Section Two: Student Achievement and Registration Information

ACADEMIC ADVISING
Students are assigned an academic advisor to assist in completing educational programs successfully, to answer questions, and to discuss problems. All students are encouraged to confer with their assigned advisor regularly throughout the school year. Advisors will meet with students at least once each fall and spring semester during Midterm Advising Day or the two weeks prior to registration to provide recommendations for next semester classes, answer questions, and provide direction. Students are responsible for their own plan of study.

ACADEMIC AMNESTY
Academic amnesty, when awarded, exempts courses on a student's transcript from being calculated into a student's cumulative GPA. A student can apply for and be granted academic amnesty one time during the student's entire enrollment period at WDTC. A student may petition for academic amnesty based on one of the following:
1. Change of Program: A student who has attempted credits at WDTC within the last year and who has been accepted into a new program may petition for amnesty for all credits not in the student's new program of study from being calculated into the cumulative grade point average.
2. Interruption in Enrollment: A student who has completed a minimum of one year of non-enrollment (three consecutive terms including fall, spring, and summer) and who has been reaccepted into WDTC may petition for amnesty for all credits accumulated previously that do not apply to the current program from being calculated into the cumulative grade point average.

- The student must petition for amnesty by completing the Academic Amnesty form.
- The Registrar's approval is required before amnesty will be granted.
- Exempted courses will remain on the transcript but marked to indicate that hours and grades were not used in computing credit hours earned and cumulative grade point average.
- Exempted grades will be noted on the transcript with an asterisk (i.e. D* or F*), and a note will be placed on the transcript noting the date that academic amnesty was granted.
- Exempted courses will not be used to satisfy any graduation requirement.
- Financial aid officials will look at all credits attempted, including courses that have been exempted, for financial aid purposes.
- Other schools are not bound by WDTC academic amnesty decisions.

ACADEMIC FREEDOM AND FACULTY RESPONSIBILITIES – WDTC Policy 3000
Student academic performance may be evaluated solely on an academic basis including the knowledge, skills, and behaviors for successful employment, not on opinions or conduct in matters unrelated to academic standards. The complete policy is located on the WDTC website's policy page at https://www.wdt.edu/about/policy/.

ADDING/DROPPING COURSES
Students may add a course to their original course schedule during the official add period for each course as stated on the WDTC academic calendar found online at https://www.wdt.edu/current-students/academic-calendar, based on space availability. Students must meet with Registrar's Office staff during the add period to a course(s) to their schedule. Adding a course(s) after the official add period requires permission from the VP for Teaching and Learning.

In the event of late enrollment into a course, the student is responsible for all missed coursework and is subject to any sanctions for late assignments or missed tests as stated on the course syllabus. An adjustment in tuition will be made, and payment or payment arrangements must be made at the time of enrollment in the course.

Students may drop a course from their original course schedule within the official drop period for each course on the WDTC academic calendar found online at https://www.wdt.edu/current-students/academic-calendar. To drop a course, the student must obtain the Course Drop or Add/Drop Form from Student Forms in MyWDT or the Registrar's Office and complete it with all required signatures. An adjustment in tuition and fees will be made and

any refund due, if applicable, will be made after all processing is complete. These courses will not appear on the transcript.

Enrollment status changes during the add/drop period may result in the addition or cancellation of financial aid awards or the requirement for students to immediately repay a portion of their federal financial assistance.

The dates of the add/drop period are published on the academic calendar found on the WDTC website at https://www.wdt.edu/current-students/academic-calendar/.

ADMINISTRATIVE WITHDRAWAL DUE TO NON-ATTENDANCE
Students who have a record of zero (0) attendance for twenty-one (21) calendar days will be administratively withdrawn from WDTC and placed on academic suspension. Upon administrative withdrawal, all current course grades will be changed to a "WF" – Administrative Withdrawal with F's. Administrative withdrawals are final. Students will be notified of their administrative withdrawal via their student email account.

Financial aid status may be affected. Students should contact the Financial Aid Office as soon as possible to be advised on their Satisfactory Academic Progress status, future eligibility, and federal student loan repayment options, as applicable. Students who receive third-party funding need to contact that agency for details.

Students are encouraged to contact WDTC to properly withdraw from WDTC before administrative withdrawal occurs. Withdrawing versus being administratively withdrawn may have less severe financial and academic consequences.

ATTENDANCE
Students are expected to attend all sessions of courses for which they are enrolled. Absences do not excuse the student from meeting course requirements. Each instructor will provide policies concerning course attendance and the ability to make up missed work on their course instructor syllabus or in a program-specific student handbook. It is the student's responsibility to know and understand the attendance requirements and make-up policies for each course.

Students subpoenaed to testify in court (in a case in which they are not a party) or summoned to serve on a jury panel are asked to speak to their instructors about meeting course requirements for the time they are required to be in court.

AUDIT
Students may audit a class instead of taking it for credit. Audit students must pay all tuition and fees prior to being enrolled in the course. Audit students are also responsible for book, material, tool, and supply costs associated with the course. Audits are allowed on a space-available basis. Financial aid is not available for audit courses.

Students taking a course for Audit (AU) will not be able to transcribe the course for credit at a future date. Audit courses do not calculate in the student's overall WDTC GPA, do not count toward graduation requirements, do not meet pre-requisite course requirements, and may not be dropped or withdrawn from after the official drop date for that course. The official drop date for each semester is listed on the academic calendar on the WDTC website at https://www.wdt.edu/current-students/academic-calendar/.

CHANGE OF NAME/ADDRESS/EMAIL/PHONE
All students must maintain current contact information in the event of an emergency. Current addresses, emails, and phone numbers are also important for job placement contacts. Students may update their information on the My Profile & Settings page in MyWDT by clicking on their student image in MyWDT or through Enrollment Services. Name changes require valid documentation and can be completed by contacting the Admissions Office (605-718-2565 or admissions@wdt.edu)

CHANGING PROGRAMS

To request a change of program, students can find the form in MyWDT under Student Forms or visit with the Registrar's Office to request a change of program. Students must meet the admission's requirements of the program they seek to enter. Students are encouraged to speak to the Financial Aid Office to determine future aid eligibility as a result of changing programs. For current students, change of program forms are processed at the end of a term. WDTC does not allow double majors unless the first program transfers 100% into the second program, as is the case with embedded or stackable programs. See the Registrar's Office for a listing of embedded and stackable programs.

COURSE CHALLENGE

Course challenges are offered prior to the start of each semester and are offered for select courses. A standard fee shall be charged to students who request the course challenge opportunities. The fee must be paid to the Student Accounts Office prior to the selected course challenge dates.

Students taking a course challenge to remove a remedial math or English requirement must obtain a score placing them into a higher-level math or English course. See the Registrar's Office for MATH 104, 105, and 112 requirements.

Students taking a course challenge to earn credit for a course must earn a "B" or better to pass the exam (in accordance with general education/technical grading scales found in the "Grading System" section of the WDTC Student Handbook). If a "B" or better is earned, the credit will be posted to the student's transcript and noted as "CE". Students are allowed two testing opportunities per testing window for the same course but must adhere to the registration and fee payment guidelines. If standards are not met, the student will be required to pay full tuition and take the course.

COURSE/SCHEDULE CHANGES, COURSE CAPACITY, AND COURSE CANCELLATIONS

WDTC reserves the right to change course times, days, and rooms. WDTC reserves the right to set course capacity and cancel courses.

COURSE SUBSTITUTIONS

Students requesting a course substitution to fulfill their plan of study requirements must work with their Program Director to complete a Course Substitution form through the Registrar's Office. The VP for Teaching and Learning will make final approval/denial of all requested course substitutions.

COURSE WITHDRAWAL

Courses withdrawn from after the official add/drop period but prior to completion of 75% of the course will carry a "W" indicating withdrawal on the transcript. Students who withdraw from some, but not all, courses after the official add/drop period will not be granted a refund and financial aid may be affected.

Students cannot withdraw from courses after completion of 75% of the course. The last day to withdraw from a course and receive a "W" is listed on the academic calendar for each term on the WDTC website at https://www.wdt.edu/current-students/academic-calendar/.

Students who leave courses after the last day to withdraw from the course will receive grades earned and no refunds will be granted.

CREDIT TRANSFER – WDTC Policy 3040

Students requesting credit at WDTC for post-secondary work completed at other schools must submit an official transcript from the school(s) previously attended. It is the student's responsibility to submit official transcripts and any required documentation before engaging in a course for which they think they may qualify for transfer credit. A transfer credit evaluation may take up to six weeks after an official transcript is received in the Registrar's Office.

The complete policy is located on the WDTC website's policy page at https://www.wdt.edu/assets/docs/uploads/policy/3040.pdf.

Students interested in transferring WDTC credits to other institutions of higher learning should review the College's transfer agreements with those institutions. Articulation agreements can be found at https://www.wdt.edu/future-students/transfer-of-credit.

DEAN'S LIST
The Dean's List is published at the end of the fall and spring semesters. The purpose of the Dean's List is to promote academic excellence and give recognition to students who, through their initiative and ability, have earned a 3.5 or higher GPA for a minimum of 12 credit hours in a given semester.

DUAL ENROLLMENT
Dual Enrollment allows high school students to enroll in courses at WDTC and earn credit for high school graduation as well as postsecondary credit from WDTC. By enrolling in course(s) with WDTC, Dual Enrollment students are subject to all rules and regulations in the WDTC Student Handbook. Contact the WDTC Admissions Office for details.

Per SB 142, students who receive a 'W', 'WF' or 'F' in a Dual Enrollment course lose eligibility for the SD Dual Enrollment Program. For more information or to appeal a Loss of Eligibility please complete the appeal paperwork found on our website at https://www.wdt.edu/future-students/dual-enrollment/.

ENROLLMENT STATUS
Enrollment ends upon graduation or withdrawal from WDTC. For academic and financial aid purposes, in the fall and spring semesters (and summer for financial aid), students are considered full-time at 12 or more credits, three-quarter time at 9 to 11 credits, and half-time at 6 to 8 credits. For academic purposes, in the summer semester, students are considered full-time at 6 or more credits and half time at 3 to 5 credits. Third-party funding agencies may have different definitions for enrollment status.

GENERAL EDUCATION PHILOSOPHY
General Education at WDTC provides a foundation for study in the academic programs imparting broad knowledge and intellectual concepts to students and developing skills and attitudes that WDTC believes every college-educated person should possess. Students gain knowledge in the areas of social sciences, natural sciences, mathematics, communications, computers, as well as arts and humanities. Courses support the institutional learning outcomes of critical thinking, technical knowledge and skills, communication, and professionalism.

GRADE LEVELS
A student in an Associates of Applied Science degree who has earned at least 30 credits in that degree will be considered a 2nd year student. A student in a program leading to a certificate or diploma is considered a 1st year student.

GRADING SYSTEM
WDTC uses a letter grading scale for recording student achievement. A grade or transcript code will be issued for each course and placed on the student's transcript denoting student achievement. The following grading system is used:

A	-	Excellent	4.0 points
B	-	Above Average	3.0 points
C	-	Average	2.0 points
D	-	Below Average	1.0 points
F	-	Failing	0.0 points
I	-	Incomplete	No points
IP	-	In Progress	No points
W	-	Withdrawal	No points
WF	-	Administrative Withdrawal with Fs	0.0 points
AU	-	Audit	No points

Other transcript codes include:

TC   -   Transfer Credit ....   No points
CE   -   Credit by Exam ....   No points
TF   -   Transcription Fee..   No points

Grade Point Average

A student's earned grade point average is determined each term by adding grade points and dividing by the sum of all the credits with the exception of "no point" grades/codes noted above. The cumulative grade point is the same calculation for all terms enrolled combined.

Grades of I, IP, W, AU, TC, CE, and TF are not used in the calculation of grade point average. The designation "R" is used when a course is retaken. The highest grade of a repeated course (R) will be used to calculate the cumulative GPA, and the other grade(s) received will not be recognized in the calculation but will remain on the transcript. Please note that grades of Failing (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal with F's (WF), and Audit (AU) grades are not counted as hours successfully completed.

Grading Scales

General Education courses as listed in the WDTC Catalog except CJUS 201 utilize the following scale:

A – 90 to 100%
B – 80 to 89%
C – 70 to 79%
D – 60 to 69%
F – 0 to 59%

All other WDTC courses, other than those stated above, utilize the following scale:

A – 94 to 100%
B – 87 to 93%
C – 79 to 86%
D – 73 to 78%
F – 0 to 72%

GRADUATION

Students should keep their plan of study current. It is wise to review this plan with an academic advisor at midterm and at the end of each semester to ensure that all required courses are taken in order to graduate. Students must apply for graduation at the start of their final semester.

All requests for transfer of credit from a higher education institution must be received and evaluated before a student qualifies for graduation.

In order to be eligible to receive a certificate, diploma, or an AAS degree students must:
1. Provide evidence of high school completion through an official high school transcript or a GED certificate.
2. Complete all program and institutional curriculum requirements in accordance with Satisfactory Academic Progress Standards. (Some programs have additional requirements that must be achieved. Students should check with their academic advisor.)
3. Attain a cumulative grade point average of 2.0 or higher.

Students who are within nine credits of completing a certificate, diploma, or Associate of Applied Science degree and are registered to complete those credits in the following summer semester are eligible to participate in the spring commencement ceremony. At commencement, students will be seated by their highest degree attained.

Degrees, diplomas, and certificates will be conferred once the Registrar's Office confirms all course requirements are met.

GRADUATION HONORS
WDTC awards honors to graduates of diplomas and Associate of Applied Science degrees who earn certain cumulative grade point averages. To receive an Honors Designation at graduation, students must earn the following cumulative grade point averages:
- Summa Cum Laude: equal to or greater than 3.9
- Magna Cum Laude: equal to or greater than 3.7 and less than 3.9
- Cum Laude: equal to or greater than 3.5 and less than 3.7

Students who achieve an honor designation will receive a gold (Summa Cum Laude), silver (Magna Cum Laude), or white (Cum Laude) cord to wear during commencement. WDTC does not round cumulative grade point averages.

INCOMPLETE GRADES
An incomplete grade is issued at the discretion of the instructor, with approval by the VP for Teaching and Learning, and is normally only granted based on individual student circumstances. Students on academic probation are not eligible to receive an incomplete in any course. Incomplete grades are not calculated in the grade point average until they are replaced with the grade earned. A student must complete an incomplete within two weeks following the grading period for which it was received. Incomplete grades are changed to an "F" if a student does not complete course requirements within two weeks.

Exceptions to this requirement may be granted with approval of the instructor and the VP for Teaching and Learning.

INDEPENDENT STUDY
Normally, coursework is not taken as an independent study unless there are extenuating circumstances. In all cases, approval must be provided by the Program Director and the VP for Teaching and Learning. Students who have failed a course may not repeat it as an independent study.

LOCATION/RELOCATION WHILE ENROLLED IN A PROGRAM LEADING TO A CERTIFICATION OR LICENSURE
Students (and graduates) who live in or relocate to a location in which their respective program is not currently authorized, or if it is unknown if the program is currently authorized may not be able to obtain certification or licensure for the program in which they initially enrolled. Prior to initial enrollment into a program leading to certification or licensure, WDTC informs prospective and current students of the impact of location on professional licensure and certification requirements.

It is the student's responsibility to keep the address of their current location up to date in MyWDT at all times and to seek guidance from their advisor, program director, and VP for Teaching and Learning if the student lives in or plans to relocate to a location other than South Dakota as this may have an impact on the student's ability to obtain certification or licensure.

MAXIMUM CREDIT LOAD
Students will not register for more than 18 credits in the fall/spring semester or 9 credits in the summer semester without the permission of the academic advisor and the VP for Teaching and Learning unless they are following the course schematic listed in the catalog. Students requesting an overload must contact their advisor to start the overload request process.

MILITARY WITHRAWAL DUE TO ACTIVATION AND READMISSION AFTER SERVICE
WDTC realizes students who are members of the U.S. armed forces may be called to active duty, specialized training, or as part of disaster relief efforts with little notice. Students who are activated and have attended classes for 75% of the semester (or 75% of module courses) during which they are called to active duty will be allowed to receive the grade they have earned and given full credit for the course, providing it is a C or higher. Students who are activated prior to 75% of the course or who have not earned a C or higher will receive a "W". This policy does not pertain to initial active-duty training (i.e. basic training).

Students who withdraw completely from WDTC will be eligible for refunds based on the criteria in the "Refund Policy and Procedure" section of the WDTC Student Handbook. Students receiving scholarships or 3rd party funding must contact the respective funding agency to determine the impact of the withdrawal on future funding eligibility.

Service members called to military service for a period of more than 30 consecutive days, under a call or order to active duty of more than 30 consecutive days, shall be readmitted to WDTC under the same academic status as the service member had when last attending, or when was last accepted for admission, to WDTC. Military service is service in the armed forces, including service by a member of the National Guard or reserve on active duty, active duty for training, or full-time National Guard duty under federal authority. It does not include military service under state authority.

Upon the student's return to WDTC, the student must give written notification to the Registrar's Office stating the semester the student intends to re-enroll in classes at WDTC. For the student to be eligible to receive the privileges stated within this section, the student must enroll in classes within three years after the completion of the military service. The Admissions Office will readmit the student to WDTC into the next semester unless the service member requests a later date or unusual circumstances require WDTC to admit the student at a later date. WDTC will readmit the student with the same academic status, which means the same program to which the student was last admitted, at the same enrollment status, with the same number of credit hours previously completed, and with the same academic standing unless the student chooses a different program or enrollment status. If the student is readmitted to the same program, the student will be assessed the tuition and fee charges that the service member would have been assessed for the academic year the student left WDTC.

The cumulative length of the absence for military service may not exceed five years.

PRIOR LEARNING – WDTC Policy 3080
Prior Learning Assessment (PLA) describes learning gained outside a traditional academic environment. WDTC may grant prior learning credit to students who have certifications, licensures, proof of military education or experience, or similar documentation that they meet required competencies for a particular course or program. The complete policy is located on the WDTC website's policy page at https://www.wdt.edu/assets/docs/uploads/policy/3080.pdf.

PROGRAM OF STUDY DECLARATION
A student must declare a program to be eligible to receive Title IV Federal Student Aid or VA benefits.

REGISTRATION
Registration is the process of enrolling in courses each academic term. WDTC will not automatically register a student in the next term without the student's affirmative consent or without allowing the student to cancel their registration before the student is accessed tuition and fees for that term. After completing a midterm advising session with their advisor, students complete a personal information update and register for courses for the next semester. Class sizes and sections are limited. Timely registration is essential for students to stay on schedule with their plan of study.

REPEATING COURSEWORK
Any required course a student fails or withdraws from must be repeated. The student is required to pay full tuition and fees for a course being repeated. Any course may be repeated at the student's discretion; however, a student should contact the Financial Aid Office to determine eligibility for funding of repeat courses. Both the original and repeated grade will be reflected on the student's transcript. A repeated course will be designated with an R on the transcript.

STUDENT EMAIL
All student email communications will be sent through the student's official WDTC student email account. Student email accounts will remain active for six months after a student exits WDTC. For assistance, please contact the Help Desk at 605-394-5355.

SATISFACTORY ACADEMIC PROGRESS – ACADEMIC REQUIREMENTS – WDTC Policy 4401
WDTC requires that all students maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate.

Good Academic Standing – Students must maintain a cumulative grade point average of at least 2.0 on a 4.0 grading scale to remain in good academic standing and to graduate with a degree, diploma, or certificate. Students are responsible for their own academic standing and for seeking assistance when experiencing difficulty.

The complete policy is located on the WDTC website's policy page at
https://www.wdt.edu/assets/docs/uploads/policy/4401.pdf

STUDENT ID CARDS
Students are encouraged to carry their student ID card with them at all times. It can be used when printing from a network printer on campus or for requesting student information, such as passwords, email, or student records. More information on printing services can be found at https://www.wdt.edu/student-life/printing. Student ID cards are required to checkout WDTC library resources. Student ID cards are also required to be shown to take advantage of student discounts that are offered at various businesses throughout the community. The student ID card is the property of WDTC.

STUDENT ID NUMBERS
All students are assigned a student ID number and temporary password. Once a student has their login information they are required to change their password using WDTC's password self-service site available through the "Change Password" link on My.WDT.edu. The username is the student's email address (firstname.lastname@student.wdt.edu). All passwords are required to be a minimum of fifteen characters in length, alpha/numeric, with at least one capital letter and one symbol. Student ID numbers are assigned and may not be changed. Student ID numbers/passwords are used to access MyWDT and a student's email account.

STUDENT INFORMATION SYSTEM – MyWDT
Students will have access to WDTC's student information portal, MyWDT, through any device with Internet access. The MyWDT portal is available through a link on the WDTC website, www.wdt.edu, or directly at https://my.wdt.edu/ics. Through MyWDT, students will have access to class schedules, grades, billing information, unofficial transcripts, advising, registration, financial aid awards, et cetera.

STUDENT RECORDS AND FERPA
Student cumulative files are kept for the benefit of the student and are retained by WDTC as required by law. For FERPA compliance, WDTC defines a student as an individual who has attended at least one course at WDTC. Each student's cumulative record includes the initial application, copies of transcripts from other schools attended, placement test results, immunization records, original grades, grade changes, WDTC transcript, copies of correspondence, and other records per the WDTC Student Records Retention Policy 4310.
https://www.wdt.edu/assets/docs/uploads/policy/4310.pdf

The student file is purged three years after a student withdraws or graduates from WDTC or after three years if a student does not attend classes. The WDTC transcript, original grades, and grade changes are kept on file indefinitely.

Release of Records/Transcripts
Other than Directory Information, no information in a student's record will be released without written permission of the student. WDTC requires a student to complete a release of information form to authorize WDTC officials to release academic records to the respective 3rd party agency.

To request the release of a student's record or transcript, the student must sign a release form or submit a request in writing that includes the student's signature to the Registrar's Office. Requests may be made to WDTC in person, via fax, or through U.S. mail, or via email from the student's WDTC-issued email address. This

procedure must be followed each time the student wishes a record or transcript to be released. The student must state the name and address of the person or agency to receive the record and sign the form or request. The Registrar's Office will not release official transcripts on behalf of a current student during a semester's open grading period. WDTC does not have the authority to release transcripts or test scores provided to WDTC from another higher education institution or national testing agency.

Official transcripts are provided upon receipt of a signed written request and payment of a transcript fee. Students may also request a transcript through the National Student Clearinghouse online at https://www.wdt.edu/foundation-alumni/request-transcripts.

Access to Records in the Event of School Closure
In the event of the closure of WDTC, the Board of Technical Education will ensure all permanent records of current and former students will be maintained and available. The Board may be contacted at 800 Governors Drive, Pierre, South Dakota 57501.

FERPA – Family Educational Rights and Privacy Act – WDTC Policy 4300
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. WDTC is committed to protecting the privacy of student education records. This policy details WDTC's response to the provisions of this act.

To view the complete policy, including definitions, reporting procedures, and the process for the dissemination of the policy and training, go to https://www.wdt.edu/assets/docs/uploads/policy/4300.pdf.

TEST PROCTORING – WDTC Policy 3110
The purpose of the policy is to ensure academic integrity and to maintain fairness in the evaluation of student learning at WDTC while adhering to NC-SARA and HLC online learning requirements. WDTC recognizes the importance of proctoring as a means of verifying student identity and ensuring that academic work is done independently and under appropriate conditions. To view the complete policy, go to https://www.wdt.edu/assets/docs/uploads/policy/3110.pdf.

USE OF COPYRIGHTED MATERIALS – WDTC Policy 6080
WDTC is committed to supporting teaching, research, learning and non-academic operations in the advancement of the College's educational mission. Intellectual, technological, and information resources and materials are provided for use by the entire College community and are to be used in accordance with the provisions of the United States Copyright Act of 1976 as amended, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002, unless licenses or agreements exist which allow for exceptions.

All users of such resources and materials are expected to follow the standards outlined in the College's copyright policy found at https://www.wdt.edu/assets/docs/uploads/policy/6080.pdf.

WITHDRAWAL FROM WDTC
If a student desires to withdraw from WDTC, the student must complete the withdrawal paperwork located in MyWDT under Student Forms or contact the Registrar's Office as soon as the decision has been made to complete the required paperwork. Upon contacting the Registrar's Office or a Student Success Coach, the student will be counseled to contact their academic advisor and financial aid to understand the implications of withdrawing.

Students who withdraw from all courses after the official add/drop period but prior to completion of 20% of the course(s) may be due a partial refund depending on the last day of attendance and financial aid may require adjustment. Any outstanding balance due or refund owed will be communicated to the student via U.S. mail to the address on file. Student Accounts strives to have this information to students in 7-10 days. Current refund schedules are available from Student Accounts and are published on the WDTC website. The refund policy is subject to change.

Students cannot withdraw from WDTC after completion of 75% of the course. Students who leave WDTC after the last day to withdraw from a course will receive grades earned as of the end of the semester and no refunds will be granted.

The last day to withdraw from a course is listed on the academic calendar on the WDTC website at https://www.wdt.edu/current-students/academic-calendar.