

WESTERN DAKOTA TECH

Student Handbook 2014-2015

LIMITS OF HANDBOOK INFORMATION

NOTE: Due to conditions beyond the control of Western Dakota Tech, it may be necessary to amend and/or delete statements appearing in this handbook without notice. Insofar as possible, statements are current as the above date. WDT reserves the right to modify statements in accordance with immediate conditions. Every reasonable effort has been made to include factual information herein, and no responsibility is assumed for any errors. Other policies and procedures are included in the WDT policy manual and WDT Catalog.

NON-DISCRIMINATION STATEMENT

Western Dakota Technical Institute does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mary Ann Slanina
Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703, (605) 718-2426.
E-mail: maryann.slanina@wdt.edu

ACCREDITATION

Western Dakota Tech is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, Illinois, inquiry@hlcommission.org, 800-621-7440, to award degrees and certificates. The South Dakota Board of Education has approved Western Dakota Tech to offer our catalog of programs.

MISSION

Western Dakota Tech is a public institution of higher learning that embraces quality programs, expert faculty and staff, and a commitment to academic excellence to teach the knowledge, skills, and behaviors students need to be successful.

Services to Students

BOOKSTORE

The Bookstore, located in Dakota Hall, is open during the academic year and has a wide variety of school supplies and WDT apparel, in addition to required textbooks. Students are encouraged to keep their bookstore receipt for a variety of purposes, including tax preparation. The bookstore cannot issue duplicate receipts.

Required course material

WDT complies with Section 133 of the Higher Education Opportunities Act (PLL110-315) by providing students with access to required course material. Students may obtain this information through the WDT website at <http://bookstore.wdt.edu> or at www.wdt.edu. In addition, after registering for classes, students may obtain their required material list through their WDT account.

Book Return

During the drop/add period of the semester, students may return books to the Bookstore under the following guidelines:

- During the first 5 days of the semester, students may return books, with a receipt, for a full refund.
- During the second week of the semester (days 6 – 10), students must present a drop slip or withdraw paperwork, along with a receipt, for a full refund.
- Books must be in salable condition and must be accompanied by any workbook or software originally sold with the textbook.

Book Buy-Back Policy

The WDT Bookstore offers a book buy-back at the end of each semester. The Bookstore buys back books in the amount and the quantity shown on the buy-back list.

- Prices are quoted for relatively clean books with sound bindings.
- Books with poor binding or books that are worn or frayed may be purchased at lower prices.
- Paperback books in poor condition have no value.
- Books may be highlighted and underlined in the text. Very little ink pen writing is allowed. Pencil writing or marks must be erased.
- It does not matter if you bought the books new or used.
- No receipts are needed.
- Students funded by third-party funding agencies are responsible to know the policy of their funding agency in regard to book buy-back.

THE COMMONS

The Commons is located in Wanbli Hall, and is a gathering spot for WDT students. Vending machines and microwaves are available for student use.

CAREER SERVICES

The Career Services Office at WDT collaborates with academic and other support units to provide career development assistance to students seeking career and part-time employment opportunities.

Placement of WDT graduates is administered by the Career Services Coordinator in cooperation with the various departmental personnel. Prospective graduates seeking placement assistance must register with the Career Services Coordinator prior to graduation to be guaranteed notification as job possibilities are listed.

Maintaining a full academic schedule is a full-time job in itself and should be each student's first priority. Most students will get much more out of their educational experience if they do not attempt full-time employment during the school term. However, the Career Services Office assists students as much as possible in finding after-school employment while attending WDT when requested. Part-time employment opportunities for WDT students will be posted on campus and online.

Western Dakota Tech does not guarantee placement to any student.

LIBRARY SERVICES

Welcome to the campus library at WDT, located in Dakota Hall on the main WDT campus. Our spacious, modern library is the result of a partnership of Western Dakota Tech, Pennington County, and Rapid City Public Library.

Materials, features, and services available to students:

- Non-fiction print materials aligned with WDT degree programs
- Credible, relevant, and current information from our online databases of encyclopedias, magazines, journals, and e-books
- Leisure-reading collection in print and audiobook formats
- Self-checkout stations
- Coin-operated central printing
- Various programming events hosted by Rapid City Public Library

Library staff is available to assist students in research tasks, transferring files, scanning, and printing in the library along with providing basic technology troubleshooting. For our students' convenience, there are computers in the library, study tables with power outlets, multimedia collaboration stations, study rooms, and an academic conference room for small groups to study or work together on projects.

In addition, students are encouraged to utilize the *Ask Your Librarian* chat box on the library's webpage at <http://library.wdt.edu/> and from there may also use their student ID numbers to remotely access our online databases. Whether online or in person, the library staff is here to help!

SPECIAL SERVICES PROGRAM

Special programs are available to all non-traditional students enrolled at WDT. Non-traditional students are defined as single-parents/single pregnant women, homemakers/displaced homemakers, minority students, first generation college students, and students enrolled in non-traditional programs (i.e. a male in Nursing or a female in Welding.) WDT recognizes the fact that non-traditional students have very different circumstances and barriers than traditional students. Therefore, WDT has appointed an office to help this population of students in their pursuit for higher education.

Services available include resource information and referrals, textbook assistance programs, life skills workshops, mentoring, support groups, and limited financial resources. For more information, please contact Enrollment Services.

FINANCIAL AID & SCHOLARSHIPS

The WDT Financial Aid Office is dedicated to administering the U.S. Department of Education's Title IV Financial Assistance Program in a fair, consistent, and efficient manner, and assisting students in seeking funding opportunities in order to fulfill their post-secondary educational goals by providing personalized assistance, accurate and meaningful interpretation of federal eligibility regulations, and guidance regarding long-term financial considerations and default management.

The Financial Aid Office at Western Dakota Tech provides financial assistance to students who, without such aid, would be unable to attend school. Financial Aid policies and procedures are found in the Financial Aid Bulletin. If you have questions or would like a bulletin, please see the Financial Aid Office.

FEDERAL WORK STUDY

Students may be eligible to participate in the Federal Work Study (FWS) Program while attending WDT. FWS is an opportunity to work in the community or on campus in a variety of service positions. For more information, contact Financial Aid to determine eligibility for program participation and Career Services to learn about current FWS opportunities. WDT reserves the right to perform background checks on students participating in the Work Study Program.

VETERANS EDUCATION BENEFITS

Veterans and dependents of deceased or disabled veterans, as well as active duty service members and their

dependents, may be eligible for benefits from the United States Department of Veteran Affairs. For more information, contact the Veterans Certifying Official in the Career Services Office.

TUTORING SERVICES

As time permits, all instructors will provide extra attention to students having difficulties. Often, students need on-going assistance. If this is the case, the student may request a peer tutor through the instructor of the class where problems are encountered. The instructor will make a referral to the Academic Success Center. **There is no cost to the student for tutoring services.** Students may be required to utilize tutoring services if deemed necessary.

ADA POLICY

It is the policy of Western Dakota Tech, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), to ensure that no qualified person shall, solely by reason of disability, be denied access to participation in, or the benefits of, any program or activity operated by the institute. Western Dakota Tech works to ensure campus accessibility for persons with disabilities, which would include, but not be limited to admissions, services, educational opportunities, programs, activities, employment practices, and facilities use/ maintenance, except where to do so would result in a fundamental alteration of the program or place undue financial and administrative burdens upon the Institute and that can be provided without lowering academic and other essential standards.

Student Responsibility

To be eligible for accommodation, the student must contact the ADA Coordinator. This contact should be made as early as possible. It is the student's responsibility to provide medical or other diagnostic documentation of disability and limitations. If documentation is not adequate, the student may be asked to participate in additional evaluation prior to receiving accommodations. The student will incur the cost of this testing.

Students with disabilities are not exempt from following WDT policies and procedures.

Faculty and Staff Responsibility

If a student discloses a disability to a staff or faculty member, the staff/faculty has the responsibility to direct the student to the ADA Coordinator. As noted above, students with disabilities have the responsibility to follow institutional policies and procedures.

Academic Accommodations

Students who request academic accommodations will be required to provide the appropriate documentation to the ADA Coordinator. The ADA Coordinator will review the documentation and meet individually with the student to determine which accommodations will be allowable. The student will be given an "ADA Accommodation Request" form, and the student is responsible for taking this form to each class/instructor in which accommodations are requested.

Instructional/classroom accommodations may include, but are not limited to:

- Oral tests
- Enlarged material
- Extended time on exams (up to twice the time)
- Distraction-free environment
- Note takers
- Readers
- Taped texts (must be registered through the State Library)
- Tape recorders
- Preferential seating
- Graphic organizers

Student Accountability

STUDENT CODE OF CONDUCT

Western Dakota Tech (WDT) has a responsibility to protect its mission and the members of the WDT community. WDT has established reasonable standards for academic and personal conduct that allows others to learn, study, work, and relax in a safe and orderly environment. The following Code of Conduct, while not all inclusive, identifies conduct that infringes upon those expectations, disrupts the learning environment, and possibly exposes students and staff to injury. Such conduct will result in disciplinary action.

Any student, group of students, or student organizations found in violation of the WDT Code of Conduct is subject to the disciplinary sanctions.

Violations of the Code of Conduct include, but are not limited to:

1. Inappropriate behavior is defined as conduct that disrupts the educational process and impedes the learning environment.
2. Physical or verbal abuse or detention of any person or persons on school property or at WDT activities.
3. Endangerment of the health and safety of oneself or others, or infringement upon the rights of others.
4. Theft or damage to WDT property or property of any member of the WDT community or campus.
5. Unauthorized entry to or use of WDT facilities or property.
6. Use, possession, manufacture, or distribution of alcohol, narcotics, illegal drugs, or other controlled substances, firearms, items commonly considered weapons, explosives, or dangerous chemicals on school controlled property or during WDT sponsored activities.
7. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the Institute.
8. Reckless use of a vehicle on WDT property.
9. Failure, after due notice, to pay fees or other school financial obligations, i.e. Bookstore, Parts Store, damage, student loans, non-sufficient funds or no-account personal checks, department supply charges, etc.
10. Harassment or hazing of fellow students or staff members.
11. Smoking or the use of chewing tobacco on WDT property other than within the confines of personal vehicles.
12. Failure to report to the WDT Administration Office or local sheriff and/or police agencies any knowledge of criminal activity on campus: i.e., murder, rape, robbery, aggravated assault, burglary, arson, vandalism, consumption of alcohol, or use of controlled or illegal substances or motor vehicle theft. Such a report must be provided in a manner that is timely and that will aid in the prevention of similar occurrences.
13. Illegal, improper, or unethical use of computer systems.
14. Disruptive behavior is behavior that detracts from maintaining classroom discipline, unnecessarily draws attention to the students involved and away from classroom activity, and prevents those students and/or other students from their pursuit of learning.

PROCEDURAL DUE PROCESS PRINCIPLES

Allegations and Hearings

1. Student Code of Conduct allegations may be filed against any student by any member of the WDT community.
 - a. Allegations other than academic misconduct shall be directed to the Dean of Enrollment Services or designated representative.
 - b. Allegations of academic misconduct shall be directed to the Dean of Academics or designated representative.
 - c. The complaint shall state the specific facts that form the basis for the allegation, as well as the identities of any other witnesses and the location of any physical evidence of the misconduct. Allegations must be signed by the complainant. Any allegation should be submitted as soon as possible after the event takes place or after the complainant discovers the identity of the alleged perpetrator.
2. The Dean of Enrollment Services or Dean of Academics shall make an initial determination as to

whether the allegations were timely, taking into account the seriousness of the incident and the degree to which delay may have impaired access to evidence. The Dean of Enrollment Services or Dean of Academics shall determine if the allegations have merit and whether the incident sufficiently affects WDT interest to warrant further proceedings.

Informal Resolution

1. If the Dean of Enrollment Services or Dean of Academics determines that the allegations have merit, the Dean of Enrollment Services or Dean of Academics shall next determine whether the allegations can be resolved by mutual consent of the parties involved on a basis acceptable to the Dean of Enrollment Services or Dean of Academics or by waiver of formal hearing where the charged student admits to the misconduct and accepts the proposed sanction.
2. Informal Resolution shall be final and there shall be no subsequent proceedings. If the allegations cannot be resolved informally, the formal resolution procedure will be implemented.

Formal Resolution

- A. Within fifteen working days of the final informal resolution attempt, the Dean of Enrollment Services or Dean of Academics shall present all allegations to the student charged in written form and shall identify with specificity each section of the conduct code under which allegations are brought. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. The minimum time limits may be waived by the party charged. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Enrollment or Dean of Academics.
- B. Hearings shall be conducted by a Conduct Board according to the following guidelines:
 - a. Hearings shall be conducted in private.
 - b. The chair of the Conduct Board shall have the power to exclude from the hearing any person whose conduct interferes with the hearing.
 - c. In hearings involving more than one accused student, the Conduct Board may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the defendant have the right to be assisted by an advisor of their choice, at their own expense. Ordinarily, no more than one advisor for each student shall be permitted. The advisor may be a faculty member, staff member, student, attorney or family member. The complainant and the defendant are responsible for presenting their own cases, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Conduct Board.
 - e. The complainant, the defendant, and the Conduct Board shall have the privilege of presenting witnesses, subject to the right of cross examination. Witnesses may only be present during the hearing while testifying.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Conduct Board at the discretion of the chairperson.
 - g. At the hearing, the Conduct Board shall determine (by majority vote) whether the student has violated each section of the Code of Conduct which the student is charged with violating.
 - h. The fact that a student acted while under the influence of alcohol, marijuana, or an illegal controlled substance shall not be considered a mitigating factor.
 - i. There shall be a single written record of all formal evidentiary hearings before a Conduct Board. The record shall be the property of the WDT.
 - i. The record and its contents shall be held in confidence and may be used solely for purposes of appeal. Any person who unnecessarily discloses the contents of the record to parties not involved in the appeal shall be subject to discipline.
 - ii. In the event of an appeal, the defendant shall be given access to the record for purposes of preparing the appeal. Access shall be provided at such places and times as the Dean of Enrollment Services or Dean of Academics may direct.
 - iii. Except as required by the Americans with Disabilities Act, WDT shall not be required to change the form in which the record is maintained.
 - j. Except in the case of a student charged with failing to obey the summons of a Conduct Board or WDT official, no student may be found to have violated the Code of Conduct solely because the student failed to appear before a Conduct Board. In all cases, the

evidence in support of the allegations shall be presented and considered.

Sanctions

In each case in which a Conduct Board determines that a student has violated the WDT Code of Conduct, the sanction(s) shall be determined and imposed by the Conduct Board based on the principle of “like sanctions for like violations” and the principle of a sanction being commensurate with the violation.

In the case of a drug or alcohol violation the sanction imposed will reflect what is stated in the WDT Drug and Alcohol Policy.

Following the hearing, the Dean of Enrollment Services or Dean of Academics shall provide a written summary of the findings of fact, conclusions, and recommendations, if any, reached by the Conduct Board and of the sanction(s) imposed, if any, to the parties involved.

Tobacco Policy

Western Dakota Tech is committed to providing a healthy learning environment that is conducive to the physical and mental well-being of the campus community. To enrich and support this atmosphere, WDT is a Tobacco Free Campus. This policy applies to all employees, students, visitors, and contractors. Smoking and the use of chewing tobacco or electronic cigarettes are prohibited anywhere in WDT buildings or on any WDT owned property with the exception of personal vehicles. Violation of this policy may result in disciplinary action.

Information regarding a tobacco cessation program or other options is available through the Healthy South Dakota website: www.healthysd.gov/QuitTobacco.html

Alcohol and Other Drug Policy

As an institution of higher learning, Western Dakota Tech promotes responsible decision-making among members of the campus community. WDT recognizes that alcohol and other drugs can be dangerously habit-forming, which could lead to an individual's loss of control. WDT's primary goal is to provide students with a safe environment that supports the maximum growth of its members.

A person needs to feel secure to perform at a maximum level. Therefore, campus safety and security must be a concern of every student, faculty, and staff at WDT. Furthermore, drug use and alcohol abuse affect the entire campus community in increased drop-out rates, academic failure, disciplinary problems, and progression into addiction.

For the purpose of this policy, "drug" includes all controlled substances, illegal or controlled mood-altering chemicals, all look-alike drugs, all chemicals that release toxic vapors, and any prescription or patent drugs except those medications prescribed by and under the supervision of a licensed physician in a manner consistent with WDT policy.

The unlawful manufacture, possession, consumption, or distribution of alcohol or other controlled or illegal substances by students is prohibited on school property or at school-sponsored activities. Furthermore, students are prohibited from being on campus property while in an intoxicated state. Additionally, possession of empty alcohol beverage containers and drug paraphernalia is also prohibited. No student organization may sponsor any student-related activity at which alcoholic beverages are to be consumed.

Violations of this policy will be responded to in accordance with the seriousness and frequency of the offense. Any student displaying intoxicated behavior will immediately be referred to the Dean of Academics or Dean of Enrollment Services. Students found in violation of any of these policies will be subject to the following consequences:

1. The first offense will result in:
 - The student being removed from classes and given options for transportation.
 - The student being placed on conduct probation.
2. The second offense will result in:
 - The student being suspended from classes for five days.
3. Should the student appeal the suspension to the Dean of Enrollment Services or Dean of Academics and be reinstated, a third offense will result in expulsion from the institution.
4. Additionally, drug-related convictions may disqualify a student from receiving Federal Student Aid. United States Department of Education Federal Student Aid Regulations indicates that a federal or state drug conviction can disqualify a student for Federal Student Aid funds (i.e., grants, loans, federal work-study, federal campus-based aid). Students who are convicted of such drug offenses after submitting the Free Application for Federal Student Aid (FAFSA) must notify the financial aid office immediately.

Campus Safety

CRIME AWARENESS AND CAMPUS SECURITY

Employees and students of WDT have the responsibility to report on-campus crimes (murder, rape, robbery, aggravated assault, burglary, motor vehicle, and other thefts or crimes) to local law enforcement and the Dean of Enrollment Services as soon as possible. Annual reports are available upon request.

Procedure:

1. To report a crime in progress or other emergencies, dial 9-911 (on-campus) or 394-4131 (Rapid City Police Department) immediately, then contact a WDT employee.
2. If a crime is discovered after it has occurred, report the crime to the Dean of Enrollment Services.
3. Reports on all criminal activity will be kept in the Dean of Enrollment Services concerning time, place, and nature of the crime.
4. Summary data pertaining to criminal activity will be compiled annually and made available to prospective students and employees.

Statistics of Criminal Offenses Campus Report Summary

Offense	2008	2009	2010	2011	2012*
Murder	0	0	0	0	0
Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	2
Motor Vehicle Theft	0	0	0	0	1

Campus Arrest Summary

Offense	2008	2009	2010	2011	2012*
Weapons Possession	0	0	0	0	0
Alcohol/Drug Abuse	0	0	0	1	2

*Numbers corrected from original 2013-2014 Student Handbook.

FIRE DRILLS AND EMERGENCY EVACUATION OF BUILDING

Fire drills will be held periodically during the academic year. Each instructor will inform the students of the exit or exits to be used in emergency evacuations. Whenever the alarm is sounded, everyone is to leave the building immediately in an orderly manner. Students are to move away from the building so that others may also get out. A signal will be given to return to the building.

CAMPUS ALERT SYSTEM

The WDT Alert System is a mass notification system used to effectively communicate physical, environmental, and weather-related threats to students and employees of WDT. An alert will be sent only to inform students and employees of an imminent emergency, such as a fire, tornado, threat of violence, chemical hazard, or of other significant events such as a school closing, snow emergency, or power emergency. When activated, the system will send a text message (if available) and email message to all WDT

employees and students.

ILLNESS, ACCIDENT, OR INJURY

In the event a student incurs an injury or becomes ill while on campus, the following procedure will be implemented: If the student is conscious and able to respond, and the injury or illness is not perceived to be life threatening or potentially life threatening, the student will be asked regarding desired medical treatment and/or an individual to transport him/her home or to medical assistance. If the student is unconscious, unable to respond, or the injury or illness is perceived to be of a life threatening or potentially life threatening nature, Emergency Response Services (9-911 from a campus phone) will be called. Students are responsible for the cost of transport and treatment for any incidence of accident or illness. In all cases, an injury or accident must be reported to the instructor or, in the instructor's absence, to the Dean of Enrollment Services immediately.

A student who receives a work-related injury while on clinical or unpaid internship is required to file a First Report of Injury under the Rapid City Area School worker's compensation insurance within 24 hours. To document an off-campus work experience related injury, students must proceed to RCAS payroll/benefits area to complete the "SD Department of Labor 1st Report of Injury" form. The RCAS payroll/benefits office is located at 300 6th Street, Rapid City SD, 605-394-4031.

HEALTH INSURANCE

WDT recommends that students carry health insurance. Some programs require students to have a health insurance policy prior to starting certain portions of their coursework. Please check with your program instructor for more information.

REGISTERED SEX OFFENDERS LISTING

A list of Registered Sex Offenders in Pennington County is accessible by contacting the Rapid City Police Department, the Pennington County Sheriff's Office, or online at: <http://www.sor.sd.gov>

SAFETY

All students will adhere to all safety regulations pertaining to their instructional program area as well as those throughout the campus. Students in violation of safety regulations may be subject to suspension. Unsafe conditions in the building should be reported to the appropriate faculty, staff, or the Dean of Enrollment Services.

Safety methods and procedures are taught in all classes. Special emphasis on safety is a necessity. Much of the school's equipment, if improperly handled, could result in serious or fatal injury to students. The school assumes no liability for any injury. Safety glasses must be worn in all shop areas.

Speed limits of 15 miles per hour must be observed at all campus locations. All students are reminded to enter the highways near campus entrances with caution.

THEFT/VANDALISM

Vandalism, theft of tools, supplies, or other property belonging to WDT or to other students may result in immediate dismissal from school. In addition, students will be required to pay for any WDT property they may damage or lose. Matters of this nature will be reported to the Dean of Enrollment Services.

WDT assumes no liability for theft of personal property. Many insurance companies offer low-rate coverage for theft. Check with your agent for further details.

General Information

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. Update your information by logging on to MyWDT or stopping by Enrollment Services for a change of address form.

CHANGING PROGRAMS

Students must consult with their advisor and complete a new admissions application.

CHILDREN OF STUDENTS

Children of students may not accompany their parent(s) to class or wait without adult supervision in other areas of the building, including the library.

VISITORS

Visitors to WDT must check in at the Information Desk. Under no circumstances are visitors allowed to enter classroom areas without prior approval from the instructor and/or WDT administration. Any person not registered as a student found in hallway or classroom areas will be subject to removal from campus.

DRESS CODE

All students are required to dress in a manner consistent with their instructional area. Uniforms or garments needed for occupational areas are to be worn by all students when appropriate or as required by instructors. Apparel that displays foul or vulgar language or images will not be tolerated. Reasonable personal cleanliness and frequent laundering of uniforms is expected and is the responsibility of the student. WDT staff reserve the right to determine what appropriate attire is.

HOUSING

WDT does not provide housing. All students are expected to make their own arrangements. A list of rental units is available upon request.

PARKING REGULATIONS

WDT Students may park in areas designated as Student Parking. Improperly parked cars will be towed at owner's expense.

The following areas are designated as student parking:

- Parking areas are on the west and north sides of the Mickelson building.
- Parking areas are to the south of the Rushmore building.
- **NO PARKING** in the visitor areas or other areas as designated.
- Handicapped parking is designated in both locations near each entrance.

REFUND POLICY

See the Financial Aid Bulletin for detailed refund and repayment information.

CAMPUS CLOSINGS

In the event of severe weather or road conditions, the following procedures will be followed:

1. In cases of class postponement or cancellation, local radio and TV stations will carry the announcement. In addition, a message will be posted on the WDT website on the WDT Facebook page. A message will also be sent via the WDT wireless emergency notification system.
2. The decision to close campus will be made as early as possible. An announcement will normally be made by 6 a.m. for daytime classes and by 3 p.m. for evening classes.
3. Students not in attendance because of bad weather will be counted absent. Exceptions will be made for individuals who live in and commute from another town in which the school has been closed by the local school administration. Exceptions will also be made if law enforcement agencies recommend no travel on local highways.

NOTE: Traveling conditions may vary considerably depending on the student's home location in relationship to the campus. This places considerable responsibility on the individual for making an independent decision.

No student is encouraged to travel when conditions make traveling dangerous.

STUDENT ID CARDS

WDT will issue every student a student ID card. This card is the property of WDT and is mandatory for use in the WDT Library. To ensure the safety of the WDT community, students are required to carry their Eagle Card with them at all times. This ID can be used for requesting student information, such as passwords, email, or student records.

STUDENT INSURANCE

WDT neither accepts nor recognizes any liability for injury to students on WDT property while participating in WDT activities, for travel to job sites, or other areas required as part of the program of study, or for travel to and from campus. Students injured while participating in a clinical or non-paid work experience must give written notice of injury within 24 hours. Should you find you need to report an injury while on a clinical or non-paid work experience, please contact your immediate supervisor, instructor, and Dean of Enrollment Services. If you are injured at WDT, please contact your instructor and the Dean of Enrollment Services who will assist you in completing an accident report.

TELEPHONE USE/MESSAGES

Office telephones are for business use only. Incoming messages to students are relayed immediately ONLY in case of emergency, in which case the caller will be required to release his/her identity and the nature of the emergency. Messages for staff and faculty may be left by calling (605) 394-4034.

TRANSPORTATION

Students must furnish their own transportation to and from school. This includes transportation to and from job sites or any other locations of course instruction. Students may keep vehicles on school grounds only as long as they observe all vehicle regulations. Carpooling and public transportation are encouraged.

TUITION AND FEES

Tuition and fees are payable on a semester basis prior to the first day of class. A late fee will be assessed if the student has an outstanding balance after the designated tuition and fees payment date and has not made payment arrangements before the first day of class. Students will not be allowed to attend classes in any term which they have not made payment or payment arrangements of their tuition and fees within five days after the beginning of the term.

DEFERMENTS

A financial aid deferment may be granted during the first three weeks of the semester for qualifying students. A fee will be charged for the deferment of payment. Other deferments may be granted in extreme emergencies and with the approval of the Student Accounts Coordinator. A fee will be charged for the deferment of payment. A payment plan must be signed by the student designating the amount being deferred and the date it will be paid.

CHECK POLICY

WDT will not accept personal checks from any student who has previously written a non-sufficient funds check. This includes checks written for tuition and fees or at the Bookstore or Parts Store.

NON-PAYMENT

Students will not be allowed to attend classes in any term in which they have not made payment of all prior delinquent balances.

COLLECTIONS

Balances on past due accounts may be turned over to an outside agency for collection. The student will be responsible for all additional collection fees.

Students or alumni having delinquent accounts with WDT will not be allowed to register, have student records released, or be allowed to take advantage of any of the services offered by WDT until such accounts are paid.

Registration Guidelines

AUDIT PROCEDURE

Students may audit a class instead of taking for credit. The students must pay 50% of current tuition and fees, plus all book, material, tool, and supply costs. Audits are allowed on a space-available basis. No financial aid is available.

ARTICULATION CREDIT

Local area high school graduates may be eligible for credit through established articulation agreements. If approved, this coursework will be noted on the transcript as AC (Articulated Credit.) Students should contact the Dean of Enrollment Services for details.

CANCELED COURSES

WDT reserves the right to cancel courses.

COURSE WITHDRAWAL

Courses dropped after the drop/add period but prior to completion of 75% of the semester will carry a “W” indicating withdrawal on the transcript. If the course is dropped during the final 25% of the semester, a failing grade will be issued. In either case, if the course is required, it must be repeated and will be designated as such with an “R” on the report card and transcript. Tuition/fee costs will be incurred for any repeated course. The last day to withdraw with a “W” is listed on the academic calendar and WDT website.

CREDIT BY EXAM

Credit by examination may be given for select courses that are part of a continuous program and are regularly taught for credit. A standard examination fee shall be charged to students who request and are granted the examination, which must be paid prior to the examination being given.

A student must earn a “B” or better to pass the exam. If a “B” or better is earned, the credit will be posted to the student's transcript and noted as "CE" (credit by exam). If standards are not met, the student will be required to pay full tuition and take the course in its entirety. Students are encouraged to test out of courses during the posted test out dates. If the student passes the examination, they would be eligible for tuition reimbursement if full cost had already been paid.

CREDIT FOR PRIOR LEARNING

Prior learning credit may be granted to students who have certifications, licensures, or similar documentation that they meet required competencies for a particular course/program. The Registrar, along with the Program Lead Instructor, will determine if prior learning credit will be granted based on verification requested. If prior learning credit is awarded, the student must pay 50% of tuition and fees for the credits transcribed. Tuition and fees will be determined based on the current rates on the date of transcribing the prior learning credits. Prior learning credits may constitute no more than half of the credits required for a WDT diploma or degree.

DUAL ENROLLMENT

Dual Enrollment allows high school students to enroll in courses at Western Dakota Tech and earn credit for high school graduation as well as postsecondary credit from WDT. Contact WDT for details.

DROPPING/ADDING CLASSES

Students may add a class to their original course schedule within the first five days of the Fall/Spring semester based on space availability for full-semester courses. To add a class, the student must obtain the drop/add form from the Dean of Enrollment Services and complete it with all required signatures. In the event of late enrollment into a class, the student is responsible for all missed coursework and 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 must be made within five days.

Adding a class(es) after the first five days requires permission from the course instructor, academic advisor,

Dean of Enrollment Services, and Dean of Academics.

Students may drop a class from their original course schedule within the first ten days of the semester for full semester courses. To drop a class, the student must obtain the drop/add form from the Dean of Enrollment Services 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 within two weeks after the drop period ends. These courses will not appear on the transcript.

The dates of drop/add period are published on the Academic Calendar found on the WDT website.

FACULTY ADVISORS

Students are assigned an academic advisor to discuss problems, answer questions, and assist in completing educational programs successfully. All students are encouraged to confer with their assigned advisor regularly throughout the school year. Advisors will meet with students at least once each semester to schedule classes, answer questions, and provide direction.

GENERAL EDUCATION CLASSES

General education courses constitute an essential part of the education of all students. These courses help students learn necessary skills for obtaining and keeping a job, to speak and write clearly, to understand human relations, and to use computational skills. All students are required to successfully complete the prescribed General Education courses to receive a Diploma or Associate of Applied Science Degree.

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 respective instructor, academic advisor, and Dean of Academics. Students who have failed a course may not repeat it as an Independent Study.

MAXIMUM CREDIT LOAD

Students will not register for more than 18 credits without the permission of the advisor, Dean of Academics, and Dean of Enrollment Services.

NON-CREDIT COURSES / CORPORATE EDUCATION CENTER

The Corporate Education Center offers competency based non-credit courses for adults in need of training to obtain employment, upgrade an existing job, or retrain for other employment. These courses are open to current students and to the general public. Additional tuition is required for these courses.

PROGRAM OF STUDY DECLARATION

Students may accumulate twelve (12) credits before declaring a program. However, a student must declare a program to be eligible to receive Title IV Federal Student Aid or VA benefits.

TRANSFER CREDIT

Students requesting credit at WDT for post-secondary work completed at other schools must submit an official transcript from the school(s) previously attended. Transfer students must complete a minimum of 50% of the prescribed course work through WDT to be eligible for a Diploma or AAS Degree.

Post-secondary level credits from an accredited school in which the student has earned a grade of "C" or higher, or its equivalent, will be considered for transfer. The determination of acceptance is made by the Dean of Academics with the Dean of Enrollment Services for approval. Approved transfer credits are designated on the transcript as "TC." Transfer credit will be granted for the CPR/First Responder course if the student can present a current CPR and First Responder/First Aid card.

Special circumstances for Paralegal/Legal Assistant Students

Transfer credit requests for general education courses and other non-legal specialty courses shall be handled by the Dean of Enrollment Services. With regard to legal specialty course transfer credit requests, full credit shall be given in connection with credits earned in legal specialty courses completed by ABA approved programs, providing, however, that no transfer credit shall be given in connection with any course in which

the student earned lower than a “C.” Where the legal specialty course credits have been completed by a non-ABA approved program, the program director shall make a case by case decision based on an examination of the textbook, course syllabus, and assignments completed in connection with the course for which the student is seeking transfer credit, again providing, however, that no transfer credit shall be given in connection with any course in which the student earned a grade lower than “C.”

Transfer credit is awarded pursuant to the general guidelines set forth in Western Dakota Tech’s general transfer policy (50% of a student’s coursework must be completed at WDT in order to receive a diploma/degree). The program does not allow the awarding of legal specialty credit by examination.

Student Achievement

ATTENDANCE

Students are expected to attend all sessions of classes for which they are enrolled. Absences do not excuse the student from meeting course requirements. It is the student's responsibility to know and understand the attendance requirements for each course, which can be found on the course syllabus. The student must take the initiative in making up any missed work. Each instructor will provide policies concerning course attendance. For questions regarding attendance, please refer to the individual course syllabus.

DEAN'S LIST

The Dean's List is published at the end of each semester. The purpose of the Dean's List is to promote academic excellence and give recognition to outstanding students who, through their initiative and ability, have indicated a seriousness of purpose in their educational program. This list is limited to those who have maintained a 3.5 GPA for a minimum of 12 credit hours at the end of the fall and spring semesters.

FREEDOM IN LEARNING

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. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudice or capricious consideration of student opinions or conduct unrelated to academic standards should first contact the instructor of the course to initiate a review of the evaluation. If the student remains unsatisfied, the student may contact the Dean of Academics to initiate a review of the evaluation.

GRADING SYSTEM

Western Dakota Tech uses a letter grading scale for recording student achievement. The following grading system is used:

A	-	Excellent	4
B	-	Above Average	3
C	-	Average	2
D	-	Below Average	1
F	-	Failing	0
I	-	Incomplete	0
IP	-	In Progress	0
W	-	Withdrawal	0
WF	-	Administrative withdrawal with F's	0
AU	-	Audit	0
TC	-	Transfer Credit.....	0
CE	-	Credit by Exam	0
AC	-	Articulated Credit	0

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 exceptions noted above. The cumulative grade point is the same calculation for all terms enrolled combined.

Grades of I, IP, W, AU, TC, AC, and CE are not used in the calculation of grade point average. The designation "R" is used when course is retaken and then used only to identify the grade on the repeated course. The highest final grade of a repeated course (R) will be used to calculate the cumulative GPA, and the previous grade received will not be recognized in the calculation. Please note that grades of Failing (F), Incomplete (I), and withdrawal (W) are not counted as hours successfully completed.

INCOMPLETE GRADES

An incomplete grade is issued at the discretion of the respective instructor, with approval by the Dean of

Academics, 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. Students must complete an incomplete within two weeks following the grading period for which it was received. Incomplete grades are changed to an "F" if not cleared within two weeks of the new semester. Exceptions to this requirement may be granted with approval of the instructor and Dean of Academics.

ACADEMIC AMNESTY

A student who has changed their program of study and has successfully completed a minimum of 12 credit hours in the new program with a grade point average of 2.0 or better and no grades below a "C" may petition to exempt any "D" or "F" grades accumulated in the student's former major, minor, specialization, or program from calculating grade point average.

- The student must petition for amnesty by completing the Academic Amnesty form.
- The choice of courses to exempt is the responsibility of the student.
- Dean of Enrollment Services 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 grade point average.
- For financial aid purposes, a separate cumulative grade point average will be used. Financial aid officials will look at all credits attempted, including courses that have been exempted.

GRADUATION

Students should keep their progress plan current. It is wise to review this plan with an advisor at midterm and end of each semester to ensure that needed 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 by midterm of the final semester of a student's enrollment to qualify for graduation at the end of that term.

Formal graduation ceremonies are held each year in May. Students must have completed all required subjects and earn/have at least a 2.0 GPA. Some programs have additional requirements which must be achieved. Students should check with their advisor.

In order to be eligible to receive a Diploma or 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 Progress Standards.
3. Attain a cumulative grade point average of 2.0 or higher.
4. Fulfill all financial obligations to the Institute.
5. Students who have not met all degree requirements will not be allowed to participate in graduation ceremonies. Exception: Student in programs that complete degree requirements in the summer may walk at graduation if they have all course requirements met other than the summer classes as listed in the academic catalog.

Honors

WDT awards honors to students who earn certain grade point averages. To earn an Honors Designation at graduation, students meet the following 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, silver, or white cord to wear during commencement.

REPEATING COURSE WORK

Any required course a student fails or withdraws from must be repeated, and the student must meet the requirements for graduation in order to receive a diploma or a degree. Any course may be repeated at the student's option. The student is required to pay full tuition and fees for any course being repeated. 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 Records

Permanent student cumulative files are kept for the benefit of the student and are retained by WDT as required by law. Each student's cumulative record includes the initial application, copies of transcripts from other schools attended, test results, immunization records, and copies of correspondence.

When a student leaves WDT, the physical file is kept for three years. The transcript is kept on file indefinitely. If a student does not report for classes after having made application, the record is retained for one year and then destroyed.

RELEASE OF RECORDS/TRANSCRIPTS

Other than Directory Information, no information in a student's record will be released without written permission of the student. Funding agencies will require their clients to authorize WDT officials to release academic, attendance, and progress reports to the respective agency.

To request the release of a student's record, the student must sign a release form or submit a request in writing to the Dean of Enrollment Services. 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. **No records will be released to or for any student who has not met all financial obligations to the Institute.**

All students receive one (1) official copy of their completed transcript within 30 days of graduation. Additional copies are provided upon payment of transcript fee and a written request or by requesting a transcript online at www.wdt.edu.

ACCESS TO RECORDS IN THE EVENT OF SCHOOL CLOSURE

In the event of the closure of WDT, all permanent records of students and former students will be maintained by and available from Career and Technical Education, 700 Governors Drive, Pierre, South Dakota, 57501.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Eligible students have the right to inspect and review the student's education records maintained by WDT. WDT is not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. WDT will charge a fee for copies.
2. Eligible students have the right to request that Western Dakota Tech correct records which they believe to be inaccurate or misleading. If WDT decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if WDT still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, Western Dakota Tech must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows WDT to disclose those records, without consent, to the following parties or under the following conditions:
 - a. School officials with legitimate educational interest
 - b. Other schools to which a student is transferring
 - c. Specified officials for audit or evaluation purposes
 - d. Appropriate parties in connection with financial aid to a student
 - e. Organizations conducting certain studies for or on behalf of the school

- f. Accrediting organizations
- g. To comply with a judicial order or lawfully issued subpoena
- h. Appropriate officials in cases of health and safety emergencies and
- i. State and local authorities, within a juvenile justice system, pursuant to specific State law

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 over the telephone:

- Name
- Affirmation of enrollment status
- Campus location

Unless students have officially filed a written request with the Dean of Enrollment Services within seven working days after the first day of registration that disclosure not be made without their written permission, the following items, in addition to those above, are considered public/directory information and may be included in appropriate university/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 over the telephone:

- School, college, department, program, or division
- Dates of enrollment
- Degrees received
- Honors received
- Local address and phone number
- Home address (permanent)
- Student email address
- Participation in officially recognized activities and sports

Western Dakota Tech has the responsibility for effectively supervising any access to and/or 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.

For additional information or technical assistance, students or parents may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Students or parents may also write the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901**

Computer Information

COMPUTER/INTERNET/NETWORK POLICY

Western Dakota Tech has the responsibility to secure the network system against unauthorized access and/or abuse while making it accessible for faculty, staff, and students. This includes informing users of standards of conduct and corrective actions that will be taken for violation of established policy regarding the use of email, Internet, or network use. Violation of this policy can result in disciplinary action taken by the Institute that could include permanent revocation of computer privileges.

All users of the network must adhere to local, state, federal, and international laws governing use of the Internet. Any attempt to break those laws may result in litigation against the offender by proper authorities to provide information necessary for the litigation process.

Violations of any defined standard may be grounds for probation or suspension.

Section 1: General Policy

Users of the WDT network and computers on that network are solely responsible for all actions taken while using institutional equipment. Therefore:

- 1.1 Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- 1.2 Deletion, copying, or modification of software or operating systems is prohibited.
- 1.3 Use of facilities and/or services for commercial purposes is prohibited.
- 1.4 Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation, regardless of the system location or time duration.
- 1.5 The copying of system files is prohibited.
- 1.6 The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper licensee, is prohibited. File-sharing software that downloads and distributes songs, videos, games and software without permission of the owner is illegal. Illegal downloading or distribution of copyrighted materials can result in criminal or civil prosecution. Content owners, such as the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and Home Box Office (HBO), use technological means to track file sharing of their intellectual property on the Internet.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office, especially their FAQ's.

- 1.7 Intentional attempts to "crash" the network system or programs are prohibited.
- 1.8 Any attempts to secure a higher level of privilege on the network are prohibited.
- 1.9 The willful introduction of a computer "virus" or other disruptive/destructive programs into the organization network or computers is prohibited.

Section 2: Electronic Mail Policy

All users of electronic mail at WDT are required to obtain an email address. When an electronic mail is sent, the users name and user ID are included in each message. Students are responsible for all electronic mail originating from their user ID. WDT reserves the right to monitor and track all electronic communication, on campus Internet activity, and all interaction with WDT software programs, which include, but are not limited to, Blackboard, Jenzabar, email, and related servers. WDT network administrators and their authorized employees monitor the use of information technology resources to help ensure network and computer security as well as conformity with WDT policy and state and federal laws. Administrators reserve the right to

examine, use, and disclose any data found on WDT's information networks in order to further the health, safety, discipline, or security of any individual or property. WDT may also use this information in academic disciplinary actions and will furnish evidence of any crime to law enforcement. Therefore:

- 2.1 Forgery or attempted forgery of electronic mail messages is prohibited.
- 2.2 Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- 2.3 Attempts at sending harassing, obscene, and/or other threatening email are prohibited.
- 2.4 All school district policies concerning harassment and discrimination apply to email.
- 2.5 Attempts at sending unsolicited junk mail or chain letters is prohibited.

Section 3: Internet Policy

Wireless Network and Internet Access are available throughout the buildings on the WDT campus. The use of any network on the WDT campus is restricted to educational use. Use of the Internet is available to all faculty, staff, and students at WDT. Violation of Internet policy can result in permanent revocation of Internet privileges at WDT. Therefore:

- 3.1 Internet access at WDT is a privilege, not a right.
- 3.2 The use of the Internet is intended for educational purposes.
- 3.3 Any attempt to knowingly enter sites that contain pornographic material is strictly prohibited.
- 3.4 Entering or using chat rooms is prohibited.
- 3.5 Unethical or illegal solicitation is prohibited.
- 3.6 Any attempt to knowingly enter sites that promote racism or sexism is prohibited.

LAPTOP COMPUTERS

All students are required to have a laptop computer. Laptop requirements vary by program and can be found at <http://www.wdt.edu/student-life/tech-support/>.

Technical support for all laptops/tablets not purchased by WDT will be limited to WDT software and network connectivity issues. Students may seek additional support through their vendor or a commercial computer support service.

MyWDT

Students will have access to Western Dakota Tech's student information portal, MyWDT, through any device with Internet access. The MyWDT portal is available through a link on the WDT website, www.wdt.edu, or directly at my.wdt.edu. Through MyWDT, students will have access to class schedules, grades, billing information, unofficial transcripts, registration, advising, financial aid awards, etc.

All students are assigned a student ID number and temporary password. Once the student has this information, they are required to change their password using WDT's password self-service site available through the "Change Password" link on MyWDT. All passwords are required to be a minimum of eight characters in length, alpha/numeric, with at least one capital letter or symbol. Student ID numbers are assigned and may not be changed.

For assistance please contact the Help Desk at: (605) 394-5355

Policies and Procedures

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

Western Dakota Tech requires that all students make satisfactory progress toward a diploma or degree to remain in good academic standing. Additionally, recipients of financial aid are required to make satisfactory academic progress toward a diploma or degree to remain eligible for federal financial aid. Western Dakota Tech has established and will apply the following standards of academic progress to all students.

Students bear the primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts. Academic advisors are assigned to each student and review on a regular interval their students' academic progress.

Requirements

A student who earns a cumulative grade point average (GPA) below 2.0 will be placed on academic probation. A student who fails to achieve a cumulative GPA of less than 1.0 will be suspended with no academic probation.

A student on academic probation must remain in good standing for the enrollment status registered for during the probation semester. (i.e. If a student registers as a full-time student, they must end the semester as a full-time student.) The student may continue to receive federal financial aid during a probation semester. Failure to complete the enrollment status attempted by withdrawing from class may result in academic suspension and federal financial aid suspension.

A student may attend Western Dakota Tech for one semester on academic probation. During that time, the student is expected to diligently work to bring the GPA to an acceptable level to prove satisfactory academic progress. Failure to achieve a cumulative 2.0 GPA during the probation semester will result in academic suspension and dismissal from Western Dakota Tech.

Midterm Review

Academic progress will be monitored as follows: All students will be monitored at midterm of each semester and at the end of each term. A student who earns a cumulative GPA below 2.0 at midterm will be given a warning that his or her academic status is unsatisfactory.

Academic Probation

A student who fails to achieve satisfactory academic progress by earning a cumulative 2.0 GPA at the end of a term will be placed on academic probation and will receive a probation letter from the Dean of Enrollment Services notifying him or her of their status.

During the probation semester, a student is encouraged to use the resources available through Enrollment Services. To arrange for academic assistance the student should contact the Academic Success Center and their instructors. For help with personal, financial or career concerns the student should contact Enrollment Services.

Academic Suspension

A student on probation who fails to meet the minimum cumulative GPA requirement for a second consecutive term will receive a suspension letter from the Dean of Enrollment Services and will be placed on academic suspension commencing immediately. Academic suspension is a serious action that will cause interruption of the student's academic career. When placed on academic suspension, all courses for which the student was pre-registered will be canceled, and the student must wait one full semester before applying for re-enrollment.

A student who is enrolled in a two-semester program and placed on academic probation at midterm will be placed on academic suspension at the end of the probation term if he or she fails to achieve satisfactory

academic progress by earning a cumulative 2.0 GPA. The student will receive a suspension letter from the Dean of Enrollment Services notifying him or her of their status.

Appeal

A student placed on academic suspension has the right to appeal.

The appeal is initiated with a written petition submitted to the Dean of Enrollment Services within 10 calendar days following notification of the suspension. All supporting documentation must be attached to the appeal. Failure to do so will halt the appeal process.

Upon receipt of the petition, the Dean of Enrollment Services will arrange for an Academic Standards Hearing. The Academic Standards Committee will consist of at least five members made up of faculty and administration. The student will be notified of the hearing date and time.

After all evidence has been presented by the student, the committee will issue a decision. The Dean of Enrollment Services will, in writing, notify the student of the decision within five days of the hearing.

It is important to note that the academic suspension appeal and financial aid termination appeal processes are not the same. Student who wish to appeal the termination of the financial aid should refer to the Financial Aid Bulletin.

STUDENT WITHDRAWAL PROCESS

If a student desires to withdraw from school, the student should contact the Dean of Enrollment Services as soon as the decision has been made. The date of notification will be considered the official termination date for any refund calculation. A tuition refund will be made, if applicable.

Students who do not withdraw properly through the Dean of Enrollment Services will not be considered withdrawn, and charges will remain the responsibility of the student. Unpaid charges will be forwarded to a collection agency and may affect the student's credit rating.

FINAL GRADE APPEAL PROCESS

(To appeal an individual assignment or test/quiz grade, please see the Complaint/Grievance Procedure.)

Should a situation arise in which a student believes he/she has not been treated fairly in the calculation of a particular course grade, the appeal process is as follows:

1. The student must attempt to meet/communicate with the respective instructor to review the reason for the grade within ten (10) calendar days after the final grade has been posted. All reasonable efforts by both parties will be made to resolve the problem at this level.
2. If the student is not satisfied with the disposition of the matter at Step 1, the student needs to meet with the Dean of Academics within fifteen (15) calendar days after the final grade has been posted in an attempt to resolve the issue. The Dean of Academics will meet with both parties to determine a resolution.
3. If the student is not satisfied with the decision made at Step 2, the student may file a written appeal to Dean of Enrollment Services within five (5) calendar days of the receipt of the Dean of Academics decision.
4. Within five (5) working days, the Dean of Enrollment Services will issue a response. The decision will be communicated in writing to all parties.

COMPLAINT/GRIEVANCE PROCEDURE

WDT is committed to providing a safe environment that promotes intellectual growth and personal development. Students should be afforded the right to an environment free of unfair or improper action by any other member of the WDT academic community. To that end, WDT provides the following process for resolving any alleged violation of a student's rights. (Student Code of Conduct Violation procedures are addressed in the Student Accountability section of the WDT Student Handbook.)

WDT works to protect the rights of all students. It should be noted that students hold a responsibility for complying with all WDT policies and procedures and the requirements of individual classes as outlined on

the course syllabus provided by each instructor.

Informal Resolution:

Step 1. WDT faculty and staff strive to resolve complaints and grievances at the lowest possible level. Any WDT student who feels their rights have been violated should first attempt to resolve the matter with the individual involved. The student may contact Academic Services Coordinator or their academic advisor for assistance with informal resolution and meeting facilitation.

Step 2. If satisfactory resolution is not reached through step 1, the student needs to request a conference with the Dean of Academics. This conference will be held within five working days of the completion of step 1 in the informal resolution process.

If the student feels that the grievance/complaint has not been resolved at any of these conferences, a formal grievance form must be submitted to the Dean of Enrollment Services or designated official.

Formal Resolution

1. Within five working days of the completion of step 2 in the informal resolution process, the student must submit a formal grievance to the Dean of Enrollment Services or designated official.
2. The Dean of Enrollment Services or designated official will, within five working days of receiving the formal grievance, request a response from the person with whom the grievance is made. That person should respond within five working days. Failure to respond will not stop the resolution process.
3. The Dean of Enrollment Services or designated official will review all submitted material and, within five working days, make a recommendation for resolution to the parties involved.

Appeal

Should the student feel the resolution reached by the Dean of Enrollment Services or designated official to be unsatisfactory, the student should submit a written appeal to the President within five working days of the formal resolution. The President will conduct an investigation and if necessary, appoint a committee to review the appeal. The President will issue a decision within 10 working days of the appeal.

TITLE IX (DISCRIMINATION/HARASSMENT) COMPLAINT PROCEDURES

Section I

If any person believes that Western Dakota Tech or any part of the school organization has inadequately applied the principles and/or regulations of Title IX or is in some way discriminatory, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Title IX Coordinator.

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply to the complainant within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to school policy. The Coordinator will advise the student of the procedure.

SECTION 504 COMPLAINT PROCEDURES AND DISABILITY SERVICES AT WDT

ADA Policy

It is the policy of Western Dakota Tech, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to ensure that no qualified person shall, solely by reason of disability, be denied access to participation in, or the benefits of, any program or activity operated by the institute. Western Dakota Tech works to ensure campus accessibility for persons with disabilities, which would include, but not be limited to admissions, services, educational opportunities, programs, activities, employment practices and facilities use/ maintenance, except where to do so would result in a fundamental alteration of the program or place undue financial and administrative burdens upon the Institute and that can be provided without lowering academic and other essential standards.

Your rights and responsibilities

As a student entering post-secondary education, you have new rights and responsibilities as related to your disability. It is important to inform yourself so you can fully engage in the educational opportunities available.

- <http://www2.ed.gov/about/offices/list/ocr/transition.html>

Student Responsibility

To be eligible for accommodation, the student must contact the ADA Coordinator. This contact should be made as early as possible. It is the student's responsibility to provide medical or other diagnostic documentation of disability and limitations. If documentation is not adequate, the student may be asked to participate in additional evaluation prior to receiving accommodations. The student will incur the cost of this testing.

Students with disabilities are not exempt from following WDT policies and procedures, such as drug/alcohol policies, grade appeal procedures, etc. These procedures are policies and outlined in the WDT Student Handbook.

Faculty and Staff Responsibility

If a student discloses a disability to a staff or faculty member, the staff/faculty has the responsibility to direct the student to the Academic Services Coordinator. As noted above, students with disabilities have the responsibility to follow institutional policies and procedures.

Transitioning

Transition to higher education is a big step. These pamphlets, published by the Office of Civil Rights of the Department of Education, provide guidance and suggestions for students entering post-secondary education.

- <http://www2.ed.gov/about/offices/list/ocr/transitionguide.html>
- <http://www2.ed.gov/about/offices/list/ocr/letters/parent-20070316.pdf>

WDT is honored to welcome veterans to our campus. If you are a vet returning to college, you may find the following publication helpful.

- <http://www2.ed.gov/about/offices/list/ocr/letters/back-to-school-2008.html>

Available Services

Academic Accommodations

Students who request academic accommodations will be required to provide the appropriate documentation to the Academic Success Center. The Academic Success Center will review the documentation and meet individually with the student to determine which accommodations will be allowable. The student will be given an "ADA Accommodation Request" form and the student is responsible for taking this form to each class/teacher in which accommodations are requested. Instructional/classroom accommodations may include, but are not limited to:

- Oral tests
- Enlarged material
- Extended time on exams (up to twice the time)
- Distraction-free environment
- Note takers
- Readers
- Taped texts (must be registered through the State Library)
- Tape recorders
- Preferential seating
- Graphic organizers

SECTION 504/ADA GRIEVANCE PROCEDURE

Western Dakota Technical Institute (hereinafter “the Institute”) does not discriminate on the basis of disability in its education-related programs and activities and provides equal educational opportunities to persons with disabilities. The Institute has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the American with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973. These Laws and Regulations may be examined in the office of the Institute’s Disability Coordinator (“the Coordinator”), (605) 718-2426, who has been designated to coordinate the effort of the Institute to comply with the ADA and Section 504 of the Rehabilitation Act of 1973.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, and Department of Justice, Civil Rights Division.

The Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Coordinator will be responsible for such arrangements.

Any person who believes she or he has been subject to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Institute to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

PROCEDURE

Level 1 (Grievance): Grievances should be submitted as soon as possible, but no later than twenty-five (25) calendar days after the alleged act of discrimination. A grievance must be submitted to the Disability Coordinator, Western Dakota Technical Institute, 800 Mickelson Drive, Rapid City, South Dakota, 57701. In the event the grievance is against an action taken by the Coordinator, the complainant may file his/her grievance with the Dean of Enrollment Services, Western Dakota Technical Institute, 800 Mickelson Drive, Rapid City, South Dakota, 57701 ((605) 718-2419).

A grievance must be in writing and contain the following:

- The name, mailing address, e-mail address, and phone number of the individual filing the grievance;
- A full description of the problem; and
- A statement of the remedy or relief requested.

Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The Coordinator (or her/his designee) shall conduct a prompt investigation of the complaint. This investigation may be informal, but must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Coordinator, at his or her sole discretion, may gather additional information necessary to the consideration of the grievance, including but not limited to interviewing individuals who may possess relevant information. The Coordinator will maintain the files and records of the Institute relating to such grievances. Complaints will remain confidential except to the extent necessary to conduct a review of facts and to the extent authorized by law.

Within thirty (30) calendar days after receipt of the grievance, the Coordinator (or the Dean of Enrollment Services in the event the grievance has been filed against the Coordinator) will respond in writing, and where appropriate, in a format accessible to the person filing the complaint, such as large print, Braille, or audio tape. This deadline may be extended for good cause, as determined by the Coordinator, or by written agreement of the parties. The Coordinator’s (or Dean’s) written decision shall also include notice of complainant’s right to appeal the decision.

If the Disability Coordinator finds that the requested accommodation is reasonable and does not create an undue burden, then the Coordinator shall orally, or in writing, communicate with the student's instructors regarding the accommodation to be implemented. Instructors shall respond promptly, orally or in writing, to the Coordinator's notification and work with the Coordinator to ensure that the accommodation is implemented.

Level 2 (Appeal): If the complainant disputes the Coordinator's verification of a disability, determination regarding the need for an accommodation, and/or denial of an accommodation, then the complainant may appeal the Level 1 decision to the President of the Institute within fifteen (15) calendar days after receipt of the Level 1 decision. The appeal must be submitted to Coordinator (or the Dean of Enrollment Services in the event the grievance has been filed against the Coordinator).

The appeal must be in writing and contain the following:

- The name, mailing address, e-mail address, and phone number of the individual filing the grievance;
- The specific factual and/or procedural basis for the appeal or disagreement with the Level 1 decision.

An appeal must be directed only to issues raised in the original grievance, and cannot raise new issues. Upon receipt of an appeal, the Coordinator (or Dean) shall submit the appeal and the materials prepared at the Level 1 grievance (including the results of the Level 1 investigation) to the President.

The President shall review the written appeal and the investigative materials. The President, at his or her sole discretion, may request additional information necessary to consideration of the appeal. Within thirty (30) calendar days of the filing of the appeal, the President shall issue a written decision. This deadline may be extended by the President for good cause.

SEXUAL HARASSMENT COMPLAINT PROCEDURES

Sexual Harassment Statement

According to federal law, Title VII, sexual harassment is illegal. Sexual harassment is also a violation of the South Dakota Human Relations Act of 1989, Section 20-13-22. Sexual harassment is any behavior, which through inappropriate sexual content or disparagement, members of one sex, interferes with an individual's work or learning environment. In determining whether alleged conduct constitutes sexual harassment, it is necessary to look at the entire context and pattern of behavior. However, any behavior, whether verbal or physical, constitutes sexual harassment if:

1. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, (e.g., uninvited touching) are explicitly made as a term or condition of an individual's employment or education;
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature are used as a basis for employment or academic decisions affecting that individual (e.g., grades, evaluation, promotion, letters of recommendation);
3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonable interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive working or learning environment (e.g., sexual innuendo in the classroom).

Students, who believe they have been harassed, should report such an act to the Equity Coordinator, who will assist the grievant in seeking redress through the appropriate procedure. Both information and formal resolutions are available. Reprisals are not taken against an individual for reporting or objecting to sexual harassment. In those situations where the complainant chooses not to file a formal grievance, WDT reserves the right to investigate and take appropriate action because the Institute believes that the matter of sexual harassment cannot be ignored. The official policy followed by WDT is available from the Equity Coordinator.

Additional support and information can be obtained through the Division of Human Rights, 222 East Capitol, Suite 11, c/o 500 East Capitol Avenue, Pierre, SD 57501; phone (605) 773-4493.