WESTERN DAKOTA TECH
Student Handbook
2008-2009

LIMITS OF HANDBOOK INFORMATION
July 2009

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. In-so-far-as possible, statements are as 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.

NON-DISCRIMINATION STATEMENT
Western Dakota Tech does not discriminate in its employment policies and practices, or in its educational programs based on race, color, creed, religion, age, gender, disability, national origin, sexual orientation or ancestry. Inquiries concerning the applications on the Title VI, Title IX or Section 504 may be referred to the Title IX Coordinator at 800 Mickelson Drive, Rapid City, South Dakota, 57703, phone 605-394-4034; or to the Regional Director, U.S. Department of Education, Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, phone 816-880-4202.

ACCREDITATION
Western Dakota Tech is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, phone 312-263-0456, to award degrees and certificates. The South Dakota Board of Education has approved Western Dakota Tech to offer our catalog of programs.
Welcome To Western Dakota Tech!

Greetings!

Welcome to Western Dakota Tech! We are excited you have selected our institution to pursue your future. During your educational journey you may find it necessary to seek out assistance for a variety of reasons. Be assured that the staff and faculty at WDT are here to help you find the resources you need to be successful in reaching your career goals.

This handbook is your official policy and procedures guide. It outlines the rules and regulations the staff and faculty follow to assure all students are given equal and fair access to the services provided at WDT. It will help guide you to answers concerning satisfactory progress, graduation requirements, emergency contact information, student code of conduct and where to go and who to contact for what.

If you are unclear on a policy or procedure, or cannot find answers to your questions, the staff in Student Services is available to guide you through the process. Within Student Services you will find professionals that can provide personal and career counseling, financial assistance, tutoring, job placement services and much more! Please do not hesitate to stop by and ask any of the Student Services staff members your questions. The answer is only a question away.

We offer even more than the educational program in which you are enrolled. There are many clubs and activities in which we hope you will take an active part. Your participation is most welcome. The more involved you become, the more you will enjoy your educational experience.

We wish you much success on your journey!

The Student Services Staff
Mission, Objectives, and Philosophy

MISSION
Western Dakota Tech is a public institution of higher learning where students acquire the knowledge, skills, and behaviors necessary for successful employment.

OBJECTIVES
The students will demonstrate:
1. the occupational skills necessary to obtain and retain successful employment in their field of training.
2. proficiency in academic skills in the area of communications, mathematics, computer use, and social science appropriate to their program of study.

The Institute will:
1. develop and implement short-term and customized training opportunities through the Corporate Education Center.
2. maintain efficient and effective facilities designed to serve the needs of the students.
3. develop and retain a staff of technically competent and highly trained individuals.
4. secure adequate financial resources necessary to accomplish its mission.
5. assure equal access to those who are disabled, economically or academically disadvantaged, in nontraditional programs of study, and/or of limited English proficiency.
6. provide services to those requiring academic assistance, counseling, and career guidance.
7. provide assistance in securing training-related employment to students and graduates.
8. provide opportunities for higher learning to high school students.
9. promote life long learning.

PHILOSOPHY
We believe that all individuals should be afforded an educational opportunity to develop and maximize their technical abilities through opportunities offered by Western Dakota Tech.
Services to Students

The Student Services staff is committed to carrying out the mission of WDT with special emphasis on serving the student. The focus is holistic. The staff recognizes each student as an individual with social, emotional, spiritual, physical, intellectual and psychological needs.

The mission of the department is to facilitate the educational growth of each student in an atmosphere of support, encouragement and mutual respect. The members of this department advocate for the students. Each seeks to enhance and protect both the rights and the responsibilities of each student and of the Institute community. Each of the following areas within the department work together to fulfill this challenge:

**ADMISSIONS**
The Admissions Office is dedicated to informing prospective applicants, qualifying those applicants and ensuring their registration at WDT.

**BOOKSTORE**
The bookstore hours are 7:00 a.m. – 3:30 p.m. Monday – Friday with extended hours at the start of each semester.

The Bookstore is located in the Mickelson building. A wide variety of gift items, school supplies and WDT apparel are available in addition to required textbooks. Students must purchase required books with personal funds. The Bookstore accepts major credit cards. The Bookstore can only charge books to students who have written authorization from a funding agency.

**Book Buy-Back Policy**
The WDT Bookstore offers a book buy-back at the end of each semester for books that will be used during the following 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 lesser 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 funding by third party funding agencies are responsible to know the policy of their funding agency in regard to book buy-back.
CAFETERIA
A cafeteria service providing breakfast and lunch menus is available in the Commons. Students must arrange for their own meals. Vending machines, a refrigerator and a microwave are available for student use in the Commons. Meal Tickets may be purchased from the cafeteria.

CAREER SERVICES
The Career Services Office at WDT collaborates with academic and other support units to provide career development service 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. Statistics show an average overall yearly placement rate of approximately 96%. Prospective graduates seeking placement assistance must register with the Career Services Coordinator prior to graduation to be guaranteed notification as job possibilities are listed. Career opportunities for WDT students and alumni will be posted in the hallway near the Career Services Office and on the www.wdt.edu website. Students will need to login with their student ID and password.

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.

CHILD DEVELOPMENT CENTER
The Child Development Center’s mission is to maintain a nurturing and educational environment for children of WDT students and staff. The Child Development Center is located on the campus of WDT, near the Rushmore building, and is reserved primarily for the children of WDT students and staff. Contact the Center at 394-5488 for information on cost, hours, types of services, and methods of payment.
COUNSELING (PERSONAL, ACADEMIC AND CAREER)
The counseling services mission is to provide quality counseling and guidance to students at WDT, tailored to each unique individual’s circumstances and needs, while maintaining a healthy perspective in their physical, mental, emotional, educational, and social well-being.
The emphasis of the counseling program is directed toward the student's successful completion of his/her chosen program. Student success is a sincere concern of all staff members. Assistance with course work and help in school adjustment is provided by all members of the staff. A counselor is available to assist with personal problems which affect academic progress.

LIBRARY
The Library is located on the second floor of the Mickelson Building, Room 213. It houses a collection of books, periodicals, monographs, newspapers, videos, departmental collections, archives and other media to support the programs at Western Dakota Tech. The collections can be found in the Aleph Catalog under WDT at www.sdln.net. Within the SD Library Network you’ll find specific groups of databases to research full-text articles for your assignments or you can choose to research your family’s heritage. Library cards are issued for checking out materials and to log on to the SD Library Network. Throughout the year, library orientation and instructional classes are held upon the request of the instructor.

Students are welcome to print to the library’s printer within reason for their print jobs. This includes printing from any classroom on campus as well as personal laptops or notebooks. The library offers copying for a minimum charge, fax services and a scanner. Study areas are dotted within the library for relaxation and kicking back whether it’s between classes or after school. The library’s hours are posted as follows: Fall and Spring Semester: Monday through Thursday: 7:30am -7:00pm, and Friday 7:30-4:00pm. Summer Schedule: May through August 7:30 am- 4:00 pm.

A wealth of resources has been provided for you whether you use them on campus or at home. One of the core skills we want you to learn is to use the library’s resources, their relevance and authority. We want your research findings to be a meaningful experience.

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.) The institute recognizes the fact that non-traditional students have very different circumstances and barriers than traditional students. Therefore, they have appointed a Special Services Coordinator 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 on this program, please contact the Special Services Coordinator.
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 financial aid questions or would like a bulletin, please see the Financial Aid Office in Student Services.

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.

VETERAN’S EDUCATION BENEFITS
Veterans and dependants of deceased or disabled veterans may be eligible for benefits from the United Stated Department of Veteran Affairs. For more information contact the Career Services Office.

ACADEMIC SERVICES CENTER
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 insure 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 Academic Services Coordinator at 718-2426. 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.

**Academic Accommodations**
Students who request academic accommodations will be required to provide the appropriate documentation to the Academic Services Coordinator. The Academic Services 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/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

**Tutoring Services**
All instructors will provide extra attention to students having difficulty as time permits. 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 Services Center. **There is no cost to the student for tutoring services.** Students may be required to utilize tutoring services if deemed necessary.
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 imposed by the Conduct Board.

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

1. Obstruction or disruption of the normal operation or activities of the school.
2. Physical or verbal abuse or detention of any person or persons on school property or at school activities.
3. Endangerment of the health and safety of oneself or others, or infringement upon the rights of others.
4. Theft or damage to school property or property of any member of the WDT community or campus.
5. Unauthorized entry or use of school facilities or property.
6. Use, possession, manufacture or distribution of alcohol, narcotics, illegal drugs, or other controlled substances, firearms, explosives, or dangerous chemicals on school controlled property, or during school sponsored activities.
7. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the Institute.
8. Reckless use of vehicle on school property.
9. Failure, after due notice, to pay fees or other school financial obligations, i.e. Bookstore, Parts Store, Cafeteria, Daycare, 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 in Institute buildings.
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.

PROCEDURAL DUE PROCESS PRINCIPLES

Allegations and Hearings
1. Written allegations of misconduct may be filed against any student by any member of the WDT community. Allegations shall be directed to the Dean of Student Services, or designated representative. 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. In cases in which a faculty member raises allegations of academic misconduct, the written allegation shall contain specific details of the alleged violation and include a recommendation in regard to disciplinary sanctions.
3. The Dean of Student Services 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 Student Services 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 Student Services determines that the allegations have merit, the Dean of Student Services
Services shall next determine whether they can be resolved by mutual consent of the parties involved on a basis acceptable to the Dean of Student Services or by waiver of formal hearing where the charged student admits to the misconduct and accepts the proposed sanction.

a. Informal Resolution shall be final and there shall be no subsequent proceedings. If the allegations cannot be resolved informally, the Dean of Student Services may later serve in the same manner as the Conduct Board or a member thereof.

**Formal Resolution**

A. Within fifteen workings days of the filed complaint, the Dean of Student Services 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 Student Services.

B. Hearings shall be conducted by a Conduct Board or Dean of Student Services according to the following guidelines:
   a. Hearings shall be conducted in private.
   b. The chair of the Conduct Board or the Dean of Student Services 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 or Dean of Student Services 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 or Dean of Student Services.
   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 or Dean of Student Services at the discretion of the chairperson or the Dean of Student Services.
   g. At the hearing, the Conduct Board or Dean of Student Services shall determine (by majority vote if the Conduct Board consists of more than one person) 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. Intoxication may be considered an aggravating factor, and it shall be so considered where the student has a history of prior violations of alcohol, marijuana or an illegal controlled substance.
   j. 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 Student Services 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.
k. Except in the case of a student charged with failing to obey the summons of a Conduct Board, Dean of Student Services 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 Student Services 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**

The dangers of tobacco use and second-hand smoke have been well documented. All facilities of Western Dakota Tech are tobacco-free. Smoking or the use of other tobacco products is not allowed anywhere in the buildings or building entryways, and is allowed only in designated areas. Designated areas are denoted by the placement of ashtrays. Disciplinary action may result for students who do not follow this action. Any violation of this policy by faculty and staff shall be referred to the appropriate supervisor and will be subject to appropriate disciplinary policies.

**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 regarding his/her use. 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.

The unlawful manufacture, possession, consumption, or distribution of alcohol or other controlled or illegal substances by students and employees is prohibited on school property or at school sponsored activities. Furthermore, students and employees 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 WDT Student Services Manager. 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 suspended from classes for five days.
   - The student being placed on conduct probation.
   - Mandatory one-on-one counseling and assessment with the WDT counselor and behavior in accordance with the counselor’s recommendations, with possible referral for more extensive assessment or treatment.
   - Referral for prosecution.

2. The second offense will result in:
   - The student being suspended from the institution.
   - Referral for prosecution.

3. Should the student appeal the suspension and be reinstated, a third offense will result in expulsion from the institution and referral for prosecution.

4. Additionally, drug-related convictions may disqualify a student from receiving Federal Student Aid. United States Department of Education Federal Student Aid Regulations indicate 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). The period of ineligibility is based upon whether the student’s conviction is for the sale (a conviction for the sale of drugs includes convictions for conspiring to sell drugs) or possession of drugs, and whether the student has a previous offense. 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. Students will lose their eligibility and must pay back all aid they received after their conviction. Students violating this policy also bear the cost of off-campus assessment and treatment when deemed necessary.

Drug-Free Workplace
Western Dakota Tech is committed to providing a drug-free workplace. Employees who unlawfully possess, use, distribute, dispense, or manufacture alcohol or other drugs while on duty will be referred to their supervisor for disciplinary action. Any employee who is convicted of a criminal drug statute violation that occurred in the workplace must report that conviction within five days.

Off-Campus Alcohol and Drug Offense Policy
Western Dakota Technical Institute is committed to providing a healthy learning environment that facilitates academic achievement and fosters the development of all of its students. The institute strives to support and promote safe and legal behavioral norms, standards, and practices regarding the use of alcohol and drugs. In accordance with local, state, and federal laws, WDTI has made a commitment to the following:

- To stress moderation, safety, and individual accountability for those students age 21 or over who choose to drink
- to discourage and prohibit underage drinking
- to prevent problem behavior, heavy episodic drinking, and alcohol abuse
- to provide prevention and intervention information and education for all students, faculty, and staff
- to provide students with information about confidential on- and off-campus resources to seek help addressing issues related to alcohol and drug use and abuse

While WDT has a primary duty to supervise behavior on its premises, there are circumstances where the off-campus behavior of students affects a substantial interest of WDT and warrants disciplinary action. Therefore, when WDT becomes aware of the legal conviction of one of its students for an alcohol or drug related offense, a hold will be placed on the student’s record until such time that the student has completed an alcohol/drug education class and has satisfactorily met the requirements of the Campus Prevention Coordinator.
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<td>Amphetamines</td>
<td>Unknown</td>
<td>Unknown</td>
<td>▪ Hallucinations ▪ High-Low ▪ High-Low ▪ High-Low ▪ High-Low ▪ High-Low ▪ High-Low</td>
<td>■ Coughing ▪ Crying</td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>Unknown</td>
<td>Unknown</td>
<td>▪ Hallucinations ▪ High-Low ▪ High-Low ▪ High-Low ▪ High-Low ▪ High-Low ▪ High-Low</td>
<td>■ Coughing ▪ Crying</td>
<td></td>
</tr>
<tr>
<td>Inhalants</td>
<td>Unknown</td>
<td>High</td>
<td>▪ Ataxia ▪ Nausea ▪ Vomiting ▪ Headache ▪ Depression ▪ Ataxia ▪ Muscle stiffness ▪ Nausea ▪ Vomiting</td>
<td>■ Convulsions ▪ Nausea ▪ Vomiting ▪ Muscle pain ▪ Headache ▪ Convulsions</td>
<td></td>
</tr>
<tr>
<td>Caffeine</td>
<td>Unknown</td>
<td>High</td>
<td>▪ Ataxia ▪ Nausea ▪ Vomiting ▪ Headache ▪ Depression ▪ Ataxia ▪ Muscle stiffness ▪ Nausea ▪ Vomiting</td>
<td>■ Convulsions ▪ Nausea ▪ Vomiting ▪ Muscle pain ▪ Headache ▪ Convulsions</td>
<td></td>
</tr>
<tr>
<td>Nicotine</td>
<td>High</td>
<td>High</td>
<td>▪ Ataxia ▪ Nausea ▪ Vomiting ▪ Headache ▪ Depression ▪ Ataxia ▪ Muscle stiffness ▪ Nausea ▪ Vomiting</td>
<td>■ Convulsions ▪ Nausea ▪ Vomiting ▪ Muscle pain ▪ Headache ▪ Convulsions</td>
<td></td>
</tr>
</tbody>
</table>
## State Criminal and Civil Penalties for Unauthorized Possession or Distribution of Alcoholic Beverages

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>For any person under the age of 21 years to purchase, attempt to purchase or consume alcoholic beverages except when consumed in a religious ceremony given to said person by an authorized person, or to misrepresent his age with the use of any document for the purpose of purchasing or attempting to purchase alcoholic beverages from any licensee licensed under this title. SDCL 35-9-2.</td>
<td>Class 2 misdemeanor: thirty days imprisonment in a county jail or $100 fine or both. SDCL 22-6-2 (2)</td>
</tr>
<tr>
<td>To sell or give for use as a beverage any alcoholic beverage to any person who is eighteen years of age or older but less than twenty-one years of age unless it is done in the immediate presence of a parent or guardian or spouse over twenty-one years of age or by prescription or direction of a duly licensed practitioner or nurse of the healing arts for medicinal purposes. SDCL 35-93-1.1</td>
<td>Class 2 misdemeanor: thirty days imprisonment in a county jail or $100 fine or both.</td>
</tr>
<tr>
<td>First conviction of a first adjudication of delinquency for an alcoholic beverage violation while in a motor vehicle. SDCL 32-12-52.3</td>
<td>The Department of Commerce and Regulation shall revoke the driver’s license or driving privilege of any person who was under the age of 21 when the offense occurred, for a period of 90 days. SDCL 32-12-12-62.</td>
</tr>
<tr>
<td>Second or subsequent conviction or first adjudication of delinquency for an alcoholic beverage violation while in motor vehicle. SDCL 32-12-52.3</td>
<td>The Department of Commerce and Regulation shall revoke the driver’s license or driving privilege of any person who was under the age of 21 when the offense occurred, for a period of one year, or until the person’s seventeenth birthday, whichever is longer. SDCL 32-12-52.3</td>
</tr>
</tbody>
</table>
### State Criminal and Civil Penalties for Possession or Distribution of Marijuana

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of two ounces of marijuana or less. SDCL 22-42-6</td>
<td>Class 1 Misdemeanor: one year imprisonment in a county jail or $1,000 fine or both. SDCL 22-6-2(1)</td>
</tr>
<tr>
<td>Possession of more than two ounces of marijuana but less than half a pound of marijuana. SDCL 22-42-6</td>
<td>Class 6 Felony: two years imprisonment in the state penitentiary or fine of $2,000 or both. SDCL 22-6-1(8)</td>
</tr>
<tr>
<td>Possession of one half pound but less than one pound of marijuana. SDCL 22-42-6</td>
<td>Class 5 Felony: five years of imprisonment in state penitentiary. In addition, a fine of $5,000 may be imposed. SDCL 22-6-1(7).</td>
</tr>
<tr>
<td>Possession of one to ten pounds of marijuana. SDCL 22-42-6</td>
<td>Class 4 Felony: ten years imprisonment in state penitentiary. In addition, a fine of $10,000 may be imposed. SDCL 22-6-1(6)</td>
</tr>
<tr>
<td>Possession of more than ten pounds of marijuana. SDCL 22-42-6</td>
<td>Class 3 Felony: fifteen years imprisonment in state penitentiary. In addition, a fine of $15,000 may be imposed. SDCL 22-6-1(5)</td>
</tr>
<tr>
<td>Distribution of less than one half ounce of marijuana without consideration. SDCL 22-42-7</td>
<td>Class 1 Misdemeanor: one year imprisonment in a county jail or $1,000 fine or both. SDCL 22-6-2(1)</td>
</tr>
<tr>
<td>Distribution of one ounce or less of marijuana. SDCL 22-42-7</td>
<td>Class 6 Felony: two years imprisonment in the state penitentiary or fine of $2,000 or both. SDCL 22-6-1(8)</td>
</tr>
<tr>
<td>Distribution of more than one ounce, but less than one half pound of marijuana. SDCL 22-42-7</td>
<td>Class 5 Felony: five years of imprisonment in state penitentiary. In addition, a fine of $5,000 may be imposed. SDCL 22-6-1(7)</td>
</tr>
<tr>
<td>Distribution of one half pound but less than one pound of marijuana. SDCL 22-42-6</td>
<td>Class 4 Felony: ten years imprisonment in state penitentiary. In addition, a fine of $10,000 may be imposed. SDCL 22-6-1(6)</td>
</tr>
<tr>
<td>Distribution of one pound of marijuana. SDCL 22-42-7</td>
<td>Class 3 Felony: fifteen years imprisonment in state penitentiary. In addition, a fine of $15,000 may be imposed. SDCL 22-6-1(5)</td>
</tr>
<tr>
<td>Distribution of any amount of marijuana to a minor. SDCL 22-42-7</td>
<td>Class 4 Felony: ten years imprisonment in state penitentiary. In addition, a fine of $10,000 may be imposed. SDCL 22-6-1(6)</td>
</tr>
<tr>
<td>Description</td>
<td>Quantity</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>100 kg to 999 kg mixture; or 100-999 plants</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>50-99 kg mixture; 50-99 plants; More than 10 kg Hashish; More than 1 kg Hashish Oil</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>Less than 50 kg mixture; 1-49 plants</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or more</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or more</td>
</tr>
</tbody>
</table>
### Federal Penalties for Illegal Trafficking & Possession of a Controlled Substance

<table>
<thead>
<tr>
<th>Drug/Schedule*</th>
<th>Quantity</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cocaine</strong></td>
<td>500-4999 gms mixture</td>
<td>Not less than 5 yrs, more mixture</td>
<td>Not less than 10 yrs, not less than 20 yrs, more mixutre</td>
</tr>
<tr>
<td></td>
<td>50 gms or more mixture</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Cocaine Base</strong></td>
<td>5-49 gms</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Fentanyl</strong></td>
<td>40-399 gms mixture</td>
<td>Not less than 5 yrs, more mixture</td>
<td>Not less than 10 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Fentanyl Analogue</strong></td>
<td>10-99 gms mixture</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Heroin</strong></td>
<td>100-999 gms mixture</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>LSD</strong></td>
<td>1 gm or more</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>PCP</strong></td>
<td>10-99 gms pure or 50-499 gms mixture</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Other Schedule I &amp; II drugs</strong></td>
<td>Any amount</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Flunitrazepam (Schedule IV)</strong></td>
<td>1 gm or more</td>
<td>Not less than 3 yrs, more mixture</td>
<td>Not less than 5 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Other Schedule III drugs</strong></td>
<td>Any amount</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Flunitrazepam (Schedule IV)</strong></td>
<td>10-99 gms</td>
<td>Not less than 3 yrs, more mixture</td>
<td>Not less than 5 yrs, more mixture</td>
</tr>
<tr>
<td><strong>All Schedule IV drugs</strong></td>
<td>Any amount</td>
<td>Not less than 10 yrs, more mixture</td>
<td>Not less than 20 yrs, more mixture</td>
</tr>
<tr>
<td><strong>Flunitrazepam (Schedule IV)</strong></td>
<td>Less than 30 mgs</td>
<td>Not less than 1 yr, more mixture</td>
<td>Not less than 1 yr, more mixture</td>
</tr>
<tr>
<td><strong>All Schedule V drugs</strong></td>
<td>Any amount</td>
<td>Not less than 1 yr, more mixture</td>
<td>Not less than 1 yr, more mixture</td>
</tr>
</tbody>
</table>

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*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.
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 WDT Vice-President as soon as possible. Annual reports are available upon request from the Student Services Office.

Procedure:
1. To report a crime in progress, or other emergencies, dial 911 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 Student Services Office.
3. Reports on all criminal activity will be kept in the Dean of Student Services Office 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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Campus Arrest Summary

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Alcohol/Drug Abuse</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

FIRE DRILLS AND EMERGENCY EVACUATION OF BUILDING
Fire drills may be held periodically during the school 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.

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 (911) 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 Vice-President’s Office IMMEDIATELY!

**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 on-line at: [http://www.sor.sd.gov](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 Vice-President’s office.

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 school entrances with caution.

**SHOPS/LABS/STORAGE AREAS**
Shop/Lab areas are not to be used by students without supervision. Storage areas are provided, including drawers, cabinets, etc., that are owned by the Institute. Students are responsible for properly identifying ownership and securing their tools. These areas are subject to search by the President or designee at anytime. Students are generally required to provide their own padlocks.

**NOTE:** Items owned by students which are left for 30 days after the student has ceased attending will become the property of WDT.

**THEFT/VANDALISM**
Vandalism, theft of tools, supplies, or other property belonging to the school or to other students may result in immediate dismissal from school. In addition, students will be required to pay for any school property that they may damage or lose. Matters of this nature will be reported to the Vice-President.

The school 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/E-MAIL/PHONE
All students must maintain current contact information in the event of an emergency. Current addresses, e-mails and phone numbers are also important for job placement contacts. To change your address please access your student account and click BIO UPDATE or stop by Student Services for a change of address form.

CHANGING PROGRAMS
Students who desire to change programs must consult with their advisor and obtain the proper paperwork from the Student Services office. A change of program fee will be assessed. All tuition and fees will be transferred if the change is approved within the first two weeks of enrollment.

Students may only change programs twice and must have the approval of their advisor, Student Services, and the Financial Aid Office. When a student changes programs, credits carrying a grade of "C" or better may be transferred.

CHECK CASHING
The Cafeteria will cash checks for $5 over the amount of purchase once a day. A student’s driver’s license will be required for identification. A fee will be charged for each non-sufficient funds check that is returned. An ATM machine is also available in the Commons area.

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.

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 by local law enforcement.

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 which 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. Institute staff reserves the right to determine what appropriate attire is.

HOUSING
The Institute does not provide housing. All students are expected to make their own arrangements. A list of rental units is available upon request from the Student Services office. Students are not required to utilize this list.

Western Dakota Tech students can stay in the residence halls of National American University in downtown Rapid City. The residence halls offer multiple room options including:

- A two-person room with a hall bathroom
- A four-person room with a private bathroom
- Single rooms may be available too

You can also purchase a meal plan. Please contact Student Services at Western Dakota Tech for more information.
LOST AND FOUND
Any article found should be taken to the Information Desk or the Library where it may be claimed by the owner.

NEWSLETTER
The Marketing Office publishes Tech Times, the official newsletter of Western Dakota Tech. The newsletter is published biweekly during the academic year. Tech Times is intended to keep students informed about campus news, events, schedules, policies, job opportunities, and other information. Students with stories, announcements, and other news items can email them to cheryl.jarding@wdt.edu or stephen.buchholz@wdt.edu.

PARKING REGULATIONS
The following areas are designated as student parking:
- Parking areas are on the west side of the Mickelson building.
- Parking areas are to the south of the Rushmore building.
- NO PARKING in the visitor areas or adjacent to the fenced vehicle storage area.
- There is no designated motorcycle parking at the Mickelson Building.
- Handicapped parking is designated in both locations near each entrance.
- Sturgis - Agriculture students may park east of the new building. Handicapped parking is designated.
- Improperly parked cars will be towed at owner’s expense.

REFUND POLICY
SEE THE FINANCIAL AID BULLETIN FOR DETAILED REFUND AND REPAYMENT INFORMATION.

SCHOOL 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.
2. The decision relative to school cancellation will be made as early as possible and an announcement will normally be made by 6:00 AM for daytime classes and by 3:00 PM 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 INSURANCE
The school neither accepts nor recognizes any liability for injury to students on school property while participating in school activities, for travel to job sites, or other areas required as part of the program of study, or for travel to and from school. Optional health/accident insurance information is available in the Student Assistance Center.

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. All other messages will be posted near the commons area. Students should check the board often for all non-emergency messages. After 6 p.m. Monday through Friday and on weekends or holidays, messages for staff and faculty may be left by calling 394-4030.

TRANSPORTATION
Students are required to furnish their own transportation to and from school. This also 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 rules relating to vehicle regulations. Car-pooling is
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. Students may pay in advance if they wish, but Financial Aid cannot be released until the student attends classes.

**DEFERMENTS**
Deferments may be granted in extreme emergencies only, with the approval of the Associate Vice-President of Finance and Operations or designee. A charge may be levied for each deferment. A contract must be signed by the student designating the amount being deferred and the date it must be paid.

If a student repeats any course, payment is required.

**REACTIVATION**
If an enrolled student interrupts training for any reason other than regular school breaks (including summer), a reactivation fee will be assessed upon return of the student.

**CHECK POLICY**
The Institute 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, at the bookstore, the Parts Store, the Child Development Center, and/or the Cafeteria.

**NON-PAYMENT**
Students will not be allowed to attend classes in any term in which they have not made payment within 30 calendar days of the designated starting date, unless unusual circumstances are identified and method of payment is approved by the Associate Vice-President of Finance and Operations.

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.

**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. In addition, various community businesses offer discounts or student rates with a valid student ID. To ensure the safety of the WDT community, students are required to carry their student ID cards with them at all times. Failure to produce an ID card when requested by a faculty or administrator at WDT may result in disciplinary action. Lending an ID to anyone may also result in disciplinary action.

Student ID cards are taken during Welcome Day and distributed when classes begin. The first card is issued, free of charge, to enrolled student. A replacement fee of $10.00 is assessed to replace a lost ID card. Please contact the Dean of Student Services immediately if your ID card has been lost or stolen.
Registration Guidelines

AUDIT PROCEDURE
Students who wish to audit a class must pay all tuition, fees and book costs. Audits are allowed on a space available basis. No financial aid is available for classes that are audited. The student is not required to take exams that are required for credit-seeking students when auditing a class.

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 Student Services office for details.

CANCELED COURSES
WDT reserves the right to cancel course sections due to low enrollment.

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 report card and 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 cost will be reassessed for any repeated course. The last day to withdraw with a “W” is listed on the academic calendar.

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.

The respective Institute staff member shall determine through examination if the student meets the course standards of achievement. If course standards are met, 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 drop/add period for courses on their current semester schedule. If the student passes the examination, they would be eligible for tuition reimbursement if full cost had already been paid.

DROPPING/ADDING CLASSES
Students may add a class to their original course schedule within the first five days of the semester based on space availability. To add a class, the student must obtain the drop/add form from Student Services and complete. 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.

Students who wish to add a class(es) after the first five days must obtain permission from the course instructor, academic advisor and Dean of Student Services.

Students may drop a class from their original course schedule within the first ten days of the semester. To drop a class, the student must obtain the drop/add form from Student Services. 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 web-site.

Special Circumstances
For those classes that run on alternate schedules, (ie. five week or eight week classes) students may add a class during the first two days of each session.
For those classes that run on alternate schedules, (ie. five week or eight week classes) the rule of 75% applies. A student may withdraw from a class up until the class has reached the 75% completion point.

**EVENING COURSES**
Nighttime course offerings are advertised each semester. These courses are available to current students and to the public. However, insufficient enrollment in any evening class will necessitate cancellation.

**FACULTY ADVISORS**
You are assigned an academic advisor to discuss problems, answer questions, and assist you in completing your educational program 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 to 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 in order to receive a Diploma or Associate in 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, advisor and Dean of Academic Affairs.

**NON-CREDIT COURSES / CORPORATE EDUCATION CENTER**
The Business and Industry Training (BIT) 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.

**PART-TIME ENROLLMENT**
Students enrolled for fewer than twelve (12) credits per semester are classified as part-time students. Part-time 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. Students may enroll part-time during the day if there are openings in the course as long as any pre-requisites have been satisfied.

**RECOMMENDED CREDIT LOAD**
Full-time students are normally scheduled to enroll for 16-18 credits per semester in order to finish the program requirements within the prescribed period. Exceptions may be made in individual cases for a lighter or heavier load. An adjusted credit load must be recommended and developed by the advisor and approved by the Dean of Student Services or designee before it will be allowed.

**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 at least two weeks prior to the first day of classes. Transfer students must complete a minimum of 50% of the prescribed course work through WDT to be eligible for a Diploma or AAS Degree. All requests for transfer of credit from a higher education institution must be received by mid-term of the final semester of a student’s enrollment to qualify for graduation at the end of that term.

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. Technical course work can only be considered for transfer if taken within the preceding three (3) years and applicable general education courses must have been taken within the preceding ten (10) years. Exceptions may be considered on an individual basis by the
program’s lead instructor. The determination of acceptance is made by department staff with administrative approval. Approved transfer credits are designated on the transcript as “TC.”

**NOTE:** 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.
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 the course requirements. The student must take the initiative in making up any missed work. Each instructor will provide policies concerning course attendance.

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 semester.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
<td>0</td>
</tr>
<tr>
<td>CE</td>
<td>Credit by Exam</td>
<td>0</td>
</tr>
<tr>
<td>AC</td>
<td>Articulated Credit</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
</tbody>
</table>

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, S, 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 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 make-up 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 upon written request of the Instructor and approval by the Vice-President.

NOTE: An incomplete will not be issued if the student is not registered for the following semester or Summer Session.
GRADUATION
Students should keep their progress plan current. It is wise to review this plan with an advisor at mid-term 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 mid-term 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 maintain at least a 2.0 GPA. Some programs have additional requirements which must be achieved. Check with your 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 maintain a 3.85 GPA will receive a gold cord to recognize their academic honors.
6. Students who have not met all degree requirements will not be allowed to participate in graduation ceremonies with the following exceptions.
   a. those who have 6 or less credits to complete and can do so during the summer session immediately following graduation ceremony.
   b. those who are graduating from a program that finishes degree requirements during the summer.
Students who meet the preceding exceptions will not receive their certificate or degree until all coursework is complete.

Honors/High Honors
Honors will be awarded to Western Dakota Tech graduates with a cumulative grade point average (GPA) of 3.5-3.84. High Honors will be awarded to Western Dakota Tech graduates with a cumulative GPA of 3.85 and higher. Honors and High Honors will be computed once final grades are submitted prior to graduation. Only courses completed at Western Dakota Tech will be used to determine honors, as well as GPA.

Students who achieve Honors or High Honors will receive a gold cord or tassel to wear during commencement to recognize their academic achievement.

REPEATING COURSE WORK
Any required course that 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, and copies of correspondence.

When a student leaves school, the physical file is kept in its entirety for five 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.

A student may challenge the accuracy of a record and request that it be changed if the information in that record is found to be inaccurate. If the Student Services Office does not correct or delete inaccurate information, the student may request a hearing with the President and a designated Hearing Committee.

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 school 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 Student Services Office. 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 from the student. For faxed transcripts, there is an additional fee. A faxed transcript must be followed by an official transcript.

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

Notification of Students Rights

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 parents or 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 parent or 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 school’s registrar 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)
   - 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
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 e-mail, 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.
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 e-mail address. When an electronic mail is sent the users name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID. 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 e-mail are prohibited.
2.4 All school district policies concerning harassment and discrimination apply to e-mail.
2.5 Attempts at sending unsolicited junk mail, or chain letters is prohibited.

Section 3: Internet Policy
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.

NOTEBOOK COMPUTERS
Students in Agricultural Resource Technology, Accounting, Business Marketing & Management,
Computer Aided Drafting, Computer Networking, Paralegal, and Transportation Technology are required to have a wireless notebook computer. Students in these programs have the option to purchase the computer from WDT. The computers purchased from WDT will have the appropriate software for the program and will be maintained by the WDT Help Desk. Students are not required to purchase their computer from WDT. Prior to purchasing a computer to fulfill this requirement, students should contact the Help Desk to ensure they understand the specifications and software requirements for their program. Computers not purchased from WDT will be assessed a wireless network fee.

**SONISWEB**

SonisWEB is Western Dakota Tech’s student records software system. As such, it is the student’s portal to class schedules, grades, billing information and electronic access to advisors. It is available on any internet accessible computer. A login link to SonisWEB is available on the homepage of the WDT website, [www.wdt.edu](http://www.wdt.edu)

All students are assigned a student ID number and a PIN#. These confidential identifiers are available upon initial course registration from WDT. Once the student has this information, they will be able to use them to access their records in SonisWEB. Students may, and are encouraged to, change their PIN# at their first login. The PIN# may be any combination of alpha and numeric characters up to 6 characters long. The student’s unique PIN# should be easy to remember, but difficult for others to guess. The student ID is system assigned and may not be changed.

**Specific instructions for Login:**

1. Go to [www.wdt.edu](http://www.wdt.edu)
2. Click on the Login button.
3. Click on the For Students link at the top of the page.
4. Enter the PIN# in the appropriate box. Enter the Student ID in the box below.
5. Click on the Student Options button.

The nine tabs across the top of the page allow access to a variety of information. From left to right, they are:

1. **Logout**. Students need to click on this tab when they are finished in SonisWEB. This will prevent others from accessing your private information.

2. **Bio**. This tab displays directory information and all completed coursework, including transfer credits, to date. Current program of study and a link to email advisors are also on this page.

3. **Update Bio**. This tab allows students to change their address, phone number, email address, and PIN#. They may also specify the information others will see when they “search” for the student in SonisWEB.

4. **Billing**. This tab displays student account information for one selected school year and term only. The drop-down box at the top of the screen can be used to view this information in a different year and term. Students should contact the Student Accounts office in Student Services if they have any questions or concerns regarding their account information.

5. **Ledger**. This tab displays all student account transactions.

6. **Schedule**. This tab displays the student’s schedule of classes for one selected school year and term. The drop-down box again allows student’s to select the year and term they wish to view. This display has additional information:
   a. Click on any Course to view detail course information, instructor office hours, or to email the instructor.
   b. Click on any Grade to view detailed scores for assignments, tests, etc. which comprise the grade.
   c. Click on the BOOKLIST link to view the required textbooks for this schedule of classes.
7. **Registration.** Students have the ability to register on-line. However, it is important that you meet with your academic advisor prior to registration to ensure appropriate course selection.

8. **Degree Audit.** The degree audit allows students to view their progress through their program of study. Select the program from the drop-down menu and click the Select button. The display will list all courses required to complete the program and the student’s status for each class.

9. **Search.** Allows students to search for other students, faculty, or alumni records. The search results will only display what that person has allowed on their Update Bio page.

   *For assistance please contact the Help Desk at: 718-4032*
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 for any semester will be placed on academic probation. A student who fails to achieve a cumulative GPA of less than 1.0 at the end of their first semester of enrollment 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 and suspension from federal financial aid.

Mid-Term Review

Academic progress will be monitored as follows: All students will be monitored at mid-term of each semester and at the end of each term.

A student who earns a cumulative GPA below 2.0 at mid-term will be given a warning that his or her academic status is unsatisfactory. A student enrolled in a 2 semester program will be placed on academic probation at mid-term if their GPA falls below 2.0.

Academic Probation

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

During the probation semester, a student is encouraged to use the resources available through Student Services. To arrange for academic assistance the student should contact the Student Assistance Center and their instructors. For help with personal, financial or career concerns the student should contact Student 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 Registrar and will be placed on academic suspension commencing immediately. Academic suspension is a serious action which 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 on academic suspension will also be suspended from federal financial aid.
A student enrolled in a 2 semester program that was placed on academic probation at mid-term 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 Registrar notifying him or her of their status. A student on academic suspension will also be suspended from federal financial aid.

Appeal
A student placed on academic suspension has the right to appeal based on unusual or extenuating circumstances. (i.e. a death in the family, student’s injury or illness)

The appeal is initiated with a written petition submitted to the Registrar within 30 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 Registrar 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 and notify the student in writing, regarding the suspension, within five days of the hearing.

The WDT Fair Dismissal Procedure has been adopted by Western Dakota Tech to ensure that each student is treated similarly, fairly, and is provided "due process." Any student who violates Western Dakota Tech's rules or policies may be subject to the application of this procedure.

COMPLAINT/GRIEVANCE PROCEDURE
Students who have a complaint about the school or school personnel shall follow certain steps:

1. The student should discuss the complaint with the person involved in an effort to solve the problem. If unable or unwilling to discuss the matter with this individual, discuss it with the counselor.
2. If, after discussion with the personnel involved, the student is not satisfied, he/she should discuss the complaint with the individual’s supervisor as quickly as possible and within 10 days of the initial complaint. All communication will be held in confidence.
3. If, after discussion with the supervisor, the student is not satisfied with the disposition of the matter, the supervisor should invite the student to complete the official Grievance Form and return it to the Vice-President within ten (10) days.
4. Within five (5) days of receipt of the appeal, the Vice-President will render a decision and notify all concerned parties.

NOTE: At all levels, Western Dakota Tech personnel will respond with proposed resolution within 5 class period days.

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/504 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/504 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.
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 of 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 themselves to have been harassed, should report such an act to the Equity Coordinator or counselor, 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.

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, the appeal process is as follows:

1. The student must meet with the respective instructor to review the reason for the grade within ten (10) calendar days of the receipt of the grade. 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 should meet with the instructor’s Academic Unit Chair (AUC) in an attempt to resolve the issue. The AUC 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 Vice-President.
4. Within five (5) working days, the Vice-President will issue a response. The decision will be communicated in writing to all parties.

STUDENT WITHDRAWAL PROCESS
If a student desires to withdraw from school, the student should contact the Student Services Office 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 Student Services Office 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.
Student Clubs and Organizations

WDT encourages groups of students and staff interested in a common purpose to organize and seek approval as a recognized student organization. Student organizations must comply with Institute policy, rules and legal requirements. All organizations, clubs or associations of WDT shall have a stated purpose, constitution or by-laws approved by the President and a WDT faculty/staff advisor. In no case shall any such organization be established for purposes which are discriminatory against any race, color, national or ethnic origin, religion, disability, gender or age.

Participating in a student club can be a very enjoyable experience. It not only provides enrichment for a group of people with the same interests, but it also enhances a resume. Some WDT clubs are affiliates of state and national groups. Recognized clubs and organizations include the following:

**AG CLUB**
The Agriculture Department formed a club to promote agricultural education and sponsor activities in agriculture. The club consists of the entire Agriculture Department student body and the Ag instructors act as sponsors. Money-raising activities are held throughout the year. The money raised by the projects is generally used to finance ag-related trips and meetings.

**ASSOCIATED GENERAL CONTRACTORS STUDENT CHAPTER**
The AGC promotes and provides opportunities for student learning so that student may acquire knowledge, personal, and professional skills, and the behaviors necessary for successful employment in the construction industry.

**BM&M CAREER ENHANCEMENT CLUB**
This organization is designed for students from the Business Management and Marketing program and engages them in social and etiquette activities that will enhance their careers.

**BUILDING, DESIGN & CONSTRUCTION CLUB**
Membership to the Building, Design & Construction Club is open to any member of the Construction Trades department. Students work on projects which are used to raise funds for equipment, field trips, and scholarships.

**EAGLE FEATHER SOCIETY**
Eagle Feather Society is a club for students of any tribe and in any program at WDT. The purpose is to sponsor cultural awareness/appreciation, special activities, projects, and employment opportunity information. New students may be provided transitional planning, assistance, referral, and peer mentoring. For more information on this organization, contact the Special Services Coordinator.

**ELECTRONICS CLUB**
Organized by the electronics faculty and students. Exists to promote and further the technical and social aspects of electronics and computing in the community by providing a forum for the exchange of information and ideas through formal talks, training, visits, field events, competitions, and group discussions. Membership is open to any student who is interested in electronics or a related computer subject and who wishes to take part in and contribute to club activities.

**FUTURE FIRE FIGHERS CLUB**
Established to benefit the Fire Science program as well as the students, faculty, and staff of WDT and the local community. The purposes of the club include promoting the Fire Science program, educating students about the fire service, setting a positive example of student conduct, promoting team values, and helping the community both by actions and positive influence.

**HOMEBUILDERS STUDENT CHAPTER**
This club is sponsored by the Black Hills Homebuilders Association and is designed to give students an opportunity to participate in local and national programs and network with professional. Any Construction
Trades student may join.

**INDUSTRIAL ELECTRONICS CLUB**
Membership is open to any member of the Industrial Electronics program. Students sponsor fund raising projects and use the funds for field trips.

**NON-TRADITIONAL STUDENT ORGANIZATION**
All non-traditional students are invited to join this organization. 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.) NTSO provides support and community to non-traditional students at WDT. Contact the Special Services Coordinator for more information.

**PARALEGAL CLUB**
Membership is open to any student in the Paralegal/Legal Assistant program. The club’s purpose is to establish and maintain student involvement within the legal community. This is accomplished through a variety of fund-raising activities, field trips, and guest speakers.

**RODEO CLUB**
Western Dakota Rodeo Club is a member in good standing in the National Inter-Collegiate Rodeo Association, Great Plains Region. Students enrolled in any program may join. The purpose of the Rodeo Club is to provide the opportunity to compete in college rodeo. Annual dues are assessed.

**STUDENT AMBASSADORS**
Student ambassadors support the Admissions Office throughout the year. Their duties include leading campus tours, visiting with potential students, assisting with special events and prospective student callbacks. This group of students is selected and trained by the admissions staff.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**
The Student Government Association is comprised of representatives from the student body who are elected through their individual program at the beginning of each school year. The SGA serves as an advisory body, working with students, faculty, and administration. The group is also a major sponsor of social activities on campus, and allocates funds to other student organizations.

**STUDENT PRACTICAL NURSING ASSOCIATION (SPNA)**
All students enrolled in the Practical Nursing program are eligible for membership in the Student Practical Nursing Association (SPNA). The association was formed in order to promote social, cultural, and educational activities. The organization facilitates the development of leadership abilities and cooperation between students and faculty.

**WOMEN IN NON-TRADITIONAL EMPLOYMENT ROLES (WINTER)**
Women In Non-Traditional Employment Roles (Winter) is devoted to the support, role modeling and mentoring of female students enrolled in non-traditional programs at WDT. Female students in the following programs are encouraged to join: Agriculture Resources Technology, Automotive Technology, Carpentry, Collision Repair Technology, Computer Aided Drafting, Computer Networking Specialist, Diesel Technology and Mechanics, Electronic Technology, Fire Science, Industrial Electronics, Law Enforcement Technology and Welding Manufacturing. For more information, contact the Special Services Coordinator.

**SKILLS USA**
SKILLS USA offers leadership, citizenship, and character development to students enrolled in trade, technical, and health occupation programs in the technical schools in South Dakota. The group emphasizes respect for the dignity of work, high standards in trade ethics, workmanship, scholarship and safety. Current chapters at WDT include Automotive Technology, Collision Repair, Carpentry, and Welding.

**NOTE:** Students who do not maintain satisfactory progress standards are placed on probation and are
immediately ineligible to participate in club activities until standards are met.
2008-2009 School Calendar*

Fall Semester 2008

August 19 & 20................................................................. Tuition and Fee Payment
August 21........................................................................... Classes Begin
August 22........................................................................... End drop/add period for first 5 week session CIS classes
August 25.............................................................................. Start first 8 week session of Equine Management Classes
August 26.......................... End drop/add period for first 8 weeks session of Equine Management
August 27................................................................. End Add Period
September 1................................................................. Labor Day Break
September 4........................................................................ End of Drop Period
September 29........................................................................... End first 5 week session CIS classes
September 30............................Second 5 week session CIS classes start
October 1............................End drop/add period for second 5 week session CIS classes
October 10............................ Professional Development (No Day Classes)
October 13................. Native American Day-No Classes (Day & Evening Students)
October 17.........................................................Mid-Term Grades Due
October 17..........................End first 8 week session of Equine Management Classes
October 20......................Start second 8 week session of Equine Management Classes
October 21..........................End drop/add period for second 8 week session of Equine Management
October 24..............................Advisee Day (Classes are determined by program)
November 7..........................End second 5 week session CIS classes
November 10............ Veteran’s Day Break-No Classes (Day & Evening Students)
November 11............................Third 5 week session CIS classes start
November 12..........................End drop/add period for third 5 week session CIS classes
November 20..........................Last Day to Drop with a “W”
November 27 & 28.......... Thanksgiving Break-No Classes (Day & Evening Students)
December 19............................. Semester Ends

Spring Semester 2009
(CIS and Equine Session information to be added at later date.)

January 6 & 7................................................................. Tuition and Fee Payment
January 8........................................................................... Classes Begin
January 14......................................................... End Add Period
January 19..............................Martin Luther King Day (No Day or Evening Classes)
January 22................................................................. End of Drop Period
February 16..........................President’s Day-No Classes (Day & Evening Students)
February 17..........................Professional Development (No Day Classes)
Marcy 5..............................Mid-Term Grades Due
March 16-20................. Spring Break – No Classes (Day & Evening Students)
March 27..............................Advisee Day (Classes are determined by program)
April 10-13..............................Easter Break
April 20..........................Last Day to Drop with a “W”
May 15............................. Semester Ends
May 16............................. Graduation

Summer Semester I 2009

May 26........................................................................... Classes Begin
May 26..........................End of Drop/Add Period
June 26..........................Mid-Term Grades Due
July 3.............................. Independence Day-No Classes (Day & Evening Students)
June 10..........................Last Day to Drop with a “W”
July 24............................. End of Summer Session I

Summer Semester II 2009

June 1........................................................................... Classes Begin
June 1..........................End of Drop/Add Period
June 26..........................Mid-Term Grades Due
July 3.............................. Independence Day-No Classes (Day & Evening Students)
July 10..........................Last Day to Drop with a “W”
July 31............................. End of Summer Session II
Summer Semester III 2009 - Pre-Tech Session

June 8 ..............................................................................................................Classes Begin
June 8 ..............................................................................................................End of Drop/Add Period
June 19 .........................................................................................................Mid-Term Grades Due
June 12 ................................................................................................. Last Day to Drop with a “W”
June 26 .......................................................................................................End of Summer Session III

* The school calendar is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, illness, accident, or death of an instructor, interruption of utility services, acts of God, civil disorder and war. In event of such occurrences, the Institute will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extra curricular activities or other Institute programs or events will be completed or rescheduled. Should such a condition occur, refunds will be made to eligible students as determined by the President in accordance with school policy.