

# **STUDENT RESPONSIBILITY FOR CATALOG INFORMATION**

The information contained in this catalog is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific program offerings. Each student is responsible for compliance with the information appearing in the catalog, the current issue of the Student Handbook, and any published addenda. The official Catalog includes this Catalog plus any published addenda.

Further, WDT reserves the right to modify requirements and curricula offerings and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts are made to publicize such changes, a student is encouraged to seek current information from appropriate offices. The WDT also reserves the right to make changes in tuition, fees, admission requirements, and regulations without notice or obligation. The official program curricula are those contained in the master curricula file maintained in the Office of Curriculum and Instruction.

## **DRUG FREE ENVIRONMENT**

## **STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT**

## **AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY**

## **STUDENT HANDBOOK**

## **ATTENDANCE REQUIREMENTS**

## **CANCELLATION OF CLASSES**

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## **PARKING**

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## **DRUG FREE ENVIRONMENT**

Western Dakota Tech requires and maintains a drug free work environment. All employees and students are required to comply with this policy. This policy is published in the Student and Faculty handbooks. Disciplinary measures may be necessary for violations of this policy. Discipline may include a reprimand, suspension, and/or termination. Individuals found in violation will be referred to the appropriate professionals and officials. Western Dakota Tech supports rehabilitation of employees and students with substance abuse problems.

## **STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT**

Western Dakota Tech will make available to each prospective student, upon request, the completion or graduation rates of diploma or degree seeking full-time students. The period covered by this report is the one-year period ending on June 30 of the preceding year. Western Dakota Tech is required under Public Law 101 542 to encourage students to report all crimes that occur on campus to the local law enforcement office and to the Student Services Office. A statistical report contained in the Student Handbook is made available annually to all students and employees in the student handbook. The handbook is available online at [www.wdt.edu/studenthandbook](http://www.wdt.edu/studenthandbook).

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

It is the policy of Western Dakota Tech not to discriminate in admission to or participation in its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, family or medical leave, disability, age, gender, sexual orientation, or an arrest or conviction record. (Note: Students enrolled in the Law Enforcement Technology, and Paralegal programs are subject to requirements that are more stringent.) For more information contact Western Dakota Tech or the Regional Director, U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 1367 or call (816) 880 4202.

## **STUDENT HANDBOOK**

The Student Handbook details the policies and contains beneficial information that can help students achieve their educational goals. It is designed to serve as a ready reference for student rights and responsibilities, academic procedures, graduation requirements, and other useful information. The handbook is available online at [www.wdt.edu/studenthandbook](http://www.wdt.edu/studenthandbook).

## **ATTENDANCE REQUIREMENTS**

Programs require regular attendance for all students. Satisfactory attendance is stressed as part of the training and based on accepted industry standards. Poor attendance may result in grade reduction, academic probation, or suspension.

## **CANCELLATION OF CLASSES**

Western Dakota Tech reserves the right to cancel any classes with insufficient enrollment. Any tuition paid will be refunded.

## **TOBACCO FREE CAMPUS**

Effective July 1, 2009, the use of tobacco products are prohibited on any WDT owned property. Students, faculty, staff, and visitors to the campus must confine the use of tobacco products to their personal vehicles.

## **PARKING**

The parking lots located on the campus have designated areas for handicapped, visitor, staff, and faculty parking. Individuals parking in any unauthorized area may be towed. Students, faculty, and staff will be issued a parking decal that must be displayed in a visible location within the personal vehicle. Visitors to campus should obtain a visitor's parking pass from the Information Desk.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy of educational records, establishes the students' rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with FERPA concerning alleged failures of the Institution to comply with the Act. The following items are considered public data/information and may be disclosed by Western Dakota Tech in response to inquiries concerning individual students, whether the inquiries are in person, in writing or by telephone:

1. Name
2. Affirmation of whether currently enrolled
3. Campus location

The following items, in addition to those listed on the previous page, are considered public/directory information and may be included in appropriate campus directories and publications and may be disclosed by designated staff members in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or by telephone:

1. School, college, department, major or division
2. Dates of enrollment
3. Degree(s) received
4. Honors received
5. Local address, telephone number and email address
6. Permanent home address
7. Participation in officially recognized activities and sports

To block dissemination of this information, a student must officially file a written request with the registrar within seven working days after the first day of registration.

Western Dakota Tech has the responsibility for effectively supervising any access to and/or the release of official data/information about its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists. In this regard, Western Dakota Tech is committed in protecting, to the maximum extent possible, the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of such records is restricted to the student concerned, to others with the student's written consent, to officials within the Institute, to a court of competent jurisdiction, and otherwise pursuant to law.