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 Advisee Day to schedule classes, answer questions, and provide direction. Students are responsible for their own plan of study.

ACADEMIC AMNESTY
A student who has not been enrolled for a minimum of 1 calendar year (3 consecutive terms including fall, spring, and summer), who has successfully completed a minimum of 12 credit hours upon reenrollment, and who has earned a cumulative grade point average of 2.0 or better in courses since reenrollment may petition to exempt any “D” or “F” grades accumulated in the student’s former enrollment period from being calculated into the cumulative 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.
- The Dean of Academics’ 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 as F or D, 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 WDT academic amnesty decisions.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL
Western Dakota Tech requires students to maintain a cumulative 2.0 grade point average (GPA), attend/engage in courses, and pay full tuition and fees to remain in good academic standing. Students bear the primary responsibility for their own academic standing and for seeking assistance when experiencing difficulty.

Academic Probation
A student who achieves a cumulative grade point average (GPA) of at least 1.0 but below 2.0 at the end of a term will be placed on academic probation and will receive a probation letter from the Student Success Director notifying him or her of their status.

While a student is on academic probation, the student is expected to diligently work to bring their GPA to an acceptable level. Failure to achieve a 2.0 GPA during the probation semester will result in academic suspension and dismissal from Western Dakota Tech. Students who achieve a 2.0 during the probation semester, but fail to bring up their cumulative GPA to a 2.0 will remain on academic probation.

During the probationary semester, a student is encouraged to utilize WDT’s tutoring services and to work with their Student Success Coach.

Academic Suspension
Students will be placed on academic suspension for the following reasons:

1. A student on academic probation who fails to meet the requirements of academic probation will be placed on academic suspension.
2. A student who earns a cumulative grade point average (GPA) of less than 1.0 will be placed on academic suspension.
3. A student who fails to attend classes or engage in online courses for twenty-one (21) consecutive calendar days will be administratively withdrawn from WDT and placed on academic suspension.

Academic suspension is a serious action that will cause interruption of the student’s academic career. Academic suspension due to cumulative grade point average (GPA) will result in all courses for which the student was pre-registered to be canceled. Academic suspension due to non-attendance will result in a student being administratively withdrawn from all
current courses. See the Administrative Withdraw section of this handbook for information on how a student is affected when being administratively withdrawn. In all cases, the student must wait one full semester (fall/spring) before applying for re-enrollment. Upon applying for re-enrollment, the student must meet with a Student Success Coach before the student is readmitted to WDT.

It is important to note that academic suspension and financial aid termination are not the same nor are the reasons for the suspension/termination. Students must refer to the Financial Aid Bulletin for requirements of “satisfactory academic progress”, financial aid termination, and appeal processes for financial aid termination.

**Appeal**
A student placed on academic suspension has the right to appeal the penalty of being required to wait one full semester (fall/spring) before applying for re-enrollment.

The appeal is initiated with a written petition submitted to the Student Success Director 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 Student Success Director will arrange for an appeal hearing. The student will be notified of the hearing date and time.

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

**ADDING/DROPPING COURSES**
Students may add a course to their original course schedule within the first five (5) days of the fall/spring semester based on space availability for full-semester courses. To add a course, the student must obtain the course Drop/Add/Withdraw form from the Registrar’s Office and complete it with all required signatures. Adding a course(s) after the official add period requires permission from the Dean of Academics.

In the event of late enrollment into a course, 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.

Students may drop a course from their original course schedule within the first ten (10) days of the fall/spring semester for full semester courses. To drop a course, the student must obtain the course Drop/Add/Withdraw form from 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 within two weeks after the drop period ends. These courses will not appear on the transcript.

Enrollment status changes during the drop/add 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 drop/add period are published on the Academic Calendar found on the WDT website. Students need to refer to the Academic Calendar for the summer term as the drop/add period is modified.

**ADMINISTRATIVE WITHDRAW DUE TO NON-ATTENDANCE**
Students who fail to attend classes or engage in online classes for twenty-one (21) calendar days will be administratively withdrawn from WDT and placed on academic suspension. Upon administrative withdrawal, all current course grades will be changed to a WF – Administrative Withdrawal with F’s. Administrative withdraws are final. Students will be notified of their administrative withdrawal via their student email account and U.S. mail.

Students who receive financial aid will have their financial aid status 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 who plan to return to WDT in the future must meet with a Student Success Coach to initiate the appeal of their academic suspension due to non-attendance.
Students are encouraged to contact WDT to properly withdraw from WDT 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.

AUDIT
Students may audit a class instead of taking it for credit. Audit 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. Financial aid is not available for audit courses.

Students must complete an Audit Course Agreement form before the course starts indicating whether they will take the course as Audit Course With No Grade (AU) or Audit Course With Grade (AU “grade”). Students who take the course as Audit Course With No Grade will not be able to transcribe the course for credit at a future date. Students who take the course as Audit Course With Grade may transcribe the course for credit (TF) if they request to do so within one year of the completion date of the course, pay 50% of the current tuition and fees at the time of transcription, and earned an AUA, AUB, AUC, or AUD in the course.

Audit courses do not calculate in the student’s overall WDT GPA, may not be dropped or withdrawn from after the start date, and are non-refundable.

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 by logging on to MyWDT or through Enrollment Services. Name changes require valid documentation.

CHANGING PROGRAMS
Students need to visit with their Student Success Coach to request a change of program. Students must meet the admission’s requirements of the program they seek to enter.

COURSE/SCHEDULE CHANGES AND COURSE CANCELLATIONS
WDT reserves the right to change course times, days, and rooms. WDT reserves the right to cancel courses.

COURSE SUBSTITUTIONS
Students requesting a course substitution to fulfill their plan of study requirements must complete a Course Substitution form through the Registrar’s Office. The Dean of Academics will make final approval/denial of all requested course substitutions.

COURSE WITHDRAWAL
Courses withdrawn from after the official drop/add period but prior to completion of 75% of the semester (Last Day to Drop With a “W”) will carry a “W” indicating withdrawal on the transcript. Students who withdraw from less than all current courses after the drop/add period but prior to completion of 75% of the semester will not be granted a refund and financial aid may be affected.

Students cannot withdraw from courses after completion of 75% of the semester. Students who leave courses after the Last Day to Drop With a “W” will receive grades earned and no refunds will be granted.

The last day to withdraw with a “W” is listed on the Academic Calendar and the 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. The fee 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. If the student passes the examination, they may be eligible for tuition reimbursement.

**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 Student Success Director, 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 one-half of the credits required for a WDT diploma or degree. Approved prior learning credits are designated on the transcript as “TF”.

**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 WDT and earn credit for high school graduation as well as postsecondary credit from WDT. Contact the WDT Admissions Office for details.

**ENROLLMENT STATUS**
Students are considered enrolled in WDT upon acceptance of admission. Enrollment ends upon graduation or withdrawal from WDT. For academic and financial aid purposes, 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. Third-party funding agencies may have different definitions for enrollment status.

**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.

**GENERAL EDUCATION CLASSES**
General education courses constitute an essential part of the education of all students. These courses help students learn necessary skills to obtain and keep 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.

**GRADE APPEAL PROCESS**
Should a situation arise in which a student believes he/she has not been treated fairly in the calculation of a particular course grade or individual grade within a course, 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 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 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 the Dean of Accreditation and Advancement within five (5) calendar days of the receipt of the Dean of Academics’ decision.
4. Within five (5) working days, the Dean of Accreditation and Advancement will issue a response. The decision will be communicated in writing to all parties and is final.
GRADING SYSTEM
Western Dakota Tech 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 F’s .................... 0.0 points
AU - Audit .............................................................. No points
AUA - Audit A level work ......................................... No points
AUB - Audit B level work ......................................... No points
AUC - Audit C level work ......................................... No points
AUD - Audit D level work ......................................... No points
AUF - Audit F level work ......................................... No points

Other transcript codes include:

TC - Transfer Credit ............................................... No points
CE - Credit by Exam ............................................... No points
AC - Articulated Credit ............................................ No points
TF - Transcript 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, AUA, AUB, AUC, AUD, TF are not used in the calculation of grade point average. The designation "R" is used when a course is retaken. The 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 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 all Audit grades (AU, AUA, AUB, AUC, AUD, AUF) are not counted as hours successfully completed.

Grading Scales
General Education courses as listed in the academic catalog plus Chemistry and EMT 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 WDT 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 should be received by midterm of the final semester of a student’s enrollment to qualify for graduation at the end of that term.

In order to be eligible to receive a 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 Progress Standards.
   (Some programs have additional requirements which must be achieved. Students should check with their academic advisor.)
3. Attain a cumulative grade point average of 2.0 or higher.
4. Fulfill all financial obligations to WDT.
5. Complete financial aid Exit Counseling if applicable.

Students who have not met all diploma/degree requirements will not be allowed to participate in graduation ceremonies. Exception: Student in programs that complete diploma/degree requirements in the summer may walk at graduation if all course requirements other than the summer courses as listed in the academic catalog are met.

Honors
WDT awards honors to graduates who earn certain cumulative grade point averages. To earn 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.

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. 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 Dean of Academics.

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 the 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 academic advisor, the Student Success Director, and the Dean of Academics.

ONLINE COURSES
Online courses require high-speed Internet connectivity and may require the student to secure an approved proctor for exams. Online courses require a high degree of self-direction and time management skills. Please consult with your academic advisor or a Student Success Coach when deciding whether to enroll in an online or on-campus course.

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.

REGISTRATION
Registration is the process of enrolling in courses. Students are encouraged to register for courses for the next semester during their midterm advising session with their academic advisor. 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, courses that have been successfully completed are not eligible for financial aid upon repeating. 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 ID CARDS AND ID NUMBERS
WDT will issue every student a student ID card. This card is the property of WDT and is mandatory for use of the WDT library. To ensure the safety of the WDT community, students are required to carry their student ID card with them at all times. This ID can be used for requesting student information, such as passwords, email, or student records.

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. Student ID numbers/passwords are utilized to access MyWDT, BlackBoard, and a student’s email account.

STUDENT INFORMATION SYSTEM – MyWDT AND STUDENT EMAIL
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 www.my.wdt.edu. Through MyWDT, students will have access to class schedules, grades, billing information, unofficial transcripts, advising, registration, financial aid awards, et cetera.

All student email communications will be sent through the student’s official WDT student email account. Student email accounts will remain active for six months after a student exits WDT.

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

STUDENT RECORDS AND FERPA
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, placement test results, immunization records, original grades, grade changes, WDT transcript, copies of correspondence, and other records per WDT Student Records Retention Policy.

When a student leaves WDT, the student file is kept for three years. The WDT transcript, original grades, and grade changes are kept on file indefinitely. If a student does not report for courses after having made application, the record is retained for three years 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 client to authorize WDT officials to release academic records 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 that includes the student’s signature to the Registrar’s Office. Requests may be made to WDT in person, via fax, or through US mail. 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 WDT.
All students receive one (1) official copy of their completed transcript within 30 days of graduation. Additional copies 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 [http://www.wdt.edu/alumni-andriends/request-transcripts/](http://www.wdt.edu/alumni-andriends/request-transcripts/).

**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.

**FERPA – 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 Registrar’s Office within seven calendar days after the first day of the semester 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
- Photo
- 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 1-202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Students or parents may also write Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.

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. All requests for transfer of credit from a higher education institution should be received by midterm of the final semester of a student’s enrollment to qualify for graduation at the end of that term. Transfer students must complete a minimum of 50% of the prescribed coursework 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 Student Success Director. Approved transfer credits are designated on the transcript as “TC”.

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 Student Success Director. 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, provided, 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.

WITHDRAWAL FROM WDT
If a student desires to withdraw from WDT, the student needs to contact the Registrar’s Office or a Student Success Coach as soon as the decision has been made. Upon contacting the Registrar’s Office or a Student Success Coach, the student will be counseled on the academic and financial consequences of withdrawing.

Students who withdraw from all courses after the official drop/add period but prior to completion of 75% of the semester may be due a partial refund depending on the last day of attendance and financial aid may require adjustment. Current refund schedules are available from the Student Accounts Office and are published in the Financial Aid Bulletin. The refund policy is subject to change.

Students cannot withdraw from WDT after completion of 75% of the semester. Students who leave WDT after the Last Day to Drop With a “W” will receive grades earned as of the end of the semester and no refunds will be granted.

The last day to withdraw with a “W” is listed on the Academic Calendar and WDT website.