

WESTERN
DAKOTA



T E C H

2016-2017
Student Handbook

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.

Approved 7/13/2016

ACCREDITATION

Western Dakota Tech is accredited by the Higher Learning Commission (HLC). It has been placed on Probation because of concerns related to assessment of student learning, persistence and completion rates, and institutional effectiveness. Western Dakota Tech remains accredited by the Higher Learning Commission during the probationary period, and the finding does not affect the ability of students to receive degrees, diplomas, financial aid, Pell grants, or academic credits or to qualify for certification exams in any field. As a condition of probation, Western Dakota Tech will submit plans and reports leading to a comprehensive evaluation by September 2017. In February 2018, the HLC Board of Trustees will review materials related to this evaluation and determine if the college can be removed from probation. Western Dakota Tech wants to answer any accreditation questions you have. Please contact Steve Buchholz, Vice President for Institutional Effectiveness and Advancement, at (605) 718-2436 or stephen.buchholz@wdt.edu if you have questions. You also can contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, info@hlcommission.org, and (800) 621-7440.

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, and the WDT Catalog.

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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 Director of Student Success or designee to submit the required documentation and to complete the ADA Accommodation Request form which the student is responsible for taking to each class/instructor in which accommodations are requested. 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

The Director of Student Success or designee will review the documentation and meet individually with the student to determine which accommodations will be allowable. Instructional/classroom accommodations may include, but are not limited to:

- Oral tests
- Enlarged material
- Extended time on exams (up to 1.5 times)
- Reduced-distraction environment
- Note takers
- Readers
- Digital texts
- Recording devices
- Preferential seating
- Graphic organizers

Section 504/ADA Grievance Procedure

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

BOOKSTORE

The WDT 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 withdrawal paperwork, along with a receipt, in order to receive a full refund. No other refunds will be given.
- Books must be in salable condition and must be accompanied by any workbook originally sold with the textbook.
- Textbooks sold with software may not be returned if opened.

Book Buy-Back Policy

The WDT Bookstore offers a book buy-back at the end of the fall and spring semesters. 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 bindings 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 at www.wdt.edu.

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
- Reservable study rooms
- Self-checkout station
- Centralized printing from the library computers – cash required
black & white copy/print 15¢; color print 25¢

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

ACADEMIC AMNESTY

Academic amnesty, when awarded, exempts courses on a student's transcript from being calculated into a student's cumulative GPA. A student can apply for and be granted academic amnesty one time during the student's entire enrollment period at WDT. A student may petition for academic amnesty based on one of the following:

1. **Change of Program**: A student who has attempted credits at WDT within the last year and who has been accepted into a new program may petition for amnesty for all credits not in the student's new program of study from being calculated into the cumulative grade point average.
2. **Interruption in Enrollment**: A student who has completed a minimum of 1 year of non-enrollment (3 consecutive terms including fall, spring and summer) and who has been reaccepted into WDT may petition for amnesty for all credits accumulated previously that do not apply to the current program from being calculated into the cumulative grade point average.

- The student must petition for amnesty by completing the Academic Amnesty form.
- The Dean of Academics' approval is required before amnesty will be granted.
- Students who were not making satisfactory academic progress during the most recent enrollment term will be required to complete a success plan with a Student Success Coach prior to registering for courses.
- Exempted courses will remain on the transcript but marked to indicate that hours and grades were not used in computing credit hours earned and cumulative grade point average.
- Exempted grades will be noted on the transcript with an asterisk (i.e. D* or F*), and a note will be placed on the transcript noting the date that academic amnesty was granted.
- Exempted courses will not be used to satisfy any graduation requirement.
- Financial aid officials will look at all credits attempted, including courses that have been exempted, for financial aid purposes.
- Other schools are not bound by WDT academic amnesty decisions.

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 Add/Drop/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 is subject to any sanctions for late assignments or missed tests as stated on the course syllabus. An adjustment in tuition will be made, and payment 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 Add/Drop/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 add/drop period may result in the addition or cancellation of financial aid award or the requirement for students to immediately repay a portion of their federal financial assistance.

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

ADMINISTRATIVE WITHDRAWAL DUE TO NON-ATTENDANCE

Students who have a record of zero (0) attendance for twenty-one (21) calendar days will be administratively withdrawn from 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 withdrawals are final. Students will be notified of their administrative withdrawal via their student email account and U.S. mail at the address on file.

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 before the student can be re-enrolled at WDT.

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 all tuition and fees prior to being enrolled in the course. Audit students are also responsible for book, material, tool, and supply costs associated with the course. Audits are allowed on a space-available basis. Financial aid is not available for audit courses.

Students taking a course for Audit (AU) will not be able to transcribe the course for credit at a future date. Audit courses do not calculate in the student’s overall WDT GPA, do not count toward graduation requirements, do not meet pre-requisite course requirements, and may not be dropped or withdrawn from after the official drop date. The official drop date for each semester is listed on the Academic Calendar and the WDT website.

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 add/drop 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 add/drop 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, military experience, or similar documentation that they meet required competencies for a particular course/program. The Director of Student Success, along with the Program Lead Instructor, will determine if prior learning credit will be granted based on verification requested. The student must pay a \$50 transcription fee per submission. Students are encouraged to provide all required documentation at one time. Prior learning credits may constitute no more than 75% of the credits required for a WDT certificate, 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

Individuals are considered students upon enrollment at WDT. 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 is a core component for the various programs offered at Western Dakota Tech. General Education courses promote and advance essential knowledge, skills, and values students need to succeed in an interdependent, diverse, and changing world. Students are provided a foundation for lifelong learning by gaining a broad knowledge of science, math, communications, technology, human behavior, and society. 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 Vice President for Institutional Effectiveness and Advancement within five (5) calendar days of the receipt of the Dean of Academics' decision.
 4. Within five (5) working days, the Vice President for Institutional Effectiveness 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 Fs.....	0.0 points
AU	-	Audit.....	No points

Other transcript codes include:

TC	-	Transfer Credit.....	No points
CE	-	Credit by Exam.....	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, TC, CE, and TF are not used in the calculation of grade point average. The designation "R" is used when a course is retaken. The highest grade of a repeated course (R) will be used to calculate the cumulative GPA, and the other grade(s) received will not be recognized in the calculation but will remain on the transcript. Please note that grades of Failing (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal with F's (WF), and Audit (AU) grades are not counted as hours successfully completed.

Grading Scales

General Education courses as listed in the WDT 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 must be received before a student qualifies for graduation.

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

1. Provide evidence of high school completion through an official high school transcript or a GED certificate.
2. Complete all program and institutional curriculum requirements in accordance with Satisfactory Academic Progress Standards. (Some programs have additional requirements 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 certificate/diploma/degree requirements will not be allowed to participate in graduation ceremonies. Exception: Students in programs that complete certificate/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 of Associate of Applied Science degrees 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 Director of Student Success, 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, a student should contact the Financial Aid Office to determine eligibility for funding of repeat courses. Both the original and repeated grade will be reflected on the student's transcript. A repeated course will be designated with an R on the transcript.

SATISFACTORY ACADEMIC PROGRESS – ACADEMIC AND FINANCIAL AID (Pending RCAS Board Approval)

Western Dakota Tech, in compliance with Federal and State regulation, requires that all students maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate in order to receive financial aid.

According to regulations governing the federal financial aid programs, a student must be enrolled in a program of study leading to a degree, diploma, or certificate and must be making satisfactory academic progress according to the standards and practices of the institution in order to continue to be eligible for federal programs including Federal Pell Grants, Federal Supplemental Education Opportunity Grant, Federal Stafford, Federal PLUS, and Federal Work-Study.

Satisfactory Academic Progress is defined as progressing in a positive manner toward fulfilling requirements for the degree, diploma, or certificate in a given program of study. Satisfactory progress is the measurement of a student's performance (credits completed and cumulative grade point average) in meeting the institutional degree requirements.

- A student must maintain a cumulative grade point average (GPA) of at least 2.0 on a 4.0 grading scale. This review takes place after the end of each fall, spring, and summer terms.
- Students must successfully complete 67% of all credits attempted at Western Dakota Tech. This review takes place after the end of each fall, spring, and summer terms.
- Students must complete their degree, diploma, or certificate within a maximum time frame measured by 150% of the maximum published credits in the program. Students exceeding the maximum time limit for their program are denied further student financial aid. A student may still register and attend Western Dakota Tech, however, the student cannot receive financial aid.

Additional Elements – The following are reviewed when determining that standards are met.

- Courses for which a student receives a letter grade of A, B, C, D, F, W, WF, or I are considered to be credits attempted for the purpose of Satisfactory Academic Progress.
- Courses for which a student receives a letter grade of A, B, C, or D is considered successful completion for the purpose of Satisfactory Academic Progress.
- Remedial courses are included in Satisfactory Academic Progress calculations.
- All credits are reviewed in Satisfactory Academic Progress regardless of Academic Amnesty. Students with Academic Amnesty status who are denied student financial aid can appeal their status.
- Courses taken for Audit are not funded by financial aid and are not included in Satisfactory Academic Progress.
- Courses repeated are included in the Satisfactory Academic Progress calculation. The highest grade is counted in the cumulative GPA.
- Entire Western Dakota Tech academic records are reviewed when considering satisfactory academic progress for all continuing, re-enrolled, reinstated, and transfer students who are applying for financial aid for the first time.
- For a student who was conferred a degree, diploma, or certificate and is enrolled in a new program, only the credits that apply to the new program will count towards Satisfactory Academic Progress.

Western Dakota Tech requires students to maintain a 2.0 cumulative GPA, attend/engage in courses, and make academic progress towards completion of a certificate, diploma, or degree 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 GPA below 2.0 at the end of a term will be placed on academic probation and will receive a probation letter from the Director of Student Success notifying him or her of their status. The student must meet with a Student Success Coach prior to the start of the next term of enrollment to complete a success plan.

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.

Students returning from academic suspension and those that ceased enrollment during a probationary semester will be placed on academic probation upon re-admittance to Western Dakota Tech.

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. Students on academic probation who fail to meet the requirements of academic probation will be placed on academic suspension.
2. Students who have a record of zero (0) attendance for twenty-one (21) consecutive calendar days will be administratively withdrawn from Western Dakota Tech 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 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 and removed from all pre-registered courses. See the Administrative Withdrawal 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.

Financial Aid Warning

Students who achieve a cumulative GPA below 2.0 or who have not successfully completed at least 67% of credits attempted at Western Dakota Tech at the end of a semester will be placed on financial aid warning and will receive a warning letter from the Financial Aid Coordinator notifying him or her of their status. Students are eligible to receive aid during the financial aid warning semester.

Students are expected to achieve a 2.0 cumulative GPA and have a completion rate of at least 67% at the end of the financial aid warning semester in order to return to good standing.

Financial Aid Termination

Failure to achieve a 2.0 cumulative GPA or completion of at least 67% of credits attempted at the completion of the warning semester will result in financial aid termination.

Financial aid termination may also be assigned to students who are unable to demonstrate that they can complete their program within the 150 percent timeframe. Students on financial aid termination are not eligible to receive federal or state financial aid.

Financial Aid Probation

Students on financial aid termination who successfully appeal the financial aid termination will be reinstated for aid on a probationary status. During probation, which lasts one term, students are expected to successfully meet the terms of probation as outlined on the Satisfactory Academic Progress Success Plan. Students may continue to receive aid for subsequent semesters as long as they continue to meet the terms of their Satisfactory Academic Progress Success Plan. Students will return to good standing up achieving a 2.0 cumulative GPA and successfully completing at least 67% of

credits attempted.

Appeal

Students placed on academic suspension or financial aid termination have the right to appeal.

The appeal is initiated with a written petition submitted to the Director of Student Success 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 Director of Student Success will meet with the Satisfactory Progress (SAP) Committee to review the appeal and issue a decision. The SAP Committee may request for the student to attend the meeting.

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

Students who have been granted an appeal of their suspension will be placed on academic or financial aid probation, as appropriate, for their next term of enrollment and must complete a success plan with a Student Success Coach.

STUDENT ID CARDS AND ID NUMBERS

WDT will issue every student a student ID card with their legal or preferred name. 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 <https://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. WDT defines a student as an individual who is enrolled at WDT. 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 the 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 or transcript, the student must sign a release form or submit a request in writing that

includes the student's signature to the Registrar's Office. Requests may be made to 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 are mailed 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. A person employed by or under contract to the school to perform official, educationally-related duties
 - 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
 - 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.

STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to Western Dakota Tech represents a voluntary decision on a prospective student's part to participate in the programs offered by Western Dakota Tech pursuant to its policies, rules, and regulations. Acceptance of the application and subsequent enrollment in courses represents the extending of the privilege of joining the WDT Community and of remaining a part of it as long as established standards for academics and conduct are met. The following list of rights Western Dakota Tech honors to students who are enrolled at WDT is not intended to be complete or exclusive. As well, students agree to the following responsibilities.

Student Rights

Academic and Administrative Policies: Students can expect an academic environment and administrative policies that support inquiry, learning, and growth.

Access: Students with disabilities have the right to request reasonable accommodation ensuring access to courses, course content, programs, services, and facilities.

Association: Students have the right to associate freely with other individuals, groups of individuals, and organizations for purposes that do not infringe on the rights of others.

Discipline: In keeping with the high expectations that WDT has for its students, students can expect discipline and sanctions for misconduct, as described in the WDT Student Handbook. Students accused of misconduct have the right to due process regarding the alleged misconduct, as described in section six of the WDT Student Handbook.

Education: WDT students have the right to a quality education that includes expert faculty, academic technology, library services, tutoring, and support resources necessary for the learning process.

Expression: Students are able to freely examine and exchange diverse ideas in a manner that does not violate the rights of others.

Freedom from Discrimination and Harassment: Students can expect to participate fully in the WDT Community without racism, discrimination, harassment, exploitation or victimization for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran. WDT is committed to providing an environment free from harassment and other forms of discrimination for students.

Grievance Process: Students have the right to respectfully present their concerns or complaints about WDT to WDT officials as well as the right to have their concerns and complaints addressed. Please see section six of the WDT Student Handbook for approved processes.

Institutional Shared Governance: Students have the right to participate in the governance of WDT by serving as an officer in a student organization, completing student surveys, and volunteering for focus groups.

Learning Outside the Classroom: Students have access to activities beyond the classroom that support intellectual and professional development.

Safe Environment: Students have the right to learn in a safe campus community.

Service to the Community: Students have the right to participate in service to both the WDT Community and the community beyond.

Student Information: Students have the right to access their own education records and the right to control the disclosure of personally identifiable information in accordance with the Family Education Rights Privacy Act.

Timely Response from WDT Faculty and Staff: Students have the right to timely and professional responses from WDT employees.

Student Responsibilities

Academic Progress: Students have a responsibility for their academic progress and planning, including selecting class schedule, meeting course requirements, completing requirements for graduation, reviewing grades and graded material, and seeking assistance in a timely fashion.

Attendance: Students are responsible for attending and engaging in classes according to the Attendance Policies contained in the instructor's course syllabus and WDT Student Handbook.

Class Work: Students are responsible for knowing all information contained in the syllabus. Students are responsible for meeting all course requirements, observing all deadlines, examination times, and course expectations and procedures.

Communication: Students are responsible for checking their WDT email daily (excluding holidays and weekends) for communications from WDT faculty and staff. Students also have the responsibility to complete all institutional forms accurately and submit them on time to the appropriate office. Any documents the student is having sent to the school by other organizations should be sent to the appropriate office on time as well.

General Conduct: Students attending Western Dakota Tech have the responsibility to be aware of and comply with the policies, expectations, and procedures in the WDT Student Handbook, WDT Academic Catalog, and, if applicable, program handbook.

Selection of Program: Students are responsible for reviewing and considering all information about a WDT program before enrolling. It is ultimately the student's responsibility to choose the program they will enroll in.

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. It is the responsibility of students to submit official transcripts and any required documentation before engaging in a course for which they think they may qualify for transfer credit.

All requests for transfer of credit from a higher education institution must be received and reviewed before a student qualifies for graduation. Transfer students must complete a minimum of 25% of the prescribed coursework through WDT to be eligible for a certificate, diploma, or AAS degree. Exceptions may apply for state or nationally recognized licensures.

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 applicability of credit is dependent upon previously established course equivalencies, statewide policies, and evaluations by academic advisors or faculty. The determination of acceptance is made by the Director of Student Success. Approved transfer credits are designated on the transcript as "TC". Students interested in transferring WDT credits to other institutions of higher learning should review WDT's transfer agreements with those institutions.

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 add/drop 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 on the WDT website. 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 on the WDT website. 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 website](#) for important links.

REFUND POLICY

See the Financial Aid Office for detailed refund and repayment information. Dual enrollment and audit courses are non-refundable after the add/drop period.

SCHOLARSHIPS

WDT's scholarships program and the generosity of donors make scholarships available for new and current students. WDT uses the [AwardSpring Scholarship Online Program](#) to make it easier for students to view and apply for scholarships. At the [AwardSpring 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. AwardSpring will automatically apply students for scholarships they qualify for based on the answers provided on the application. Students can access AwardSpring at <https://wdt.awardspring.com/>.

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

ABANDONED PERSONAL PROPERTY

Students must refrain from leaving personal property at Western Dakota Technical Institute. WDT is not responsible for any lost or stolen property.

Personal property found on campus should be turned into the Lost and Found in the designated program area or to Enrollment Services. Any personal property left on campus or in the Lost and Found without indication of ownership will be considered abandoned property after thirty (30) days. In the event WDT has information indicating the ownership of the personal property, WDT will send notice to the student at his/her last known email or physical address, advising the student to collect and remove the personal property left at WDT within thirty (30) days or the property will be considered legally abandoned and will become property of WDT. In its' discretion, WDT may dispose of the abandoned property as it sees fit. In the event WDT sells the abandoned property, the sale proceeds will not be credited to the student's account.

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 for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran. (Note: Students enrolled in some programs are subject to requirements that are more stringent.) For more information contact Western Dakota Tech's Director of Student Success or the Regional Director, 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 Director of Student Success 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 class 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
- 1.7 \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office, especially their FAQ's.
- 1.8 Intentional attempts to "crash" the network system or programs are prohibited.
- 1.9 Any attempts to secure a higher level of privilege on the network are prohibited.
- 1.10 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 the owner's expense.

The following areas are designated as student parking:

- Parking areas on the west and north sides of the Mickelson building.
- Handicapped parking is designated 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 certificate, 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, vaporizers, 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

In the event that a student or a faculty or staff member believes a crime (including all types of sex offenses or violence against women) has occurred, the person should contact local law enforcement authorities and notify a WDT administrator. These individuals will help the person reporting the crime with any necessary notifications, reports, or referrals to resources on or off campus. Annual reports are available upon request.

**Statistics of Criminal Offenses
Campus Report Summary**

Offense	2008	2009	2010	2011	2012	2013	2014
Murder	0	0	0	0	0	0	0
Dating Violence	n/a	n/a	n/a	n/a	n/a	n/a	0
Domestic Violence	n/a	n/a	n/a	n/a	n/a	n/a	0
Stalking	n/a	n/a	n/a	n/a	n/a	n/a	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	2	0	0
Motor Vehicle Theft	0	0	0	0	1	0	0

Campus Arrest Summary

Offense	2008	2009	2010	2011	2012	2013	2014
Weapons Possession	0	0	0	0	0	0	0
Alcohol/Drug Abuse	0	0	0	1	2	0	1

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 Director of Student Success.
3. Reports on all criminal activity will be kept in the Vice President for Institutional Effectiveness 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 or 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 Director of Student Success. 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, Discrimination, Harassment, and Sexual Violence Response 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.

DISCRIMINATION AND HARASSMENT

Western Dakota Tech will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, school employees, non-employees and its invitees. WDT includes school facilities, school premises, school vehicles and non-school vehicles used to transport students, employees, non-employees and invitees to school sponsored activities/functions and any other area where WDT has control of the premises.

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others. Students who believe they have suffered discrimination and/or harassment may, and are encouraged to, report such matters to any trusted adult. Employees and non-employees, who believe they have suffered discrimination and/or harassment may, and are encouraged to, report such matters to the building administrator, WDT Human Resources Manager or a WDT Ombudsperson.

NON-DISCRIMINATION STATEMENT AND COMPLAINT PROCEDURE

Western Dakota Technical Institute will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Debbie Toms
Director of Student Success
Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703
Phone: (605) 718-2958
E-mail: deborah.toms@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 (Assistant 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/Director of Student Success"), 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 persons with disabilities 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 Director of Student Success 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 Director of Student Success (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 Director of Student Success, 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 Director of Student Success/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 Director of Student Success/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 Director of Student Success/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 Director of Student Success/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 Director of Student Success/Human Resources Manager, or by written agreement of the parties. The Director of Student Success/Human Resources Manager's written decision shall also include notice of complainant's right to appeal the decision.

If the Director of Student Success/Human Resources Manager finds that the requested accommodation is reasonable and does not create an undue burden, then the Director of Student Success/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 Director of Student Success/Human Resources Manager's notification and work with the Director of Student Success/Human Resource Manager to ensure that the accommodation is implemented.

Level 2 (Appeal): If the complainant disputes the Director of Student Success/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 Director of Student Success/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 Director of Student Success/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 VIOLENCE RESPONSE POLICY AND PROCEDURE (Pending RCAS Board Approval)

I. Policy Statement

Western Dakota Tech is committed to providing a safe educational and working environment for its students, faculty, staff, and other members of the WDT community. WDT prohibits sexual violence and sexual assault (which are forms of "sexual misconduct"), dating violence and domestic violence (collectively, "relationship violence"), and stalking. This conduct is disruptive to the learning and working environment and will not be tolerated by WDT. WDT is committed to preventing sexual misconduct, relationship violence, and stalking, as well as addressing its effects on the WDT community. WDT has adopted

this policy in order to inform students, faculty, and staff and other members of the WDT community of their rights and responsibilities in the event they are or have knowledge of someone involved in an incident of sexual misconduct, relationship violence, or stalking and of the services available to victims of sexual misconduct, relationship violence, and stalking.

II. Scope of Policy

This policy applies to all members of the WDT community, including, but not limited to, students, faculty and staff, and it covers prohibited conduct that: occurs on campus; occurs in connection with WDT programs or activities, including academic, educational, extracurricular, or other programs and activities; or otherwise affects the WDT community. In certain instances, this policy applies to third parties (e.g., visitors, volunteers, vendors, and contractors while on WDT property, participating in a WDT-sponsored activity, or providing services to the Institute, or applicants for admission to or employment with the Institute). This policy applies equally to all regardless of an individual's sex, gender, sexual orientation, gender identity, or gender expression. All academic and administrative units of the Institute must comply with this policy.

III. Monitoring Responsibility

WDT administrators and other administrators as designated by the WDT President will be responsible for implementing the provisions of this policy and procedures.

IV. Affirmative Consent

Sexual activity of any kind requires affirmative consent, which is defined as a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

V. Definitions of Prohibited Conduct

A. Sexual Violence

Sexual violence encompasses sexual assault and is a form of sexual harassment. Sexual harassment, which is a form of discrimination, violates federal and state law and WDT Policy 2005.

Sexual violence includes physical sexual acts that are performed against a person's will or where a person cannot give consent. Physical resistance need not occur to fulfill the definition of sexual violence. Examples of sexual violence include, but are not limited to:

- Sexual intercourse or other sexual acts in the absence of consent;
- Rape (including "date rape") or attempted rape;
- Any unwanted sexual contact with another person's body;
- Nonconsensual oral sex; and
- Sexual assault (defined below), sexual battery, or sexual coercion.

B. Sexual Assault

Sexual assault includes non-consensual sexual intercourse and non-consensual sexual contact. Nonconsensual sexual intercourse is any act of sexual intercourse with another individual without affirmative consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact. Non-consensual sexual contact is any intentional touching of the intimate parts of another person, causing another to touch one's intimate parts, or disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

C. Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

D. Domestic Violence

Domestic violence means “abuse” occurring between:

- current or former spouses or cohabitants;
- persons who have a child in common; or
- persons currently or formerly involved in a dating relationship,

where “abuse” means any of the following acts:

- an act that causes serious bodily harm;
- an act that places a person eligible for relief in fear of imminent serious bodily harm;
- assault in any degree;
- rape or sexual offense or attempted rape or sexual offense in any degree;
- false imprisonment; or
- stalking.

E. Stalking

Stalking means a malicious course of conduct that includes approaching or pursuing another where the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear:

- of serious bodily injury; of an assault in any degree;
- of rape or sexual offense or attempted rape or sexual offense in any degree;
- of false imprisonment;
- of death; or
- that a third person likely will suffer any of the acts listed above.

VI. RESOURCES

WDT is committed to treating all members of the community with dignity, care and respect. The Institute recognizes that deciding whether or not to make a report, either to WDT or law enforcement, and choosing how to proceed can be difficult decisions. Making a report means telling someone in authority what happened, in person, by telephone, in writing, or by email. All individuals are encouraged to seek the support of campus and community resources. These trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under this policy is pursued. Individuals are encouraged to use all available resources on- and off-campus, regardless of when or where the incident occurred.

There are many resources available on campus and in the surrounding community. As detailed below, there are Confidential Resources that by law cannot share information without the consent of the individual seeking assistance, except for extreme circumstances, such as a health and/or safety emergency.

On-campus Resources

On-campus options to obtain assistance and guidance include:

Title IX Coordinator (Director of Student Success)
(605)718-2955

WDT Student Success Center
(605)718-2958

WDT is bound by mandatory reporting laws in certain situations, including the sexual abuse of a minor. Any WDT employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual abuse and emotional abuse) by a parent or other person, will report orally or in writing this information to the Title IX Coordinator. The Title IX Coordinator will immediately report this information to the state’s attorney; or the

department of social services; or the county sheriff; or the city police.

In all cases, WDT staff will maintain the privacy of an individual's information within the limited circle of those involved in the resolution of a complaint under this policy.

Off-campus Resources

An off-campus option to obtain assistance and guidance confidentially (This outside option does not provide any information to the campus.):

1. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.

Working Against Violence
www.wavi.org
(605)341-4808

2. Off-campus healthcare providers (Medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. Even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.)

Regional Health
www.regionalhealth.com/
(605)755-1000

3. Assistance can also be obtained through:

- Legal Momentum: <https://www.legalmomentum.org/>
- Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html>
- GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>
- RAINN: <https://www.rainn.org/get-help>
- Safe Horizons: <http://www.safehorizon.org/>

(Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are encouraged to additionally contact the Title IX Coordinator so that the campus can take appropriate action in these cases.)

VII. REPORTING

WDT encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The Institute encourages all individuals to make a report to the Institute and to local law enforcement. Reporting options are not mutually exclusive. Both internal and criminal reports may be pursued simultaneously.

WDT has a strong interest in supporting victims and survivors of sexual violence or other forms of prohibited conduct and encourages all individuals or third party witnesses to report any incident to the Institute.

Making a report means telling someone in authority what happened — in person, by telephone, in writing, or by email. At the time a report is made, a Complainant does not have to decide whether or not to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time.

WDT provides support that can assist each individual in making these important decisions, and to the extent legally possible, will respect an individual's autonomy in deciding how to proceed. In this process, WDT officials will balance the individual's interest with its obligation to provide a safe and nondiscriminatory environment for all members of the WDT community.

Any individual who reports sexual violence or other forms of prohibited conduct can be assured that all reports will be investigated and resolved in a fair and impartial manner. A Complainant, a Respondent, and all individuals involved can expect to be treated with dignity and respect. In every report under this policy, the Institute will make an immediate assessment of any risk of harm to the Complainant or to the broader campus community and will take reasonable steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

A. Emergency and External Reporting Options

The Institute will help any WDT community member get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

1. To file a criminal complaint with local law enforcement:
 - a. Rapid City Police Department, (605)394-4131 at 300 Kansas City Street
 - b. Pennington County Sheriff, (605)394-6113 at 300 Kansas City Street
2. To disclose confidentially the incident and obtain services from the State of South Dakota, City of Rapid City, and Pennington County:
 - a. HOTLINE (605) 996-4440
 - b. Additional disclosure and assistance options are catalogued by the South Dakota Network Against Family Violence and Sexual Assault: <http://www.sdnafvsa.org/> or by calling (800)430-SAFE (7233)

B. Campus Reporting Options

WDT encourages all individuals to report misconduct to any Institute employee that they trust and with whom they feel comfortable. Under Title IX, WDT is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment or violence that creates a hostile environment on the campus. WDT requires that all “responsible employees” share a report of misconduct with the Title IX Coordinator. The Title IX Coordinator will conduct an initial assessment of the conduct, the Complainant’s expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community.

All WDT community members, even those who are not obligated to do so by this policy, are strongly encouraged to report information regarding any incident of sexual harassment or other forms of prohibited conduct directly to the Title IX Coordinator. The Institute cannot take appropriate action unless an incident is reported to the Institute. To report an incident:

Title IX Coordinator (Director of Student Success)
(605)718-2958

To report an incident where the accused is an employee of WDT:

Human Resources Manager
(605)718-2402

Reports will be investigated in accordance with Institute policy.

VIII. OPTIONS FOR PROTECTION AND ACCOMMODATION

Some options that may be offered to the student include:

- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process.
- When the accused is not a member of the WDT community, to have assistance from WDT administrators and local law enforcement in obtaining a persona non grata letter, subject to legal requirements and WDT policy.
- To obtain reasonable and available interim measures that effect a change in academic, employment, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment.

While victims/survivors may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures: Title IX Coordinator, (605) 718-2958, Student Success Center.

IX. INSTITUTIONAL CRIME REPORTING

Reports of certain crimes occurring in certain geographic locations will be included in the WDT Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime nor the identity of the victim/survivor. WDT is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the victim/survivor). A victim/survivor will never be identified in a timely warning. Western Dakota Tech does reserve the right to notify parents when there exists a substantial concern for the student's safety and well-being, pursuant to the provisions of the Federal Education Right to Privacy Act.

X. CAMPUS CLIMATE ASSESSMENT

Climate assessments afford institutions the opportunity to better understand their campus and to make informed decisions when it comes to providing a safe educational environment. WDT will biennially conduct a uniform climate survey that analyzes prevalence and attitudes regarding sexual harassment, including sexual violence, and other related crimes. The survey will address student and employee knowledge about:

- The Title IX Coordinator's role;
- Campus policies and procedures addressing sexual assault;
- How and where to report sexual violence as a victim/survivor or witness;
- The availability of resources on- and off-campus, such as counseling and academic assistance;
- The prevalence of victimization and perpetration of sexual assault, domestic violence, dating violence, and stalking on- and off-campus during the last year;
- Bystander attitudes and behavior; and
- Whether victims/survivors reported to the Institute and/or police, and reasons why they did or did not report. This policy may be changed by the President or designee should Federal and/or State legislation require a different process or duplicate efforts to assess campus climate via survey.

XI. STUDENT ORIENTATION AND ONGOING ASSESSMENT

Western Dakota Tech believes that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, WDT will continue to educate all new and current students using a variety of best practices aimed at educating the entire WDT community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated. All new first-year students will, during the course of their first semester at WDT, receive training on the following topics, using a method and manner appropriate to the institutional culture of the WDT campus:

- The institution prohibits sexual harassment, including sexual violence, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative action regarding any accused individual within the jurisdiction of the institution;
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent;
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression;
- The role of the Title IX Coordinator and other relevant offices that address sexual violence prevention and response;
- Awareness of violence, its impact on victims/survivors and their friends and family, and its long-term impact;
- The Sexual Assault Awareness, Prevention, and Reporting document and Sexual Violence Response Policy;
- How to report sexual violence and other crimes to college officials and/or local law enforcement;
- How to obtain services and support;
- Bystander intervention and the importance of taking action, when one can safely do so, to prevent violence;
- Risk assessment and reduction including, but not limited to, steps that potential victims/survivors and potential assailants and bystanders to violence can take to lower the incidence of sexual violence; and
- Consequences and sanctions for individuals who commit these crimes

The process is not limited to a single day of orientation, but recognizes that students enroll at different times and gives WDT the flexibility to best educate students at a time and manner that can most effectively bring these points to light. Students at WDT shall receive general and specialized training in sexual violence prevention. WDT will conduct a campaign, compliant with the requirements of the Violence Against Women Act, to educate the student population.

Further, the institution will, as appropriate, provide or expand specific training to include groups such as leaders and officers of registered/recognized student organizations and online and distance education students.

Methods of training and educating students may include, but are not limited to:

- Online training;
- Posters, bulletin boards, and other targeted print and email materials;
- Educational programs;
- Programming surrounding large recurring campus events;
- Partnering with state and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to victims/survivors of crimes to offer training and education. Partnerships can also be used to educate community organizations about the resources and remedies available on-campus for students and employees seeking services.

XII. REPORTING PROCESS

Filing a Report

Any report of alleged sexual misconduct, relationship violence, or stalking by a student, member of the faculty, staff, or administration of Western Dakota Tech or a person who is not a member of the Western Dakota Tech community can be filed with the Title IX Coordinator. All members of the community are encouraged to consult with the Title IX Coordinator if they are unsure about how or what information to report. The Title IX Coordinator is obligated to act on any report to ensure measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. Each report is reviewed individually.

In cases where an observer/concerned individual reports sexual misconduct, relationship violence, or stalking to the Title IX Coordinator, the Complainant will be notified by the Title IX Coordinator that a report has been received. The Title IX Coordinator will meet with the Complainant to discuss her/his options and available resources at the Institute and in the community. The Complainant has a right to withdraw involvement or withdraw the complaint, however, in some circumstances, the Institute nevertheless may need to investigate, such as where it is necessary to ensure the safety of the Western Dakota Tech community. In such instances where the Complainant withdraws the complaint or from involvement in the process, the Institute may proceed and serve as a Complainant in the matter.

Administrative Contacts for Making a Report

Anyone wishing to file a report of sexual misconduct, relationship violence, or stalking or is seeking information, accommodation and/or resource information should contact the Title IX Coordinator (Director of Student Success).

The Title IX Coordinator is responsible for coordinating the Institute's response, disciplinary process, and for working with all involved parties. The Title IX Coordinator will assist in identifying options for Complainants in situations when discipline of the Respondent is outside of the Institute's jurisdiction.

Reporting a Student's Use of Alcohol or Drugs

The health and safety of every student at Western Dakota Tech is of utmost importance. Western Dakota Tech recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including, but not limited to sexual misconduct, relationship violence, or stalking occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Western Dakota Tech strongly encourages students to report sexual misconduct, relationship violence, or stalking to Institute officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of sexual misconduct, relationship violence, or stalking to Institute officials or law enforcement will not be subject to the Western Dakota Tech's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual misconduct, relationship violence, or stalking.

Rights of Reporting Individual/Complainant

Upon receipt of a report of an incident of sexual misconduct, relationship violence, or stalking the Title IX Coordinator will ensure the Complainant has been advised of their rights (1) to make a report to local law enforcement and /or state police or choose not to report; (2) to be protected from retaliation by the Institute for reporting an incident; and (3) to receive assistance and resources from the Institute. The reporting individual can choose to meet with the Title IX Coordinator to discuss these rights.

Individuals reporting acts of sexual misconduct, relationship violence, or stalking may also choose to file a report with the Rapid City Police Department (or appropriate agency with jurisdiction). Western Dakota Tech's system and the police/legal system work independently from one another. Individuals can file reports with the Institute, or with Rapid City Police Department, or with both systems simultaneously. Individuals also have the right to decline reporting. Because the standards

for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports are not determinative of whether or not sexual misconduct, relationship violence, or stalking, under this policy, has occurred.

Advisor of Choice

Complainant and Respondent each have the right to be accompanied to any related meeting or proceeding by an advisor of their choice. An advisor may be an individual who attends as a supportive presence. An advisor may take notes and quietly confer with the party being advised, but may not speak on behalf of the party or in any way disrupt any meeting or proceeding. Witnesses or others involved in this process are not permitted to bring another person to any meeting or hearing.

Although the parties are not required to bring their advisor to all meetings, utilizing the same advisor throughout the process, unless there are extenuating circumstances, allows the process to move forward in an efficient fashion. In the event that a party wants to make a change to their advisor, they must provide notice to the Title IX Coordinator.

If a Western Dakota Tech student Complainant or Respondent desires to have an attorney serve as her advisor, they may retain counsel independently.

Timeframe

The Institute encourages prompt reporting, but does not limit the timeframe for filing a report of sexual misconduct, relationship violence, or stalking. Reports can be submitted at any time following an incident, although the Institute's ability to take any action may be adversely affected/limited by the length of time between the alleged incident and the report. The current relationship to the alleged perpetrator may also limit the available range of disciplinary action (e.g., if an individual is no longer employed by the Institute or enrolled as a student). Once a report is received, projected timelines are provided in the steps of the procedure outlined below.

Jurisdiction

The Institute is able to respond formally to alleged incidents of sexual misconduct, relationship violence, and stalking:

- that occurred or may have a continuing effect on campus,
- that occurred in the context of official Institute programs or activities (regardless of location), or
- where the Complainant and Respondent are students, or members of the faculty, staff or administration of Western Dakota Tech.

If the offender is unknown or is not a member of the Western Dakota Tech community, the Title IX Coordinator will assist individuals in identifying appropriate on- and off-campus resources and/or provide access to local law enforcement authorities if the individual would like to file a report. In addition, the Institute may take other actions such as providing interim measures or accommodations to protect the individual and the campus community, regardless of whether there is a disciplinary process to proceed.

Retaliation

Any action by a member of the Western Dakota Tech community to penalize, intimidate, harass, take adverse action against a person who makes a report of discrimination or harassment, participates in an investigation, or otherwise asserts rights protected by non-discrimination laws is prohibited. Retaliation may be found even when the underlying report does not constitute discrimination or harassment in violation of policy.

Any person who believes that he or she has experienced retaliation for reporting discrimination or harassment, participating in an investigation, or for acting as an advocate should immediately contact the Title IX Coordinator (Director of Student Success) or Assistant Title IX Coordinator (Human Resources Manager). The Institute takes such reports seriously, investigates reports of retaliation, and takes strong disciplinary action against individuals found to have engaged in retaliation, as appropriate. All members of the Western Dakota Tech community are expected to cooperate with investigations of violation of this policy.

Interim Measures

Based upon the nature of a report, and particularly where the presence of the Respondent may be a continuing threat to the health or safety of the community, the Institute may impose restrictions, or interim measures, during the investigative process, up to or including suspension or other access restrictions. Requests for specific measures to be considered can be discussed with the Title IX Coordinator.

When the Respondent is a student, the Institute may issue a “no contact directive” consistent with Western Dakota Tech policies and procedures, whereby continued intentional contact with the reporting individual would be a violation of the Western Dakota Tech policy subject to additional conduct charges. If the Respondent and the Complainant observe each other in a given campus space, it shall be the responsibility of the Respondent to leave the area immediately and without directly contacting the Complainant. The Institute may work with both parties to establish an appropriate schedule for the Respondent to access applicable buildings and property at a time when such buildings and property are not being accessed by the Complainant. No contact directives may also be imposed when the Respondent is a staff or faculty member of the Institute.

During an investigation and until resolution of the matter, other reasonable and available interim measures and accommodations may be provided, including bans from campus, and/or appropriate changes in academic schedules, campus work schedules, or other applicable arrangements in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

Accommodations

All students affected by an experience of sexual misconduct, relationship violence, or stalking, whether or not the matter is to be adjudicated by the Institute, may request accommodations to support their safety, well-being, and access to education. The Title IX Coordinator will work with the student, in light of available information at the time of the request, to identify reasonable accommodation.

Accommodations may include, but are not limited to, adjustments to academic or campus work schedules, providing access to tutoring or academic support, or allowing a student to withdraw from or retake a course without penalty.

Informal Resolution Options

Informal resolution options are not available in cases involving allegations of sexual misconduct (e.g. sexual assault, sexual violence), even on a voluntary basis.

XIII. INQUIRY AND INVESTIGATION

Inquiry

Promptly following the receipt of a report, information will be reviewed by the Title IX Coordinator to determine if there may be reason to believe that a policy may have been violated. An initial inquiry will be undertaken by the Title IX Coordinator, if necessary, to determine whether a formal investigation will commence. If further information is necessary, it may involve prompt discussions with the Complainant and others, as appropriate. The Complainant may be accompanied by an advisor of choice to all meetings. An advisor may attend, but not participate in, all meetings and interviews. The Complainant may be offered reasonable accommodations and will be offered resources, as appropriate, regardless of whether or not there is reason to proceed with an investigation. If the findings of the initial inquiry indicate there is not sufficient reason to believe a violation may have occurred, the Complainant will receive prompt notice of this outcome and rationale. Inquiry is a prompt process that should not take longer than ten (10) days. If a formal investigation is to commence, the Respondent will be notified that a report has been filed. In cases of investigation of an employee as Respondent, the employee’s supervisor may be notified of the investigation at the same time the Respondent receives notification.

Vendors or other agencies in contract with the Institute will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all college properties and may also be subject to action deemed appropriate by their respective employer. Restrictions regarding access to Institute property or events may also be imposed.

The Respondent and Complainant, with their respective advisor of choice, will be given the opportunity to meet separately with the Title IX Coordinator (or designee) to review the policy and procedure, as well as related rights.

Formal Investigation

Reports of alleged sexual misconduct, relationship violence, or stalking will be equitably investigated in a fair, impartial, thorough and prompt fashion, providing a meaningful opportunity for participants to be heard. Investigation will be conducted by individuals without a conflict of interest or bias for or against either party. Every effort is made to resolve complaints within sixty days. The formal investigation process may vary depending upon the nature and complexity of the case and the time of year (and thus availability of parties). Typically the investigation process may take 30-40 days (inclusive of initial inquiry, if applicable).

A trained Title IX Investigator (who may be a Western Dakota Tech employee or external investigator), will interview the Complainant, Respondent, and available witnesses, as appropriate. The Complainant and Respondent may each have an advisor of choice present at all meetings and interviews. The Investigator will also gather any pertinent evidentiary materials (this may include, but is not limited to, emails, written documents, or photographs).

During the investigation process, both the Complainant and the Respondent will have an equal opportunity to provide the Investigator with relevant evidence and/or specific witness information. It is possible that more than one meeting may be necessary for Complainant and Respondent to have opportunity to respond to information obtained.

The Investigator will prepare an investigative report that will include a summary of relevant information of each interview, provide a summary of factual information, and include any relevant documentation collected. It should be noted, some information disclosed during investigation may not be relevant or appropriate to include in the investigative report. Specifically, the parties' sexual history with anyone other than each other (to the extent relevant to the complaint) or disclosure of medical or mental health conditions, diagnoses, and/or treatment generally will not be included.

The Complainant and Respondent will each have opportunity to review the investigative report, in the presence of an Institute official, and deliver a response to the investigative report. An impact statement may be provided, in writing, for review by the Adjudicator. The investigative report is then delivered to the Adjudicator for review and adjudication.

At any point the Institute may institute community-based efforts such as educational initiatives and/or trainings, as appropriate for prevention.

Investigators

If the Respondent is an employee of Western Dakota Tech, the Human Resources Manager serves as Investigator. In all other cases, the Director of Student Success serves as the Investigator. If the Director of Student Success is the Respondent, the Human Resources Manager will serve as Investigator.

XIV. ADJUDICATION PROCESS

Administrative Resolution

Upon review of the investigative report, the Respondent will be given the opportunity to respond to the alleged violation of policy in the following ways: 1) No response; 2) Not Responsible; or 3) Responsible.

If the Respondent accepts responsibility, both parties will receive notification and that the matter has been forwarded for sanctioning. See Determination of Sanctions below.

If the Respondent declines responsibility, or chooses not to respond, the Complainant will be notified and the case will be forwarded to the appropriate Adjudicator for review and adjudication.

Review of Investigative Findings

The trained Adjudicator is charged with fairly, promptly and impartially determining, based on a preponderance of the evidence, whether it is more likely than not that policy has been violated upon a review of the investigative materials. Adjudication will be conducted by officials of the Institute without a conflict of interest or bias for or against either party. A party with concern about a conflict of interest or bias should contact the Title IX Coordinator.

The trained Adjudicator will review the investigative report and materials within ten (10) days of delivery. If the Adjudicator requires clarification on any of the materials, the Investigator and/or Title IX Coordinator will assist the Adjudicator in obtaining such clarification. Though it is typically not necessary, the Adjudicator may consult, as needed, with the Title IX Coordinator to request further information from the Respondent, Complainant and/or any of the witnesses to clarify information in the investigative materials. If such follow up is necessary, the Complainant and the Respondent, will again each have the opportunity to review and respond to the updated investigative report.

Adjudicator Findings

The trained Adjudicator will decide, upon a complete review of the investigative report and materials and based on a preponderance of the evidence, whether there has been a violation of any sexual violence policies. Preponderance of evidence means that the Adjudicator is convinced based on the information provided that a violation of policy was more likely than not

to have occurred.

If the Adjudicator determines that a violation has occurred, the Respondent is “Responsible” and the Adjudicator will then determine the appropriate sanctions. This determination will be made within fifteen (15) days of receipt of the investigative report. If found “Not Responsible”, both Respondent and Complainant will be notified in writing of the outcome, rationale for the not responsible finding, and any related action (including communication of continued measure such as a no contact directive).

Determination of Sanctions

If the Respondent has accepted responsibility or the Adjudicator has made a finding of responsibility, based on review of the investigative report and related materials, the Adjudicator will determine the appropriate sanctions.

Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, Institute safety concerns and any other information deemed relevant by the Adjudicator. Past findings of sexual misconduct, relationship violence, or stalking may be admissible for consideration during sanctioning. The Adjudicator will render a written decision detailing the factual findings supporting the determination and the rationale for the sanction(s) imposed, if applicable.

The sanctioning determination is to be made by the Adjudicator within ten (10) days of receiving the investigative report with indication of the Respondent accepted responsibility or Adjudicator determination of responsibility. Both Respondent and Complainant will be notified in writing of the outcome, rationale for finding and sanctions, and/or remedies. Determination of sanctions is final.

Range of Sanctions

Faculty, staff, or administrators who are found in violation of this policy are subject to disciplinary action, up to and including discharge. Students are subject to disciplinary action, up to and including suspension or expulsion. In any case, educational programming or alcohol/substance assessment may be required. Sanctions may include reassignment of work duties or location; reassignment of class meetings; restrictions on contact with Complainant; access restrictions to Institute property and/or events; disciplinary probation, suspension or expulsion. More than one sanction may be imposed.

Guests and other persons who are alleged to have engaged in sexual misconduct, relationship violence, or stalking are subject to corrective action, which may include removal from campus, ban from campus, and/or termination of contractual arrangements. Vendors or other agencies in contract with the Institute will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all college properties and may also be subject to action deemed appropriate by their respective employer. Restrictions regarding access to Institute property or events may also be imposed.

Regardless of how a matter proceeds in this process, remedies may be made by the Institute, such as reviewing protocol or providing or enhancing training to staff and/or students. Protective measures may also be taken, such as issuing no-contact directives or access restrictions or implementing reasonable accommodations. Accommodation requests are reviewed on a case by case basis, and may include, but are not limited to, measures such as adjusting a campus work schedule, assisting with academic support, seeking extensions for assignments, or allowing a student to withdraw and/or retake a course without penalty.

Adjudicators

The Dean of Academics serves as the Adjudicator. If the Dean of Academics is the Respondent, the Human Resources Manager will serve as the Adjudicator.

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 or vaporizers 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 Director of Student Success 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 Director of Student Success 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 Director of Student Success 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 Director of Student Success determines that the allegations have merit, the Dean of Academics or Director of Student Success 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 Director of Student Success 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 Director of Student

Success 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 Director of Student Success.

- 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 Director of Student Success 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 Director of Student Success 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.