

STUDENT RIGHTS AND RESPONSIBILITIES

I. Purpose

The purpose of the policy is to identify rights and responsibilities of Western Dakota Technical College (WDTC) students.

II. General Statement of Policy

- A. Submission of an application for admission to WDTC represents a voluntary decision of a prospective student to participate in the programs offered by WDTC pursuant to its policies, rules, and regulations.

Enrollment in courses extends the privilege to join the WDTC community and remain part of it as long as established standards for academics and conduct are met. The following rights for enrolled students are not intended to be complete or exclusive.

Student Rights

- Academic and Administrative Policies: Students can expect an academic environment and administrative policies that support inquiry, learning, and growth.
- Access: Students with disabilities have the right to request reasonable accommodations for equal access to programs, services, and activities..
- Association: Students have the right to associate freely with other individuals, groups of individuals, and organizations for purposes that do not infringe on the rights of others.
- Discipline: In keeping with the high expectations that WDTC has established, students can expect discipline and sanctions for misconduct. Students accused of misconduct have the right to due process regarding the alleged misconduct.
- Education: WDTC students have the right to a quality education that includes expert faculty, academic technology, library resources, tutoring, and support resources necessary for learning.
- Freedom from Discrimination and Harassment: Western Dakota Technical College will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC.
- Freedom of Expression: Students have the right to freely examine and exchange diverse ideas in a manner that does not violate the rights of others.

- **Institutional Shared Governance:** Students have the right to participate in the governance of WDTC by serving as an officer in a student organization, completing student surveys, and volunteering for focus groups.
- **Service to the Community:** Students have the right to participate in service opportunities to both the WDTC community and the community beyond.
- **Student Information:** Students have the right to access their student records and the right to control disclosure of personally identifiable information in accordance with the Family Education Rights Privacy Act.
- **Student Resolution Process:** WDTC students have the right to respectfully present concerns or complaints about the College to college officials, and to have their concerns and complaints addressed.
- **Timely Response from WDTC Faculty and Staff:** Students have the right to timely and professional responses from college employees.

Student Responsibilities

- **Academic Progress:** Students are responsible for their academic progress and planning, including selecting class schedule, meeting course requirements, completing requirements for graduation, reviewing grades and graded material, and seeking assistance in a timely fashion.
- **Attendance:** WDTC is an attendance-required college. Attendance is tracked for all courses regardless of delivery format. Students are responsible for attending and engaging in classes according to the attendance policies contained in the instructor's course syllabus and the Student Handbook.

Students must engage in an academic activity before the official last day to drop a course as published on the academic calendar, or the student may be dropped from the course.

Students who fail to have regular and substantive participation throughout the course per the expectations and timelines communicated by the instructor risk administrative withdrawal from the College, which may impact a student's financial aid.

- **Class Work:** Students are responsible for knowing all information contained in the syllabus. Students are responsible for meeting all course requirements and observing all deadlines, examination times, and course expectations and procedures. Students may be required to use test proctoring software that uses facial recognition and may be required to secure an approved proctor for exams.
- **Communication:** Students are responsible for checking their WDTC email daily (excluding holidays and weekends) for communications from college faculty and staff. Students also

have the responsibility to complete all institutional forms accurately and submit them on time to the appropriate office. This also includes documents the student is having sent to the school by other organizations.

- **Course Participation:** Students are expected to participate in course activities and communicate per the expectations and timelines provided by the instructor. Students' participation must be regular and substantive.
- **General Conduct:** Students attending WDTC have the responsibility to be aware of and comply with the expectations and procedures in WDTC Policy, the Student Handbook, the Academic Catalog, and, if applicable, program handbook.
- **Online and Hybrid Course Expectations:** Online and hybrid courses require a high degree of self-direction and time management skills. This includes being aware of and adhering to course due dates and communicating frequently with your instructor and peers. Please consult with your academic advisor or a Student Success Coach to determine your readiness level for enrolling in online or hybrid courses.
- **Selection of Program:** Students are responsible for reviewing and considering all information about a WDTC program before enrolling. Ultimately, it is the student's responsibility to choose the program they will enroll in.
- **Using MyWDT (Learning Management System):** Students taking courses at WDTC are required to use MyWDT which requires high-speed Internet connectivity. In order to be successful using MyWDT, students need to have a variety of computer and technology skills. These skills include but are not limited to:
 - **Basic Skills:** Navigate between two or more applications; minimize/maximize windows.
 - **Email Skills:** Create, send, open, reply to a message; enter a message subject; send an attachment; open and/or save an attachment; adhere to netiquette guidelines; utilize WDTC student email address.
 - **File Management Skills:** Create, organize, save, copy, and locate files/folders.
 - **Web Browser/MyWDT Skills:** Go to a specific URL; follow a hypertext link; conduct basic search using search engine; download and install plug-ins, zip/unzip a file (Compress); update browser as needed, upload an assignment file; respond to a forum post.
 - Utilize new technology tools as assigned.

III. Definitions - None

IV. Reporting Procedures - None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTC website on the policy page

Legal References: None

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