



Washington County | Waukesha

Continuing Education & Professional Development

Student Program Policies

University of Wisconsin Milwaukee at Washington County and Waukesha Continuing Education (CE) are committed to each student's success in learning within a fun, caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our university works to ensure that all students have the opportunity and support needed to develop to their fullest potential.

We believe that all students have the right to learn. 😊

Behavior deemed inappropriate may be any action that causes a disruption to the program, undermines the integrity or safety of the program, is harmful or violent, is discriminatory to other students, is deemed to be bullying, is inappropriately profane, graphic/pornographic in image or speech, or is in direct violation of the campus or department student program policies. We reserve the right to dismiss a student regardless of the severity of the behavior/circumstance or refutation of said student.

UWM at Washington County and Waukesha CE will always try to resolve behavioral issues with students in a fair and respectful manner, working individually or with all persons involved in any conflict. Depending on the severity of the situation, UWM at Washington County and Waukesha CE staff will work through student issues directly. If further resolution is necessary, Continuing Education administrators will step in to assist in resolving the situation.

Any student that uses physical aggression or any other such actions that are deemed inappropriate by CE Staff, will be immediately dismissed from the program. If student is a minor, parent/guardian will be required to pick up their child from the program immediately. Re-admittance to the program for any such individual removed will be at the discretion of the Continuing Education Director or Campus Dean. No refunds will be authorized in the event of a dismissal.



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To assist students partaking in a positive learning environment, the University of Milwaukee at Washington County and Waukesha Continuing Education (CE) program students are expected to abide by these rules:

1. Follow directions

We have a lot of fun and learning in store for participants of the program, and to help ensure that students stay on track to learn everything that has been planned, please follow directions the first time. This guideline is in place to ensure the safety and learning outcomes of all students. Our programs are rigorously and meticulously planned. By listening to instructions the first time, there should be more than enough time to get to all the fun!

2. Show respect with your words and body

In order to provide a safe learning environment where students can be who they are without judgment or fear, we request that everyone involved in the program be treated with respect. Our expectation is that all staff and instructors are treated with respect and are listened to during the day. Please know that the physical and emotional safety of all students and instructors is taken very seriously.

3. Think "Safety First!"

This is a good general rule to follow! Always consider the consequences of your actions prior to acting, in word or deed.

4. Ditch your cellphone!

Students are encouraged to leave smartphones and/or personal devices at home. Our programs are intended to bring students together in shared experiences that strengthen bonds of friendships and encourage an inclusive learning environment. UWM-Washington County and UWM-Waukesha CE does recognize that advancing technologies are a part of our daily lives and a tool with which families stay connected to coordinate pickups. If your student decides to bring a smart device to the program, they will be required to keep it in their backpack. If they need to contact you, they can do so with staff and instructor permission or during a break in the Continuing Education office. If a student does not follow this policy, the phone will be taken away and locked in our office until the end of the day when it will be returned to them. We cannot be responsible for any lost/stolen objects.

Date: _____

I, _____ (print student name) understand and agree to abide by the above rules and have read and understood the Student Program Policies. I understand that if I do not abide by the above rules, I may be dismissed from the program, and acknowledge that no refund will be provided.

Student signature and acknowledgement _____

I, _____ (print parent/guardian) of _____ have explained the above rules and the Student Program Policies to my child. I understand that if they do not abide by the above rules, they may be dismissed from the program, and I agree to immediately pick up my child from the program. I understand that no refund will be provided.

Parent/guardian signature and acknowledgement _____