

WESTERN DAKOTA TECH

**Student Handbook
2015-2016**



MISSION

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

ACCREDITATION

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

LIMITS OF HANDBOOK INFORMATION

NOTE: Due to conditions beyond the control of Western Dakota Tech, it may be necessary to amend and/or delete statements appearing in this handbook without notice. 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. For complete information students need to refer to WDT policies, the WDT Student Handbook, the [WDT Catalog](#), and the WDT [Financial Aid Bulletin](#).

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Section One: Services to Students

ADA SERVICES

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

Transitioning

Transition to higher education is a big step. As a student entering post-secondary education, you have new rights and responsibilities as related to your disability. It is important to inform yourself so you can fully engage in the educational opportunities available. These pamphlets, published by the Office of Civil Rights of the Department of Education, provide guidance and suggestions for students entering post-secondary education.

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

Student Responsibility

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

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

Faculty and Staff Responsibility

If a student discloses a disability to a staff or faculty member, the staff/faculty has the responsibility to direct the student to the Student Success Center.

Academic Accommodations

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

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

- Oral tests
- Enlarged material
- Extended time on exams (up to 1.5 time)
- Reduced-distraction environment
- Note takers
- Readers
- Taped texts (must be registered through the State Library)
- Tape recorders
- Preferential seating
- Graphic organizers

Section 504/ADA Grievance Procedure

See Section Six of this handbook for the Section 504/ADA Grievance Procedure.

BOOKSTORE

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

Required Course Material

WDT complies with Section 133 of the Higher Education Opportunities Act (PLL110-315) by providing students with access to required course material. Students may obtain this information at <http://bookstore.wdt.edu>, at <http://www.wdt.edu/degree-programs/wdt-master-syllabi/>, and through their course instructors.

Book Return Policy

Students may return books to the bookstore under the following guidelines:

- During the official add period of the semester, students may return books, with a receipt, for a full refund.
- After the official add period and before the end of the official drop period of the semester, students must present a drop slip or withdraw paperwork, along with a receipt in order to receive a full refund.
- Books must be in salable condition and must be accompanied by any workbook or software originally sold with the textbook.

Book Buy-Back Policy

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

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

CAREER SERVICES

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

Maintaining a full academic schedule is a full-time job in itself and should be each student's first priority. The Career Services Office assists students as much as possible in finding part-time 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.

COUNSELING SERVICES

Counseling services are available to students through a third party. Please see the Student Success Center for more information.

FOOD SERVICES

The Commons is located in Wanbli Hall and is a gathering spot for WDT students. Food service is available to students and staff with a daily menu including breakfast and lunch. Vending machines and microwaves are available for student use.

HOUSING

WDT does not provide housing. All students are expected to make their own living arrangements. A list of rental units is available upon request through Enrollment Services or the Student Success Center.

LIBRARY SERVICES

The WDT library is located in Dakota Hall.

Materials, features, and services available to students include:

- Non-fiction print materials aligned with WDT degree programs
- Credible, relevant, and current information from online databases of encyclopedias, magazines, journals, and e-books
- Leisure-reading collection in print and audiobook formats
- Self-checkout stations
- Coin-operated central printing

Library staff is available to assist students in conducting research tasks, transferring files, scanning, and printing along with providing basic technology troubleshooting. For student convenience, there are computers, study tables with power outlets, and multimedia collaboration stations in the library.

Whether online or in person, the library staff is available to help. In addition, students are encouraged to utilize the Ask Your Librarian chat box on the library's webpage at <http://library.wdt.edu/>.

STUDENT SUCCESS CENTER

The Student Success Center located in the WDT library houses Student Success Coaches who help WDT students succeed. The Center provides an array of services including tutoring, ADA accommodations, academic advising, and student success seminars to name a few. Students are encouraged to reach out to their Coach with questions they may have. The Center may be reached via email at StudentSuccessCenter@wdt.edu or via phone at 605-718-2955.

TUTORING SERVICES

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

Section Two: Student Achievement and Registration Information

ACADEMIC ADVISING

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

ACADEMIC AMNESTY

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

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

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

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

Academic Probation

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

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

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

Academic Suspension

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

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

Academic suspension is a serious action that will cause interruption of the student’s academic career. Academic suspension due to cumulative grade point average (GPA) will result in all courses for which the student was pre-registered to be canceled. Academic suspension due to non-attendance will result in a student being administratively withdrawn from all

current courses. See the Administrative Withdraw section of this handbook for information on how a student is affected when being administratively withdrawn. In all cases, the student must wait one full semester (fall/spring) before applying for re-enrollment. Upon applying for re-enrollment, the student must meet with a Student Success Coach before the student is readmitted to WDT.

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

Appeal

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

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

Upon receipt of the petition, the Student Success Director will arrange for an appeal hearing. The student will be notified of the hearing date and time.

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

ADDING/DROPPING COURSES

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

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

Students may drop a course from their original course schedule within the first ten (10) days of the fall/spring semester for full semester courses. To drop a course, the student must obtain the course Drop/Add/Withdraw form from the Registrar’s Office and complete it with all required signatures. An adjustment in tuition and fees will be made and any refund due, if applicable, will be made within two weeks after the drop period ends. These courses will not appear on the transcript.

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

The dates of the drop/add period are published on the Academic Calendar found on the WDT website. Students need to refer to the Academic Calendar for the summer term as the drop/add period is modified.

ADMINISTRATIVE WITHDRAW DUE TO NON-ATTENDANCE

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

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

Students who plan to return to WDT in the future must meet with a Student Success Coach to initiate the appeal of their academic suspension due to non-attendance.

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

ATTENDANCE

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

AUDIT

Students may audit a class instead of taking it for credit. Audit students must pay 50% of current tuition and fees, plus all book, material, tool, and supply costs. Audits are allowed on a space-available basis. Financial aid is not available for audit courses.

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

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

CHANGE OF NAME/ADDRESS/EMAIL/PHONE

All students must maintain current contact information in the event of an emergency. Current addresses, emails, and phone numbers are also important for job placement contacts. Students may update their information by logging on to MyWDT or through Enrollment Services. Name changes require valid documentation.

CHANGING PROGRAMS

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

COURSE/SCHEDULE CHANGES AND COURSE CANCELLATIONS

WDT reserves the right to change course times, days, and rooms. WDT reserves the right to cancel courses.

COURSE SUBSTITUTIONS

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

COURSE WITHDRAWAL

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

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

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

CREDIT BY EXAM

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

A student must earn a “B” or better to pass the exam. If a “B” or better is earned, the credit will be posted to the student’s transcript and noted as CE (credit by exam). If standards are not met, the student will be required to pay full tuition and take the course in its entirety. If the student passes the examination, they may be eligible for tuition reimbursement.

CREDIT FOR PRIOR LEARNING

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

DEAN’S LIST

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

DUAL ENROLLMENT

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

ENROLLMENT STATUS

Students are considered enrolled in WDT upon acceptance of admission. Enrollment ends upon graduation or withdrawal from WDT. For academic and financial aid purposes, students are considered full-time at 12 or more credits, three-quarter time at 9 to 11 credits, and half-time at 6 to 8 credits. Third-party funding agencies may have different definitions for enrollment status.

FREEDOM IN LEARNING

Student academic performance may be evaluated solely on an academic basis including the knowledge, skills, and behaviors for successful employment, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudice or capricious consideration of student opinions or conduct unrelated to academic standards should first contact the instructor of the course to initiate a review of the evaluation. If the student remains unsatisfied, the student may contact the Dean of Academics to initiate a review of the evaluation.

GENERAL EDUCATION CLASSES

General education courses constitute an essential part of the education of all students. These courses help students learn necessary skills to obtain and keep a job, to speak and write clearly, to understand human relations, and to use computational skills. All students are required to successfully complete the prescribed General Education courses to receive a diploma or associate of applied science degree.

GRADE APPEAL PROCESS

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

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

GRADING SYSTEM

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

A	- Excellent	4.0 points
B	- Above Average	3.0 points
C	- Average	2.0 points
D	- Below Average.....	1.0 points
F	- Failing	0.0 points
I	- Incomplete.....	No points
IP	- In Progress	No points
W	- Withdrawal.....	No points
WF	- Administrative Withdrawal with F's.....	0.0 points
AU	- Audit	No points
AUA	- Audit A level work.....	No points
AUB	- Audit B level work.....	No points
AUC	- Audit C level work.....	No points
AUD	- Audit D level work.....	No points
AUF	- Audit F level work	No points

Other transcript codes include:

TC	- Transfer Credit	No points
CE	- Credit by Exam	No points
AC	- Articulated Credit.....	No points
TF	- Transcript Fee.....	No points

Grade Point Average

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

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

Grading Scales

General Education courses as listed in the academic [catalog](#) plus Chemistry and EMT utilize the following scale:

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

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

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

GRADUATION

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

All requests for transfer of credit from a higher education institution should be received by midterm of the final semester of a student's enrollment to qualify for graduation at the end of that term.

In order to be eligible to receive a diploma or an AAS degree students must:

1. Provide evidence of high school completion through an official high school transcript or a GED certificate.
2. Complete all program and institutional curriculum requirements in accordance with Satisfactory Progress Standards. (Some programs have additional requirements which must be achieved. Students should check with their academic advisor.)
3. Attain a cumulative grade point average of 2.0 or higher.
4. Fulfill all financial obligations to WDT.
5. Complete financial aid Exit Counseling if applicable.

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

Honors

WDT awards honors to graduates who earn certain cumulative grade point averages. To earn an Honors Designation at graduation, students must earn the following cumulative grade point averages:

- Summa Cum Laude: equal to or greater than 3.9
- Magna Cum Laude: equal to or greater than 3.7 and less than 3.9
- Cum Laude: equal to or greater than 3.5 and less than 3.7

Students who achieve an Honor Designation will receive a gold (Summa Cum Laude), silver (Magna Cum Laude), or white (Cum Laude) cord to wear during commencement.

INCOMPLETE GRADES

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

INDEPENDENT STUDY

Normally, coursework is not taken as an independent study unless there are extenuating circumstances. In all cases, approval must be provided by the respective instructor, academic advisor, and the Dean of Academics. Students who have failed a course may not repeat it as an Independent Study.

MAXIMUM CREDIT LOAD

Students will not register for more than 18 credits without the permission of the academic advisor, the Student Success Director, and the Dean of Academics.

ONLINE COURSES

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

PROGRAM OF STUDY DECLARATION

Students may accumulate twelve (12) credits before declaring a program. However, a student must declare a program to be

eligible to receive Title IV Federal Student Aid or VA benefits.

REGISTRATION

Registration is the process of enrolling in courses. Students are encouraged to register for courses for the next semester during their midterm advising session with their academic advisor. Class sizes and sections are limited. Timely registration is essential for students to stay on schedule with their plan of study.

REPEATING COURSEWORK

Any required course a student fails or withdraws from must be repeated. The student is required to pay full tuition and fees for a course being repeated. Any course may be repeated at the student's discretion. However, courses that have been successfully completed are not eligible for financial aid upon repeating. Both the original and repeated grade will be reflected on the student's transcript. A repeated course will be designated with an "R" on the transcript.

STUDENT ID CARDS AND ID NUMBERS

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

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

STUDENT INFORMATION SYSTEM – MyWDT AND STUDENT EMAIL

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

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

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

STUDENT RECORDS AND FERPA

Student cumulative files are kept for the benefit of the student and are retained by WDT as required by law. Each student's cumulative record includes the initial application, copies of transcripts from other schools attended, placement test results, immunization records, original grades, grade changes, WDT transcript, copies of correspondence, and other records per WDT Student Records Retention Policy.

When a student leaves WDT, the student file is kept for three years. The WDT transcript, original grades, and grade changes are kept on file indefinitely. If a student does not report for courses after having made application, the record is retained for three years and then destroyed.

Release Of Records/Transcripts

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

To request the release of a student's record, the student must sign a release form or submit a request in writing that includes the student's signature to the Registrar's Office. Requests may be made to WDT in person, via fax, or through US mail. This procedure must be followed each time the student wishes a record or transcript to be released. The student must state the name and address of the person or agency to receive the record and sign the form or request. No records will be released to or for any student who has not met all financial obligations to WDT.

All students receive one (1) official copy of their completed transcript within 30 days of graduation. Additional copies are provided upon receipt of a signed written request and payment of a transcript fee. Students may also request a transcript through the National Student Clearinghouse online at <http://www.wdt.edu/alumni-and-friends/request-transcripts/>.

Access To Records In The Event Of School Closure

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

FERPA – Family Educational Rights And Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

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

The following items are considered public data/information and may be disclosed by Western Dakota Tech in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

- Name
- Affirmation of enrollment status
- Campus location

Unless students have officially filed a written request with the Registrar's Office within seven calendar days after the first day of the semester that disclosure not be made without their written permission, the following items, in addition to those above, are considered public/directory information and may be included in appropriate university/campus directories and publications and may be disclosed by designated staff members in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

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

Western Dakota Tech has the responsibility for effectively supervising any access to and/or release of official data/information about its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly-defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists.

For additional information or technical assistance, students or parents may call 1-202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Students or parents may also write Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.

TRANSFER CREDIT

Students requesting credit at WDT for post-secondary work completed at other schools must submit an official transcript from the school(s) previously attended. All requests for transfer of credit from a higher education institution should be received by midterm of the final semester of a student's enrollment to qualify for graduation at the end of that term. Transfer students must complete a minimum of 50% of the prescribed coursework through WDT to be eligible for a diploma or AAS degree.

Post-secondary level credits from an accredited school in which the student has earned a grade of "C" or higher, or its equivalent, will be considered for transfer. The determination of acceptance is made by the Student Success Director. Approved transfer credits are designated on the transcript as "TC".

Special circumstances for Paralegal/Legal Assistant Students

Transfer credit requests for general education courses and other non-legal specialty courses shall be handled by the Student Success Director. With regard to legal specialty course transfer credit requests, full credit shall be given in connection with credits earned in legal specialty courses completed by ABA approved programs, provided, however, that no transfer credit shall be given in connection with any course in which the student earned lower than a "C". Where the legal specialty course credits have been completed by a non-ABA approved program, the program director shall make a case-by-case decision based on an examination of the textbook, course syllabus, and assignments completed in connection with the course for which the student is seeking transfer credit, again providing, however, that no transfer credit shall be given in connection with any course in which the student earned a grade lower than "C".

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

WITHDRAWAL FROM WDT

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

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

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

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

Section Three: Financial Aid, Third-Party Funding, and Student Accounts

CHECK POLICY

WDT will not accept personal checks from any student who has made a previous non-sufficient funds payment. This includes all departments on campus that accept personal checks as a form of payment.

COLLECTIONS

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

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

DEFERMENTS

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

FINANCIAL AID

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

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

The following information is available regarding the rights and responsibilities of students who are applying for or receiving any financial assistance from Federal Pell Grant, FSEOG, FWS, and Direct Student Loan Programs. The Financial Aid Office may be contacted for the student consumer information listed below.

- Continued eligibility for financial aid
- Satisfactory academic progress
- Methods and means of financial aid payment
- Responsibility of student repayment of loans and grants
- Terms and conditions of work-study employment
- Costs of attending WDT
- Tuition and fees refund policy

There are many financial aid sites available on the Internet providing student financial aid assistance and information for students and their families. The websites are maintained by a variety of institutions, professional organizations, and governmental agencies. Visit Western Dakota Tech's [Financial Aid web page](#) for important links.

REFUND POLICY

See the [Financial Aid Bulletin](#) for detailed refund and repayment information. Dual enrollment courses are non-refundable after the drop/add period. Audit courses are non-refundable.

SCHOLARSHIPS

WDT's scholarships program and the generosity of donors make scholarships available for new and current students. WDT uses the [STARS Scholarship System](#) to make it easier for students to view and apply for scholarships. At the [STARS page](#), students can view all scholarships without creating an account.

To apply for a scholarship, students must create an account and complete the requested information. STARS will let students know what WDT scholarships may be perfect for them. Students can access STARS at <https://wdt.starsscholarshipsonline.com/STARS/default.aspx>

WDT also posts scholarships offered by other organizations. Students can see those opportunities at <http://www.wdt.edu/financial-aid/scholarships/>.

TUITION AND FEES

Tuition and fees are payable on a semester basis prior to the tenth 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.

Section Four: General Campus Policies

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

It is the policy of Western Dakota Tech not to discriminate in admission to or participation in its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, family or medical leave, disability, age, gender, sexual orientation, or an arrest or conviction record. (Note: Students enrolled in some programs are subject to requirements that are more stringent.) For more information contact Western Dakota Tech's Human Resources Manager or the Regional Director, U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106 or call 1-816-268-0550.

ALCOHOL AND OTHER DRUG POLICY

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

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

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

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

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

1. The first offense will result in:
 - The student being removed from classes and given options for transportation.
 - The student being placed on conduct probation.
2. The second offense will result in:
 - The student being suspended from classes for five days.
3. The third offense will result in:
 - The student being suspended (conduct suspension) from WDT for one semester (fall/spring).
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). 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.

CHILDREN OF STUDENTS

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

COMPUTER/INTERNET/NETWORK POLICY

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

Technical support for laptops/tablets will be limited to WDT software and network connectivity issues. Students may seek additional support through their vendor or a commercial computer support service.

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

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

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

Section 1: General Policy

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

- 1.1 Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- 1.2 Deletion, copying, or modification of software or operating systems is prohibited.
- 1.3 Use of facilities and/or services for commercial purposes is prohibited.
- 1.4 Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation, regardless of the system location or time duration.
- 1.5 The copying of system files is prohibited.
- 1.6 The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper licensee, is prohibited. File-sharing software that downloads and distributes songs, videos, games and software without permission of the owner is illegal. Illegal downloading or distribution of copyrighted materials can result in criminal or civil prosecution. Content owners, such as the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and Home Box Office (HBO), use technological means to track file sharing of their intellectual property on the Internet. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office, especially their FAQ's.
- 1.7 Intentional attempts to "crash" the network system or programs are prohibited.
- 1.8 Any attempts to secure a higher level of privilege on the network are prohibited.
- 1.9 The willful introduction of a computer "virus" or other disruptive/destructive programs into the organization network or computers is prohibited.

Section 2: Electronic Mail Policy

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

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

- 2.1 Forgery or attempted forgery of electronic mail messages is prohibited.
- 2.2 Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- 2.3 Attempts at sending harassing, obscene, and/or other threatening email are prohibited.

- 2.4 All WDT and school district policies concerning harassment and discrimination apply to email.
- 2.5 Attempts at sending unsolicited junk mail or chain letters is prohibited.

Section 3: Internet Policy

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

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

DRESS CODE

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

PARKING AND TRANSPORTATION

Students must furnish their own transportation to and from school. This includes transportation to and from field trips, internships, clinicals, or any other locations of course instruction. WDT students may park in areas designated as student parking. Improperly parked vehicles will be towed at owner's expense.

The following areas are designated as student parking:

- Parking areas on the west and north sides of the Mickelson building.
- Parking areas to the south of the Rushmore building.
- Handicapped parking is designated in both locations near each entrance.

Students are not allowed to park in the visitor areas or in other designated areas.

STUDENT RIGHT TO KNOW

Western Dakota Tech will make available upon request the completion/graduation rates and transfer-out rates of diploma or degree seeking students.

TOBACCO AND SMOKE-FREE CAMPUS

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

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

Section Five: Campus Safety

CAMPUS ALERT SYSTEM

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

CAMPUS CLOSINGS

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

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

NOTE: Traveling conditions may vary considerably depending on the student's home location. This places considerable responsibility on the individual for making an independent decision. No student is encouraged to travel when conditions make traveling dangerous.

CRIME AWARENESS AND CAMPUS SECURITY

Employees and students of WDT have the responsibility under Public Law 101 542 to report on-campus crimes (murder, rape, robbery, aggravated assault, burglary, motor vehicle, and other thefts or crimes) to local law enforcement and the Student Success Director as soon as possible. Annual reports are available upon request.

**Statistics of Criminal Offenses
Campus Report Summary**

Offense	2008	2009	2010	2011	2012	2013
Murder	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	2	0
Motor Vehicle Theft	0	0	0	0	1	0

Campus Arrest Summary

Offense	2008	2009	2010	2011	2012	2013
Weapons Possession	0	0	0	0	0	0
Alcohol/Drug Abuse	0	0	0	1	2	0

*Numbers corrected from original 2013-2014 Student Handbook.

Procedure:

1. To report a crime in progress or other emergencies, call 911 or 605-394-4131 (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 Student Success Director.
3. Reports on all criminal activity will be kept in the Dean of Accreditation and Advancement's files 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.

FIRE DRILLS AND EMERGENCY EVACUATION OF BUILDING

Fire drills will be held periodically during the academic year. WDT employees 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 Associate Dean of Academics or Human Resources Manager immediately.

A student who receives a work-related injury while on clinical or internship is required to file a 1st Report of Injury under the Rapid City Area Schools worker's compensation insurance within 24 hours. To document an off-campus work experience related injury, students must proceed to the RCAS Business Office to complete the "SD Department of Labor 1st Report of Injury" form. The RCAS Business Office is located at 300 6th Street, Rapid City SD, 605-394-4040.

WDT neither accepts nor recognizes any liability for injury to students on WDT property while participating in WDT activities, for travel to and from job sites or other areas required as part of the program of study, or for travel to and from campus. Students are encouraged to have appropriate insurance.

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

REGISTERED SEX OFFENDERS LISTING

A list of Registered Sex Offenders in Pennington County is accessible by contacting the Rapid City Police Department, the Pennington County Sheriff's Office, or online at: <https://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 conduct suspension. Unsafe conditions in the building should be reported to the appropriate faculty, staff, or the Associate Dean of Academics.

Safety methods and procedures are taught in all programs where 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. Safety glasses must be worn in all shop areas. The school assumes no liability for any injury.

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

THEFT/VANDALISM

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

of this nature will be reported to the Student Success Director. WDT assumes no liability for theft of personal property. Many insurance companies offer low-rate coverage for theft. Check with your agent for further details.

VISITORS

Visitors to WDT must check in with a WDT employee. 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 may be subject to removal from campus.

Section Six: Student Code of Conduct, Complaint, Grievance, Harassment, and Discrimination Policies and Procedures

COMPLAINT/GRIEVANCE PROCEDURE

WDT is committed to providing a safe environment that promotes intellectual growth and personal development. Students should be afforded the right to an environment free of unfair or improper action by any other member of the WDT academic community. To that end, WDT provides the following process for resolving any alleged violation of a student's rights.

WDT works to protect the rights of all students. It should be noted that students hold a responsibility for complying with all WDT policies and procedures and the requirements of individual courses as outlined on the course syllabus provided by each instructor.

Informal Resolution:

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

If the student feels that the grievance/complaint has not been resolved at the informal level, the student may file for a formal resolution.

Formal Resolution:

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

Appeal

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

NON-DISCRIMINATION STATEMENT AND COMPLAINT PROCEDURE

Western Dakota Technical Institute does not discriminate on the basis of race, color, national origin, ancestry, creed, religion, family or medical leave, disability, age, gender, sexual orientation, or an arrest conviction or conviction record in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Scharn
Human Resources Manager
Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703
Phone: (605) 718-2402
E-mail: theresa.scharn@wdt.edu

Title IX (Discrimination/Harassment) Complaint Procedure

Section I

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

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Human Resources Manager, 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 Human Resources Manager will advise the student of the procedure.

SECTION 504/ADA GRIEVANCE PROCEDURE

Western Dakota Technical Institute (hereinafter “the Institute”) does not discriminate on the basis of disability in its education-related programs and activities and provides equal educational opportunities to persons with disabilities. The Institute has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the American with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973. These Laws and Regulations may be examined in the office of the Institute’s Disability Coordinator (“the Coordinator/Student Success Director”), 1-605-394-4034, who has been designated to coordinate the effort of the Institute to comply with the ADA and Section 504 of the Rehabilitation Act of 1973.

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

The Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the hearing impaired, providing recordings of material for the visually impaired, or assuring a barrier-free location for the proceedings. The Student Success Director will be responsible for such arrangements.

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

Level 1 (Grievance): Grievances should be submitted as soon as possible, but no later than twenty-five (25) calendar days after the alleged act of discrimination. A grievance must be submitted to the Student Success Director (or her/his designee), Western Dakota Technical Institute, 800 Mickelson Drive, Rapid City, South Dakota 57703. In the event the grievance is against an action taken by the Student Success Director, the complainant may file his/her grievance with the Human Resources Manager, Western Dakota Technical Institute, 800 Mickelson Drive, Rapid City, South Dakota 57703; 1-605-718-2402.

A grievance must be in writing and contain the following:

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

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

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

Within thirty (30) calendar days after receipt of the grievance, the Student Success Director/Human Resources Manager will respond in writing, and where appropriate, in a format accessible to the person filing the complaint, such as large print, Braille, or audio tape. This deadline may be extended for good cause, as determined by the Student Success Director/Human Resources Manager, or by written agreement of the parties. The Student Success Director’s/Human Resources Manager’s written decision shall also include notice of complainant’s right to appeal the decision.

If the Student Success Director/Human Resources Manager finds that the requested accommodation is reasonable and does not create an undue burden, then the Student Success Director/Human Resources Manager shall orally, or in writing, communicate with the student's instructors regarding the accommodation to be implemented. Instructors shall respond promptly, orally or in writing, to the Student Success Director's/Human Resources Manager's notification and work with the Student Success Director/Human Resource Manager to ensure that the accommodation is implemented.

Level 2 (Appeal): If the complainant disputes the Student Success Director's/Human Resources Manger's verification of a disability, determination regarding the need for an accommodation, and/or denial of an accommodation, then the complainant may appeal the Level 1 decision to the WDT President of the Institute within fifteen (15) calendar days after receipt of the Level 1 decision. The appeal must be submitted to the Student Success Director/Human Resources Manager.

The appeal must be in writing and contain the following:

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

An appeal must be directed only to issues raised in the original grievance, and cannot raise new issues. Upon receipt of an appeal, the Student Success Director/Human Resources Manager shall submit the appeal and the materials prepared at the Level 1 grievance (including the results of the Level 1 investigation) to the President.

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

SEXUAL HARASSMENT COMPLAINT 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. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work or learning environment is strictly prohibited. In determining whether alleged conduct constitutes sexual harassment, it is necessary to look at the entire context and pattern of behavior. However, any behavior, whether verbal or physical, constitutes sexual harassment if:

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

Students, who believe they have been harassed, should report such an act to the Human Resources Manager, who will assist the grievant in seeking redress through the appropriate procedure. Both informal 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 Human Resources Manager.

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 1-605-773-4493.

STUDENT CODE OF CONDUCT

Western Dakota Tech 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 Student Code of Conduct is subject to the disciplinary sanctions.

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

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

Procedural Due Process Principles

Allegations and Hearings

1. Student Code of Conduct allegations may be filed against any student by any member of the WDT community.
 - a. Allegations other than academic misconduct shall be directed to the Student Success Director or designated representative.
 - b. Allegations of academic misconduct shall be directed to the Dean of Academics or designated representative.
 - c. The complaint shall state the specific facts that form the basis for the allegation, as well as the identities of any other witnesses and the location of any physical evidence of the misconduct. Allegations must be signed by the complainant. Any allegation should be submitted as soon as possible after the event takes place or after the complainant discovers the identity of the alleged perpetrator.
2. The Dean of Academics or Student Success Director 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 Academics or Student Success Director 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 Academics or Student Success Director determines that the allegations have merit, the Dean of Academics or Student Success Director shall next determine whether the allegations can be resolved by mutual consent of the parties involved on a basis acceptable to the Dean of Academics or Student Success Director or by waiver of formal hearing where the charged student admits to the misconduct and accepts the proposed sanction.
2. Informal Resolution shall be final and there shall be no subsequent proceedings. If the allegations cannot be resolved informally, the formal resolution procedure will be implemented.

Formal Resolution

- A. Within fifteen working days of the final informal resolution attempt, the Dean of Academics or Student Success Director 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 Academics or Student Success Director.

- B. Hearings shall be conducted by a Conduct Board according to the following guidelines:
- a. Hearings shall be conducted in private.
 - b. The chair of the Conduct Board shall have the power to exclude from the hearing any person whose conduct interferes with the hearing.
 - c. In hearings involving more than one accused student, the Conduct Board may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the defendant have the right to be assisted by an advisor of their choice, at their own expense. Ordinarily, no more than one advisor for each student shall be permitted. The advisor may be a faculty member, staff member, student, attorney, or family member. The complainant and the defendant are responsible for presenting their own cases, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Conduct Board.
 - e. The complainant, the defendant, and the Conduct Board shall have the privilege of presenting witnesses, subject to the right of cross examination. Witnesses may only be present during the hearing while testifying.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Conduct Board at the discretion of the chairperson.
 - g. At the hearing, the Conduct Board shall determine (by majority vote) whether the student has violated each section of the Code of Conduct which the student is charged with violating.
 - h. The fact that a student acted while under the influence of alcohol, marijuana, or an illegal controlled substance shall not be considered a mitigating factor.
 - i. There shall be a single written record of all formal evidentiary hearings before a Conduct Board. The record shall be the property of 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 Academics or Student Success Director may direct.
 - iii. Except as required by the Americans with Disabilities Act, WDT shall not be required to change the form in which the record is maintained.
 - j. Except in the case of a student charged with failing to obey the summons of a Conduct Board or WDT official, no student may be found to have violated the Code of Conduct solely because the student failed to appear before a Conduct Board. In all cases, the evidence in support of the allegations shall be presented and considered.

Sanctions

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

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

Following the hearing, the Dean of Academics or Student Success Director 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.