elect to file a discrimination or harassment complaint with an external body such as a federal or state agency authorized to investigate such claims. The Wisconsin Technical System is one body that is authorized to review such claims for students and reports can be filed here: <https://www.wtcsystem.edu/student-complaints/>