

Section Four: General Campus Policies

ABANDONED PERSONAL PROPERTY

Students must refrain from leaving personal property at WDTC. WDTC 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 WDTC has information indicating the ownership of the personal property, WDTC will send notice to the student at his/her last known email advising the student to collect and remove the personal property left at WDTC within thirty (30) days or the property will be considered legally abandoned and will become the property of WDTC. In its' discretion, WDTC may dispose of the abandoned property as it sees fit. In the event WDTC sells the abandoned property, the sale proceeds will not be credited to the student's account.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

WDTC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, services, enrollment practices, or in any aspect of their operation.

This notice meets the requirements of the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

The following WDTC individual is designated to handle inquiries regarding the non-discrimination policies and/or laws:

Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office Administration D206, Rapid City, SD, 57703; 605-718-2931; Kelly.Oehlerking@wdt.edu

Inquiries regarding non-discrimination can also be made to:

South Dakota Regional Office, Kansas City Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut St., Third Floor, Suite 320, Kansas City, MO 64106; 816-268-0550; OCR.KansasCity@ed.gov

WDTC is an open-admissions institution offering career-focused diploma, certificate, and associate of applied science programs in a variety of fields. Please view our programs for more information.

ALCOHOL AND OTHER DRUGS – WDTC Policy 4012

WDTC believes that the illegal use of drugs and alcohol presents a serious health and safety hazard to the College community and interferes with educational and occupational success. A person needs to feel secure to perform at a maximum level. Therefore, campus safety and security must be a concern of every student and employee at WDTC. Furthermore, drug use and alcohol abuse affect the entire campus community in increased drop-out rates, academic failure, disciplinary problems, and progression into addiction.

The College fully complies with the Drug Free School and Communities Act of 1989 to prohibit the illegal possession, consumption, and distribution of drugs and alcohol on College property, during classes and at activities officially sponsored by the College. Students and employees may not consume alcoholic beverages on College property, during classes, or in connection with activities officially sponsored by the College except by permission of the local Board or designee, and only then, if of legal age to consume alcohol.

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.

WDTC supports all federal, state, and local ordinances pertaining to alcohol and drugs and will fully cooperate with law enforcement authorities to protect the students and employees of the College from the illegal possession, purchase, sale, and manufacture of controlled substances and alcohol.

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 WDTC policy.

Although some forms of marijuana may be legal at the state level, marijuana is considered a Schedule I drug under federal law, even when recommended by a certified physician. Accordingly, students, employees, visitors, and guests, including those with a medical card, are prohibited from possessing, distributing, using, or being under the influence of marijuana on College property and in connection with its programs and activities off campus. Those caught in possession, using, or being under the influence of cannabis are subject to disciplinary action and possible legal action.

Students are encouraged to contact the Student Success Coaches for assistance with drug and alcohol concerns. Community resources and confidential third-party counseling services are available.

Drug and alcohol violations are addressed through the College's Student Code of Conduct Policy 4014 - <https://www.wdt.edu/assets/docs/uploads/about/policies/4014.pdf> and the Student Resolution Policy 4015 - <https://www.wdt.edu/assets/docs/uploads/about/policies/4015.pdf>. For more information on WDTC's Drug Free Schools and Communities Policy 4012, which includes information relevant to both employees and students who are not employed by WDTC, please visit <https://www.wdt.edu/assets/docs/uploads/about/policies/4012.pdf>.

CHILDREN OF STUDENTS

Children of students may not accompany their parent(s) to class or wait without parental supervision in other areas of the campus, including the Student Success Center and common areas.

COMPUTER/EMAIL/INTERNET/NETWORK

All students are required to have a Windows compatible (not Chromebook or Apple product) laptop computer with Wi-Fi 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 WDTC software and network connectivity issues. Students may seek additional support through their vendor or a commercial computer support service.

WDTC Policy 6018 – Network Use Policy contains information pertaining to proper network use. You can view the complete policy at <https://www.wdt.edu/assets/docs/uploads/about/policies/6018.pdf>.

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, inappropriate images, or is significantly revealing will not be tolerated. Reasonable personal cleanliness and frequent laundering of uniforms is expected and is the responsibility of the student. WDTC staff reserve the right to determine what is considered appropriate attire.

GUN- AND WEAPON-FREE CAMPUS – WDTC Policy 6011

WDTC believes students, faculty, staff, visitors, and contractors must be able to learn and work in a safe environment. WDTC is committed to creating and maintaining an environment that is free from threatening and violent behavior. To accomplish this, WDTC prohibits the carry, exhibit, or display of weapons, including guns,

explosives, knives, dangerous chemicals, or any other weapon capable of producing bodily harm. Such activity is prohibited on any property owned or operated by WDTC or at any College-sponsored activity at any location.

Gun and weapon violations are addressed through the College's Student Code of Conduct Policy 4014 - <https://www.wdt.edu/assets/docs/uploads/about/policies/4014.pdf> and the Student Resolution Policy 4015 - <https://www.wdt.edu/assets/docs/uploads/about/policies/4015.pdf>. The complete Gun- and Weapon- Free Policy 6011 is located on WDTC website's policy page at <https://www.wdt.edu/assets/docs/uploads/about/policies/6011.pdf>

PARKING AND TRANSPORTATION

Students must furnish their own transportation to and from school, including transportation to and from field trips, internships, clinicals, or any other locations of course instruction. WDTC 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 and labeled as student parking:

- Parking areas on the north and west side of the Mickelson building.
- Parking area on the south side of Badlands Hall.
- Handicapped parking designated near each entrance.

Students are not allowed to park in the following areas:

- fire lanes;
- south parking lot designated for WDT staff and visitors;
- along the shop entrances on the north side of the Mickelson building;
- under the library drive-up canopy;
- under the Medical Simulation Center canopy;
- driving lanes within parking lots;
- sidewalks or areas blocking sidewalks, driveways, ramps, or loading zones;
- handicapped spaces without a state-issued handicapped placard or license plate;
- spaces marked as "reserved";
- spaces reserved or blocked with a cone, sign, or other indicator signifying the space is not available for use; or
- other designated areas.

PREGNANT AND PARENTING STUDENTS – WDTC Policy 4003

WDTC is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX).

One type of sex discrimination covered by Title IX is discrimination based on pregnancy, marital status, or parental status, which is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Western Dakota Tech hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents. The WDTC Policy is located at <https://www.wdt.edu/assets/docs/uploads/about/policies/4003.pdf>.

Students requesting pregnancy-related accommodations need to contact the Student Success Center.

SEXUAL HARASSMENT COVERED UNDER TITLE IX – WDTC POLICY 4001

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. WDTC does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office D226, Rapid City, SD, 57703; 605-718-2931; Kelly.Oehlerking@wdt.edu.

WDTC Policies 2001/4001, 2001/4001.Procedure.001 and 2001/4001.Procedure.002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Policy - <https://www.wdt.edu/assets/docs/uploads/about/policies/4001.pdf>

Procedure. 001 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure001.pdf>

Procedure. 002 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure002.pdf>

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington DC 20202, Main Telephone: 202-453-6914

STUDENT CODE OF CONDUCT

As stated in WDTC Policy 4014 – Student Conduct, WDTC has a responsibility to protect its mission and the members of the College community. The College 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 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. The complete Code of Conduct Policy 4014 is located on the College's website at <https://www.wdt.edu/assets/docs/uploads/about/policies/4014.pdf>.

Code of Conduct violations are addressed through the College's Student Code of Conduct Policy 4014 - <https://www.wdt.edu/assets/docs/uploads/about/policies/4014.pdf> and the Student Resolution Policy 4015 - <https://www.wdt.edu/assets/docs/uploads/about/policies/4015.pdf>.

STUDENT RESOLUTION PROCESS

WDTC is committed to excellence and recognizes that concerns, complaints, and grievances (hereinafter referred to as complaint) may arise. Students deserve the opportunity to have complaints they have and complaints made concerning them addressed in a fair manner.

For all complaints, the first course of action must be to try to resolve the complaint directly with WDTC through established processes as outlined on the WDTC website and/or in WDTC policies.

All established resolution processes can be found at <https://www.wdt.edu/about/concerns-and-complaints/>. Complaint resolution processes vary depending on the nature of the complaint. Students may contact a Student Success Coach for assistance with the complaint process.

STUDENT RESOURCES

WDTC is committed to providing campus and community-based resources to students experiencing a variety of needs during their educational journey. Access to resources is available in the Student Success Center by speaking with a Student Success Coach. Resources include housing, mental health, food insecurity, academic, parenting/childcare, transportation, and other needs-based areas. For inquiries, contact StudentSuccessCenter@wdt.edu.

STUDENT RIGHTS AND RESPONSIBILITIES – WDTC Policy 4007

The submission of an application for admission to WDTC represents a voluntary decision of a prospective student to participate in the programs offered by WDTC pursuant to its policies, rules, and regulations.

Enrollment in courses extends the privilege to join the WDTC community and remain part of it as long as established standards for academics and conduct are met. Student are offered rights and responsibilities upon enrollment per policy. The following rights for enrolled students are not intended to be complete or exclusive.

The complete Student Rights and Responsibilities WDTC Policy – 4007 is located at <https://www.wdt.edu/assets/docs/uploads/about/policies/4007.pdf>.

STUDENT RIGHT TO KNOW

In accordance with the 2008 Higher Education Opportunity Act, WDTC provides Student Consumer Information on the College's website at <https://www.wdt.edu/about/student-consumer-information/>.

TOBACCO AND SMOKE-FREE CAMPUS – WDTC Policy 4002

WDTC 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, WDTC is a tobacco and smoke free campus. This policy applies to all employees, students, visitors, and contractors. Smoking and the use of smokeless tobacco or vapor products are prohibited anywhere in WDTC buildings or on any College-owned property with the exception of within the confines of personal vehicles. In addition, giveaways, sponsorship of campus activities, advertising, and promotions from tobacco companies are prohibited on the WDTC campus or at WDTC-sponsored events. Violation of this policy will result in disciplinary action.

Information regarding a tobacco cessation program or other options is available through the South Dakota QuitLine website: <https://www.sdquitline.com>.

The complete Tobacco and Smoke-Free Campus Policy 4002 is located on the WDTC website's policy page at <https://www.wdt.edu/assets/docs/uploads/about/policies/4002.pdf>.

Tobacco and Smoke-Free Campus violations are addressed through the College's Student Code of Conduct Policy 4014 – <https://www.wdt.edu/assets/docs/uploads/about/policies/4014.pdf> and the Student Resolution Policy 4015 – <https://www.wdt.edu/assets/docs/uploads/about/policies/4015.pdf>.

WDTC POLICIES

Students are responsible to abide by WDTC policies and procedures that are posted on the WDTC website at <https://www.wdt.edu/about/policies-and-procedures>.