

WESTERN  
DAKOTA



TECHNICAL COLLEGE

**2023-2024**  
**Student Handbook**

## **ACCREDITATION**

Western Dakota Technical College (WDTC) is accredited by the Higher Learning Commission (HLC), at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; <https://www.hlcommission.org/>. HLC has accredited WDTC as a certificate-granting institution since 1983 and as an associate degree-granting institution since 1990. To obtain more information about WDTC's accreditation or approval relationships, contact the Vice President for Institutional Effectiveness and Student Success, Kelly Oehlerking, at [Kelly.Oehlerking@wdt.edu](mailto:Kelly.Oehlerking@wdt.edu).

## **WDTC MISSION**

WDTC prepares students to be highly-skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

## **WDTC VISION**

As an integral community partner, WDTC leads the region by providing innovative education and advocating technical excellence to drive career development and economic growth.

## **WDTC VALUES**

Excellence      Assessment      Transparency      Accountability      Dignity      Compassion      Inclusion

## **WDTC DIVERSITY, EQUITY, INCLUSION, AND BELONGING COMMITMENT**

WDTC respects the uniqueness of every individual who works at, attends, or visits WDTC and is committed to diversity, equity, inclusion, and belonging. We know and acknowledge all of us have different strengths and backgrounds that contribute to the success of us as individuals and WDTC as a whole. We believe everyone should have equitable access to technical education and professional career pathways it provides. Thus, WDTC strives to provide a supportive and inclusive environment for all employees and students, regardless of areas of difference, so individuals can find both personal and professional success at WDTC.

## **LIMITS OF HANDBOOK INFORMATION**

Due to conditions beyond the control of WDTC, it may be necessary to add, amend and/or delete statements appearing in this handbook without notice. Every reasonable effort has been made to include factual information herein, and no responsibility is assumed for any errors. The Student Handbook is to be used in conjunction with WDTC policies, the WDTC Student Housing Handbook, the WDTC Catalog, the WDTC website, and other publications provided by the College.

## **ACCESSIBLE VERSION OF HANDBOOK**

An accessible version of the handbook is available by contacting [disability.services@wdt.edu](mailto:disability.services@wdt.edu) or 605-718-2904.

## TABLE OF CONTENTS

### Contents

<b>Section One: Services to Students .....</b>	<b>6</b>
CAMPUS STORE .....	6
Required Course Material .....	6
Textbook Purchasing .....	6
Textbook Return Policy through eCampus.....	6
Textbook Rental Returns and Buy-Back Policy through eCampus .....	6
CAREER SERVICES .....	7
COUNSELING SERVICES .....	7
DISABILITY SERVICES.....	7
Student Responsibility .....	7
Faculty and Staff Responsibility.....	8
Section 504/ADA Grievance Procedure.....	8
DINING SERVICES.....	8
HOUSING.....	8
LIBRARY SERVICES.....	8
PRINTING/FAXING.....	9
SERVICE ANIMALS – WDTC Policy 4013.....	9
STUDENT SUCCESS CENTER .....	9
TUTORING SERVICES.....	9
Wi-Fi ACCESS .....	9
<b>Section Two: Student Achievement and Registration Information .....</b>	<b>10</b>
ACADEMIC ADVISING .....	10
ACADEMIC AMNESTY.....	10
ACADEMIC FREEDOM AND FACULTY RESPONSIBILITIES – WDTC Policy 3001.....	10
ADDING/DROPPING COURSES.....	10
ADMINISTRATIVE WITHDRAWAL DUE TO NON-ATTENDANCE.....	11
ATTENDANCE .....	11
AUDIT.....	11
CHANGE OF NAME/ADDRESS/EMAIL/PHONE .....	12
CHANGING PROGRAMS .....	12
COURSE CHALLENGE .....	12
COURSE/SCHEDULE CHANGES, COURSE CAPACITY, AND COURSE CANCELLATIONS.....	12
COURSE SUBSTITUTIONS.....	12
COURSE WITHDRAWAL .....	12
CREDIT TRANSFER – WDTC Policy 3002 .....	13
DEAN’S LIST.....	13
DUAL ENROLLMENT .....	13
ENROLLMENT STATUS.....	13
GENERAL EDUCATION PHILOSOPHY .....	13
GRADE LEVELS .....	14
GRADING SYSTEM.....	14
Grade Point Average.....	14
Grading Scales.....	14
GRADUATION .....	15
GRADUATION HONORS .....	15
INCOMPLETE GRADES .....	15

INDEPENDENT STUDY .....	15
LOCATION/RELOCATION WHILE ENROLLED IN A PROGRAM LEADING TO A CERTIFICATION OR LICENSURE .....	15
MAXIMUM CREDIT LOAD .....	16
MILITARY WITHDRAWAL DUE TO ACTIVATION AND READMISSION AFTER SERVICE .....	16
PRIOR LEARNING – WDTC Policy 3015 .....	16
PROGRAM OF STUDY DECLARATION.....	17
REGISTRATION.....	17
REPEATING COURSEWORK .....	17
SATISFACTORY ACADEMIC PROGRESS – ACADEMIC REQUIREMENTS – WDTC Policy 4010.....	17
STUDENT ID CARDS AND ID NUMBERS.....	17
STUDENT INFORMATION SYSTEM – MyWDT AND STUDENT EMAIL .....	17
STUDENT RECORDS AND FERPA.....	18
Release of Records/Transcripts .....	18
Access to Records in the Event of School Closure.....	18
FERPA – Family Educational Rights and Privacy Act – WDTC Policy 4004 .....	18
TEST PROCTORING – WDTC POLICY 3009.....	18
USE OF COPYRIGHTED MATERIALS – WDTC POLICY 3010.....	18
WITHDRAWAL FROM WDTC.....	19

**Section Three: Financial Aid, Third-Party Funding, and Student Accounts ..... 20**

CHECK POLICY .....	20
COLLECTIONS .....	20
FINANCIAL AID.....	20
General Financial Aid Eligibility Requirements: .....	21
Financial Aid Application Process: .....	21
Financial Aid Summer Session: .....	21
Financial Aid Rights and Responsibility: .....	21
Financial Aid Programs and Offer Guidelines:.....	21
Defaulted Federal Student Loans and/or Repayments: .....	21
Post-Withdrawal Disbursements: .....	21
Student Consumer Information: .....	22
Financial Aid Satisfactory Academic Progress (SAP) – WDTC Policy 4011 .....	22
Return to Title IV: .....	22
REFUND POLICY AND PROCEDURE – WDTC Policy 6007 .....	22
SCHOLARSHIPS .....	22
TUITION AND FEES .....	23

**Section Four: General Campus Policies ..... 24**

ABANDONED PERSONAL PROPERTY .....	24
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY.....	24
ALCOHOL AND OTHER DRUGS – WDTC Policy 4012 .....	24
CHILDREN OF STUDENTS .....	25
COMPUTER/EMAIL/INTERNET/NETWORK .....	25
DRESS CODE .....	25
GUN- AND WEAPON-FREE CAMPUS – WDTC Policy 6011 .....	25
PARKING AND TRANSPORTATION .....	26
PREGNANT AND PARENTING STUDENTS – WDTC Policy 4003 .....	26
SEXUAL HARASSMENT COVERED UNDER TITLE IX – WDTC POLICY 4001 .....	26
STUDENT CODE OF CONDUCT.....	27
STUDENT RESOLUTION PROCESS .....	27
STUDENT RESOURCES .....	28
STUDENT RIGHTS AND RESPONSIBILITIES – WDTC Policy 4007 .....	28

STUDENT RIGHT TO KNOW .....28  
 TOBACCO AND SMOKE-FREE CAMPUS – WDTC Policy 4002 .....28  
 WDTC POLICIES .....28

**Section Five: Campus Safety .....29**

CAMPUS SAFETY AND SECURITY .....29  
 EMERGENCY REMOVAL FROM CAMPUS.....29  
 ILLNESS, ACCIDENT, OR INJURY .....29  
 INCLEMENT WEATHER CAMPUS CLOSINGS .....30  
 LAB, CLASSROOM, BUILDING, AND PARKING LOT REGULATIONS AND ISSUES .....30  
 PERSONAL PROTECTION ORDER, NO CONTACT ORDER, OR RESTRAINING ORDER .....31  
 RISK OF EXPOSURE TO HAZARDOUS MATERIALS.....31  
 THEFT/VANDALISM.....31  
 VISITORS.....31

## Section One: Services to Students

### **CAMPUS STORE**

The WDTC Campus Store, located in Dakota Hall, offers a wide variety of school supplies, snacks, beverages, and WDTC apparel in addition to being a resource for help in ordering textbooks.

### **Required Course Material**

WDTC 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 <https://www.wdt.edu/student-life/campus-store/> at <https://www.wdt.edu/current-students/wdt-master-syllabi/>, and through their course instructors.

Students are encouraged to review their syllabi through MyWDT for a full list of tools and/or additional software that may not be available for purchase through the WDTC Campus Store.

### **Textbook Purchasing**

The WDTC Campus Store has contracted with eCampus which is an online college textbook store. You are able to log into the eCampus online store using your WDTC Student ID # and it will auto populate your required textbooks. If you have any student loans, scholarships, or Third-Party financial aid it will be uploaded onto your eCampus student account for you to use to purchase your textbooks.

### **Textbook Return Policy through eCampus**

To be eligible for a refund, the item must be received in the eCampus warehouse within 30 days from the ship date or course start date, whichever allows more time. Books must be returned in the condition that they were received to obtain a refund. You will need a Return Merchandise Authorization number which is automatically generated when you complete a return and print your return label via your My Account (<https://wdt.ecampus.com/sign-in?ltype=m&timeout=1&rp=/myaccount/Default%3F>). Please note, all returns must have a Return Merchandise Authorization number to ensure the returns process is completed successfully.

### **Textbook Rental Returns and Buy-Back Policy through eCampus**

You may return your rentals through your online account or return them at the WDTC Campus Store. Only eCampus rentals through the WDTC Online Bookstore are accepted.

You may sell your books at the WDTC Campus Store during select times of finals week, or you can sell online 24/7 at [wdt.ecampus.com](http://wdt.ecampus.com).

The books eCampus buys back must be in a condition that they can be offered to another students:

- Books may contain some highlighting, writing or margin notes throughout, but not to excess.
- Books must be generally clean in appearance with no torn pages and with the cover and spine intact. Normal wear is acceptable but not excessive wear.
- Books with any water damage cannot be accepted
- Teacher's editions, instructor's editions, international editions, and other like editions cannot be accepted; these will be recycled if received.

The price offered by eCampus for a used book is based on several different factors:

- Is the book being used again for the next term at WDTC?
- Is there a demand for the book at other schools for the next term?
- Can the book be offered in used condition or for rent? For example, if it's a looseleaf book or a workbook, they can only be sold new so used copies will not be accepted.

The best time to sell your books back is at the end of each term. When you sell back your books during finals week, or shortly after, you will get the best price offered. If you try to sell a book back in the middle of a

semester and eCampus isn't buying it or offering a price you want to accept, try back at the end of the term. Additional information about upcoming needs for the book may make a difference.

### **CAREER SERVICES**

The Career Services Office at WDTC 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 Assistant Director of Student Success located in the Student Success Center or Director of Industry Relations and Grant Management in Corporate Education for help with resumes, interview skills, application preparation, and job search tools.

Maintaining a full academic schedule is a full-time job 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 WDTC when requested. Full-time and part-time employment opportunities for WDTC students will be posted online through the Handshake platform.

WDTC does not guarantee placement to any student. WDTC Career Services collects placement data from graduates. Placement data can be found online here: <https://www.wdt.edu/future-students/placement-report>.

### **COUNSELING SERVICES**

Counseling services are available to students through a third party. Please contact the Student Success Center for more information at 605-718-2955 or by email at [StudentSuccessCenter@wdt.edu](mailto:StudentSuccessCenter@wdt.edu).

### **DISABILITY SERVICES**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), it is the policy of WDTC 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 College. WDTC works to ensure campus accessibility for persons with disabilities, which include, but is not limited to, admissions, services, educational opportunities, programs, activities, employment practices, and facilities use/maintenance (except those that would result in fundamental alteration of programs, place undue financial and administrative burdens upon the College, and that can be provided without lowering academic and other essential standards).

Detailed information regarding Disability Services processes, expectations, and responsibilities can be found in the Disability's Services Handbook at <https://www.wdt.edu/current-students/section-504ada-process>.

Disability Services Office can be contacted at [disabilityservices@wdt.edu](mailto:disabilityservices@wdt.edu) for any questions or concerns regarding Disability Services at WDTC.

The Director of Student Success, Whitney Bischoff, who serves as the ADA/504 Coordinator, can be reached at 605-718-2965, [whitney.bischoff@wdt.edu](mailto:whitney.bischoff@wdt.edu), or office D160A in the Student Success Center.

### **Student Responsibility**

To be eligible for accommodation, the student must contact the Director of Student Success, Student Resource Coordinator, or designee to submit required documentation and to complete the ADA Student Request for Services form located in MyWDT. This contact should be made as early as possible to set-up a meeting either in person, over the phone, or virtually. It is the student's responsibility to provide medical or other diagnostic documentation of disability and limitations. If documentation is not available or is inadequate for determining academic needs, the student may be asked to participate in additional evaluation prior to receiving accommodations. The student will incur the cost of this testing. Once the need for ADA accommodations is verified, the student is responsible for talking with, and getting signatures from, instructors in classes where accommodations will be used.

Students with disabilities are not exempt from following WDTC policies and procedures such as program attendance requirements and assignment due dates.

## **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 Assistant Director of Student Success.

## **Section 504/ADA Grievance Procedure**

See WDTC Policy 4015 – Student Resolution and 4015.Procedure.003.

<https://www.wdt.edu/assets/docs/uploads/about/policies/4015.pdf>

<https://www.wdt.edu/assets/docs/uploads/about/policies/4015procedure003.pdf>

## **DINING SERVICES**

Dining Services is located next to the Commons in Wanbli Hall. The Grill offers breakfast and lunch options while classes are in session, as well as Grab-n-go microwave meals, snacks, and beverages. A limited selection of food choices are also available for purchase in the WDTC Campus Store and at the Grab-n-go area in the Badlands Building. Microwaves are located in the Commons, Campus Store, and Badlands Hall for student use, and beverage vending machines are in several locations on campus.

Students in need are encouraged to take items from the WDTC Campus Food Pantry located adjacent to the Student Success Center. Questions regarding the food pantry should be directed to the Student Success Center staff.

## **HOUSING**

WDTC offers limited off-campus housing to full-time students. WDTC does not provide family housing, and students are not required to live in student housing. Visit the WDTC housing website at <https://www.wdt.edu/student-life/student-housing/> for more information to apply. Housing may be contacted at [housing@wdt.edu](mailto:housing@wdt.edu) or 605-718-1100.

Additional housing resources are available through the Student Success Center. A list of rental units is available upon request through the Student Success Center, and Student Success Coaches can offer assistance with finding housing to meet your needs. All currently enrolled students have access to the roommates Facebook page designated to help students find other WDTC students that are looking for local non-WDTC housing and roommates associated with WDTC. Visit Western Dakota Tech Housing, Rooms, Apartments, Sublets, Roommates Facebook page to join.

## **LIBRARY SERVICES**

The WDTC library is located in Dakota Hall in the Student Success Center.

Library staff is available to assist students in conducting research tasks, helping with proper citations, scanning documents, and printing materials. Materials, features, and services available to students include:

- Computer stations
- Non-fiction print materials aligned with WDTC degree programs
- Leisure-reading collection in print and audiobook formats
- Online databases of encyclopedias, magazines, newspapers, journals, and e-books
- Testing rooms with HD cameras for students with testing accommodations approved through Disability Services
- Study tables with power outlets and multimedia collaboration stations
- 24/7 outside return book drops
- Printing from the library computers is available

The WDTC Library does not charge fines for items returned after their due dates. Any book(s)/equipment not returned within 30 days of being overdue will have the replacement cost billed via Student Accounts.

Whether online or in person, the library staff is available to help. For more details, visit the Library page in MyWDT.



## **PRINTING/FAXING**

WDTC students have the ability to print from any compatible personal devices (phone, laptop, tablet) to any copier on campus. The cost of printing or making copies is \$.15 for black and white and \$.25 for color per each side of the paper. Students can purchase credit in the WDTC Campus Store or Student Accounts office. Please be advised that this credit does not roll over from semester to semester. Fax services are not available for student use.

## **SERVICE ANIMALS – WDTC Policy 4013**

WDTC complies with federal, state, and local laws which allow a service animal to accompany any person with a disability on the WDTC campus, except where noted in the policy. Prior to full campus access, students with a service animal must meet with the Assistant Director of Student Success. The complete policy is located on the WDTC website's policy page at <https://www.wdt.edu/assets/docs/uploads/about/policies/4013.pdf>.

WDTC Policy 4013 and Policy 4017 differentiate between service animals and emotional support animals. Emotional Support Animals are only allowed in College housing and must be approved by the Disability Services Office. The full emotional support animal campus policy is located at <https://www.wdt.edu/assets/docs/uploads/about/policies/4017.pdf>.

## **STUDENT SUCCESS CENTER**

The Student Success Center houses Student Success Coaches who help WDTC students succeed. Your Student Success Coach may contact you to assist in your academic journey as they receive notice of academic concerns, attendance concerns, or even help celebrate in your success. Their goal is to help you reach your goals and navigate your time at WDTC. The Student Success Center also is the hub for student engagement on the WDTC campus and is the "go to" place for students that are looking to get involved, have questions, are struggling to connect, or need additional academic, community, or campus resources. Some of the Student Success Center services include:

- Access to Tutoring and Academic Support
- Peer Mentoring
- Community Resource Referrals (Mental Health, Housing, Childcare, Transportation, Food Insecurity, etc.)
- ADA/Disability Services
- Career Education
- Professionals Program
- Clubs and Organizations
- Veteran's Resources including Veteran's Upward Bound
- Campus Events
- Awareness Series (Wellness and Diversity)
- Dual Enrollment Resources
- Student ID Cards
- Study Spaces & Collaborations Stations

The Center may be reached via email at [StudentSuccessCenter@wdt.edu](mailto:StudentSuccessCenter@wdt.edu), through the online chat button on the WDTC website, or by phone at 605-718-2955.

## **TUTORING SERVICES**

Students often require on-going assistance in specific classes. As time permits, instructors will provide extra attention to students having difficulties with course content. Students also have access to peer tutors in most general education courses through the Student Success Center. There is no cost to students for tutoring services. Students on academic probation or returning from academic suspension may be required to utilize tutoring services, if deemed necessary by their instructor, advisor, or Student Success Coach. Tutoring Services are also available virtually by contacting [studentsuccesscenter@wdt.edu](mailto:studentsuccesscenter@wdt.edu).

## **Wi-Fi ACCESS**

WDTC provides Wi-Fi access in all buildings. Students can access the Wi-Fi network using WDT-ACAD and their student ID number. Students having difficulty connecting to Wi-Fi access should contact the WDTC IT-helpdesk at 605-394-5355 or, if accessible, [helpdesk@wdt.edu](mailto:helpdesk@wdt.edu).

## **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 or the two weeks prior to registration to provide recommendations for next semester 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 WDTC. A student may petition for academic amnesty based on one of the following:

1. **Change of Program**: A student who has attempted credits at WDTC 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 one year of non-enrollment (three consecutive terms including fall, spring, and summer) and who has been reaccepted into WDTC 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 Registrar's 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 WDTC academic amnesty decisions.

### **ACADEMIC FREEDOM AND FACULTY RESPONSIBILITIES – WDTC Policy 3001**

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. The complete policy is located on the WDTC website's policy page at <https://www.wdt.edu/about/policies-and-procedures>.

### **ADDING/DROPPING COURSES**

Students may add a course to their original course schedule during the official add period for each course as stated on the WDTC academic calendar found online at <https://www.wdt.edu/current-students/academic-calendar>, based on space availability. Students must meet with Registrar's Office staff during the add period in order to add a course(s) to their schedule. Adding a course(s) after the official add period requires permission from the VP for Teaching and Learning.

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 or payment arrangements must be made at the time of enrollment in the course.

Students may drop a course from their original course schedule within the official drop period for each course on the WDTC academic calendar found online at <https://www.wdt.edu/current-students/academic-calendar>. To drop a course, the student must obtain the course Drop/Withdraw form from the Registrar's Office or Student Success Center 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 after all processing is complete. 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 awards 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 WDTC website at <https://www.wdt.edu/current-students/academic-calendar/>.

### **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 WDTC 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 WDTC in the future must meet with a Student Success Coach to complete a success contract.

Students are encouraged to contact WDTC to properly withdraw from WDTC 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.

Students subpoenaed to testify in court (in a case in which they are not a party) or summoned to serve on a jury panel are asked to speak to their instructors about meeting course requirements for the time they are required to be in court.

### **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 WDTC 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 for that course. The official drop date for each semester is listed on the academic calendar on the WDTC website at <https://www.wdt.edu/current-students/academic-calendar/>.

### **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 on the "How To" page in MyWDT or through Enrollment Services. Name changes require valid documentation and can be completed by contacting the Registrar's Office (605-718-2568 or [registrar@wdt.edu](mailto:registrar@wdt.edu))

### **CHANGING PROGRAMS**

Students need to visit with their Student Success Coach or Registrar's Office to request a change of program. Students must meet the admission's requirements of the program they seek to enter. Students are encouraged to speak to the Financial Aid Office to determine future aid eligibility as a result of changing programs. For current students, change of program forms are processed at the end of a term. WDTC does not allow double majors unless the first program upstreams 100% into the second program, as is the case with embedded or stackable programs. See the Registrar's Office for a listing of embedded and stackable programs.

### **COURSE CHALLENGE**

Course challenges are offered for select courses. A standard fee shall be charged to students who request the course challenge opportunities. The fee must be paid to the Student Accounts Office prior to the selected course challenge dates. The Student Success Center sends an email to a student's WDTC email account with upcoming course challenge opportunities, including dates and fees. Students may challenge a course either to remove a remedial requirement or to earn credit for a program requirement.

Students taking a course challenge to remove a remedial math or English requirement must obtain a score placing them into a higher-level math or English course. See the Registrar's Office for MATH 112 requirements.

Students taking a course challenge to earn credit for a course must earn a "B" or better to pass the exam (in accordance with general education/technical grading scales found in the "Grading System" section of the WDTC Student Handbook). If a "B" or better is earned, the credit will be posted to the student's transcript and noted as "CE". Students are allowed two testing opportunities per testing window for the same course but must adhere to the registration and fee payment guidelines. If standards are not met, the student will be required to pay full tuition and take the course.

Course challenges are offered prior to the start of each semester for all students and just prior to the end of the fall and spring semesters for current students.

### **COURSE/SCHEDULE CHANGES, COURSE CAPACITY, AND COURSE CANCELLATIONS**

WDTC reserves the right to change course times, days, and rooms. WDTC reserves the right to set course capacity and cancel courses.

### **COURSE SUBSTITUTIONS**

Students requesting a course substitution to fulfill their plan of study requirements must work with their Program Director to complete a Course Substitution form through the Registrar's Office. The VP for Teaching and Learning 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 course will carry a "W" indicating withdrawal on the transcript. Students who withdraw from some, but not all, courses after the official add/drop period will not be granted a refund and financial aid may be affected.

Students cannot withdraw from courses after completion of 75% of the course. The last day to withdraw from a course and receive a "W" is listed on the academic calendar for each term on the WDTC website at <https://www.wdt.edu/current-students/academic-calendar/>.

Students who leave courses after the last day to withdraw from the course will receive grades earned and no refunds will be granted.

### **CREDIT TRANSFER – WDTC Policy 3002**

Students requesting credit at WDTC for post-secondary work completed at other schools must submit an official transcript from the school(s) previously attended. It is the student's responsibility to submit official transcripts and any required documentation before engaging in a course for which they think they may qualify for transfer credit. A transfer credit evaluation may take up to six weeks after an official transcript is received in the Registrar's Office.

The complete policy is located on the WDTC website's policy page at <https://www.wdt.edu/about/policies-and-procedures>.

Students interested in transferring WDTC credits to other institutions of higher learning should review the College's transfer agreements with those institutions. Articulation agreements can be found at <https://www.wdt.edu/future-students/transfer-of-credit>.

### **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 WDTC and earn credit for high school graduation as well as postsecondary credit from WDTC. By enrolling in course(s) with WDTC, Dual Enrollment students are subject to all rules and regulations spelled out in the WDTC Student Handbook. Contact the WDTC Admissions Office for details.

Per SB 142, students who receive a 'W', 'WF' or 'F' in a Dual Enrollment course lose eligibility for the SD Dual Enrollment Program. For more information or to appeal a Loss of Eligibility please complete the appeal paperwork found on our website at [www.wdt.edu/dual](http://www.wdt.edu/dual).

All Dual Enrollment students are required to complete Jumpstart Orientation once they are enrolled at WDTC. WDTC provides the option to complete this requirement by attending a live session prior to the start of the semester or by completing a virtual, self-paced, component through MyWDT.

### **ENROLLMENT STATUS**

Individuals are considered students upon initial enrollment in courses at WDTC. Enrollment ends upon graduation or withdrawal from WDTC. For academic and financial aid purposes, in the fall and spring semesters (and summer for financial aid), 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. For academic purposes, in the summer semester, students are considered full-time at 6 or more credits and half time at 3 to 5 credits. Third-party funding agencies may have different definitions for enrollment status.

### **GENERAL EDUCATION PHILOSOPHY**

General Education at WDTC provides a foundation for study in the academic programs imparting broad knowledge and intellectual concepts to students and developing skills and attitudes that WDTC believes every college-educated person should possess. Students gain knowledge in the areas of social sciences, natural sciences, mathematics, communications, computers, as well as arts and humanities. Courses support the institutional learning outcomes of critical thinking, technical knowledge and skills, communication, and professionalism.

## **GRADE LEVELS**

A student in an Associates of Applied Science degree who has earned at least 30 credits in that degree will be considered a 2<sup>nd</sup> year student. A student in a program leading to a certificate or diploma is considered a 1<sup>st</sup> year student.

## **GRADING SYSTEM**

WDTC 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	- Transcription 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 WDTC Catalog except CJUS 201 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 WDTC 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 and evaluated 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 that must be achieved. Students should check with their academic advisor.)
- 3 Attain a cumulative grade point average of 2.0 or higher.

Students who are within nine credits of completing a certificate, diploma, or Associate of Applied Science degree are eligible to participate in the spring commencement ceremony or may choose to wait until all credits are completed before participating in the ceremony.

In order for official transcripts and diplomas to be released, students must fulfill all financial obligations to WDTC. Degrees, diplomas, and certificates will be conferred once the Registrar's Office confirms all course requirements are met.

## **GRADUATION HONORS**

WDTC awards honors to graduates of diplomas and Associate of Applied Science degrees who earn certain cumulative grade point averages. To receive 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. WDTC does not round cumulative grade point averages.

## **INCOMPLETE GRADES**

An incomplete grade is issued at the discretion of the instructor, with approval by the VP for Teaching and Learning, 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 VP for Teaching and Learning.

## **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 VP for Teaching and Learning. Students who have failed a course may not repeat it as an independent study.

## **LOCATION/RELOCATION WHILE ENROLLED IN A PROGRAM LEADING TO A CERTIFICATION OR LICENSURE**

Students (and graduates) who live in or relocate to a location in which their respective program is not currently authorized or if it is unknown if the program is currently authorized may not be able to obtain certification or

licensure for the program in which they initially enrolled. Upon initial enrollment into a program leading to certification or licensure, WDTC informs prospective and current students of the impact of location on professional licensure and certification requirements.

It is the student's responsibility to keep the address of their current location up-to-date in My.WDT at all times and to seek guidance from their advisor, program director, and VP for Teaching and Learning if the student lives in or plans to relocate to a location other than South Dakota as this may have an impact on the student's ability to obtain certification or licensure.

### **MAXIMUM CREDIT LOAD**

Students will not register for more than 18 credits in the fall/spring semester or 9 credits in the summer semester without the permission of the academic advisor and the VP for Teaching and Learning unless they are following the course schematic listed in the catalog. Students requesting an overload must contact their advisor to start the overload request process.

### **MILITARY WITHDRAWAL DUE TO ACTIVATION AND READMISSION AFTER SERVICE**

WDTC realizes students who are members of the U.S. armed forces may be called to active duty, specialized training, or as part of disaster relief efforts with little notice. Students who are activated and have attended classes for 75% of the semester (or 75% of module courses) during which they are called to active duty will be allowed to receive the grade they have earned and given full credit for the course, providing it is a C or higher. Students who are activated prior to 75% of the course or who have not earned a C or higher will receive a "W". This policy does not pertain to initial active-duty training (i.e. basic training).

Students who withdraw completely from WDTC will be eligible for refunds based on the criteria in the "Refund Policy and Procedure" section of the WDTC Student Handbook. Students receiving scholarships or 3<sup>rd</sup> party funding must contact the respective funding agency to determine the impact of the withdrawal on future funding eligibility.

Service members called to military service for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days shall be readmitted to WDTC under the same academic status as the service member had when last attending or when was last accepted for admission to WDTC. Military service is service in the armed forces, including service by a member of the National Guard or reserve on active duty, active duty for training, or full-time National Guard duty under federal authority. It does not include military service under state authority.

Upon the student's return to WDTC, the student must give written notification to the Registrar's Office stating the semester the student intends to re-enroll in classes at WDTC. In order for the student to be eligible to receive the privileges stated within this section, the student must enroll in classes within three years after the completion of the military service. The Admissions Office will readmit the student to WDTC into the next semester unless the service member requests a later date or unusual circumstances require WDTC to admit the student at a later date. WDTC will readmit the student with the same academic status, which means the same program to which the student was last admitted, at the same enrollment status, with the same number of credit hours previously completed, and with the same academic standing unless the student chooses a different program or enrollment status. If the student is readmitted to the same program, the student will be assessed the tuition and fee charges that the service member would have been assessed for the academic year the student left WDTC.

The cumulative length of the absence for military service may not exceed five years.

### **PRIOR LEARNING – WDTC Policy 3015**

Prior Learning Assessment (PLA) describes learning gained outside a traditional academic environment. WDTC may grant prior learning credit to students who have certifications, licensures, proof of military education or experience, or similar documentation that they meet required competencies for a particular course or program. The complete policy is located on the WDTC website's policy page at <https://www.wdt.edu/about/policies-and-procedures>.



## **PROGRAM OF STUDY DECLARATION**

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 each academic term. WDTC will not automatically register a student in the next term without the student's affirmative consent or without allowing the student to cancel their registration before the student is assessed tuition and fees for that term. After completing a midterm advising session with their advisor, students complete a personal information update and register for courses for the next semester. 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 REQUIREMENTS – WDTC Policy 4010**

WDTC requires that all students maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate.

Good Academic Standing – Students must maintain a cumulative grade point average of at least 2.0 on a 4.0 grading scale to remain in good academic standing and to graduate with a degree, diploma, or certificate. Students are responsible for their own academic standing and for seeking assistance when experiencing difficulty.

The complete policy is located on the WDTC website's policy page at <https://www.wdt.edu/about/policies-and-procedures>.

## **STUDENT ID CARDS AND ID NUMBERS**

WDTC will issue every student a student ID card with their student ID number and their legal or preferred name. To ensure the safety of the WDTC community, students are encouraged to carry their student ID card with them at all times. This ID card is the property of WDTC. It can be used when printing from a network printer on campus or for requesting student information, such as passwords, email, or student records. Student ID cards are required to use the WDTC library and to take advantage of the managed print solution provided by WDTC. More information on printing services can be found at <https://www.wdt.edu/student-life/printing>. Student ID cards are also required to be shown to take advantage of student discounts that are offered at various businesses throughout the community.

All students are assigned a student ID number and temporary password. Once a student has their login information they are required to change their password using WDTC's password self-service site available through the "Change Password" link on [My.WDT.edu](http://My.WDT.edu). The username is the student's email address ([firstname.lastname@student.wdt.edu](mailto:firstname.lastname@student.wdt.edu)). All passwords are required to be a minimum of fifteen characters in length, alpha/numeric, with at least one capital letter and one symbol. Student ID numbers are assigned and may not be changed. Student ID numbers/passwords are used to access MyWDT and a student's email account.

## **STUDENT INFORMATION SYSTEM – MyWDT AND STUDENT EMAIL**

Students will have access to WDTC's student information portal, MyWDT, through any device with Internet access. The MyWDT portal is available through a link on the WDTC website, [www.wdt.edu](http://www.wdt.edu), or directly at <https://my.wdt.edu/ics>. 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 WDTC student email account. Student email accounts will remain active for six months after a student exits WDTC. 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 WDTC as required by law. WDTC defines a student as an individual who is enrolled at WDTC. 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, WDTC transcript, copies of correspondence, and other records per the WDTC Student Records Retention Policy.

When a student leaves WDTC, the student file is kept for three years. The WDTC 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. WDTC requires a student to complete a release of information form to authorize WDTC officials to release academic records to the respective 3<sup>rd</sup> party 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 WDTC 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 WDTC. The Registrar's Office will not release official transcripts on behalf of a current student during a semester's open grading period. WDTC does not have the authority to release transcripts provided to WDTC from another higher education institution.

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 <https://www.wdt.edu/foundation-alumni/request-transcripts>.

### **Access to Records in the Event of School Closure**

In the event of the closure of WDTC, the Board of Technical Education will ensure all permanent records of current and former students will be maintained and available. The Board may be contacted at 800 Governors Drive, Pierre, South Dakota 57501.

### **FERPA – Family Educational Rights and Privacy Act – WDTC Policy 4004**

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. WDTC is committed to protecting the privacy of student education records. This policy details WDTC's response to the provisions of this act.

To view the complete policy, including definitions, reporting procedures, and the process for the dissemination of policy and training, go to <https://www.wdt.edu/assets/docs/uploads/about/policies/4004.pdf>.

### **TEST PROCTORING – WDTC POLICY 3009**

The purpose of the policy is to ensure academic integrity and to maintain fairness in the evaluation of student learning at WDTC while adhering to NC-SARA and HLC online learning requirements. WDTC recognizes the importance of proctoring as a means of verifying student identity and ensuring that academic work is done independently and under appropriate conditions  
<https://www.wdt.edu/assets/docs/uploads/about/policies/3009.pdf>.

### **USE OF COPYRIGHTED MATERIALS – WDTC POLICY 3010**

WDTC is committed to supporting teaching, research, learning and nonacademic operations in the advancement of the College's educational mission. Intellectual, technological, and information resources and materials are

provided for use by the entire College community and are to be used in accordance with the provisions of the United States Copyright Act of 1976 as amended, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002, unless licenses or agreements exist which allow for exceptions.

All users of such resources and materials are expected to follow the standards outlined in the College's copyright policy found at <https://www.wdt.edu/assets/docs/uploads/about/policies/3010.pdf>.

### **WITHDRAWAL FROM WDTC**

If a student desires to withdraw from WDTC, 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 course(s) may be due a partial refund depending on the last day of attendance and financial aid may require adjustment. Any outstanding balance due or refund owed will be communicated to the student via U.S. mail to the address on file. Student Accounts strives to have this information to students in 7-10 days. Current refund schedules are available from Student Accounts and are published on the WDTC website. The refund policy is subject to change.

Students cannot withdraw from WDTC after completion of 75% of the course. Students who leave WDTC after the last day to withdraw from a course will receive grades earned as of the end of the semester and no refunds will be granted.

The last day to withdraw from a course is listed on the academic calendar on the WDTC website at <https://www.wdt.edu/current-students/academic-calendar>.

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

### **CHECK POLICY**

WDTC will not accept personal checks from any person who has made a previous non-sufficient funds payment. This includes all departments on campus that accept personal checks as a form of payment. If a personal check payment made to a student's account is returned by the bank for any reason, the student agrees to repay the original amount of the payment plus the returned payment fee to the returned check collections company. Returned payments and/or failure to comply with the terms of any payment plan or agreement will result in a hold placed on the student's account. A Student Account Hold will halt registration for courses, release of student records, and any of the services offered by WDTC until such accounts are paid in full.

### **COLLECTIONS**

When a student registers for any class at WDTC or receives any service from WDTC, the student accepts full responsibility to pay all tuition, fees, and other associated costs assessed as a result of their registration and/or receipt of services. Students further understand and agree that their registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C § 523(a)(8)) in which WDTC is providing the student educational services, deferring some or all of their payment obligation for those services, and the student promises to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date.

Balances on past due accounts may be turned over to an outside agency for collection. Students with delinquent accounts at collections will be responsible for all additional collection fees and will result in a hold placed on the student's account. A Student Account Hold will halt registration for courses, release of student records, and any of the services offered by WDTC until such accounts are paid in full.

### **FINANCIAL AID**

The WDTC 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 provides financial assistance to students who, without such aid, would be unable to attend school. Financial Aid policies and procedures are found on the WDTC website. If you have questions, 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, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, and Federal 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
- Return to Title IV 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 WDTC's Financial Aid Website at <http://www.wdt.edu/financial-aid/> for important links.

**General Financial Aid Eligibility Requirements:**

All financial aid recipients eligibility requirements can be found on the WDTC webpage at <https://www.wdt.edu/paying-for-school/financial-aid/eligibility-requirements/>.

**Financial Aid Application Process:**

The Financial Aid process can take 3-4 weeks to complete depending on additional information needed. Students are encouraged to submit a Free Application for Federal Student Aid (FAFSA) for the academic year they plan to enroll as soon as possible. Steps for applying for Financial Aid can be found on the WDTC webpage at <https://www.wdt.edu/paying-for-school/financial-aid/applying-for-aid/>.

**Financial Aid Summer Session:**

If planning to attend a Summer term, you need to complete the summer term application located at <https://www.wdt.edu/paying-for-school/financial-aid/applying-for-aid/>.

**Professional Judgement Review:**

The Financial Aid Office has the authority under the law (section 479A of the Higher Education Act) to make adjustments, on the basis of adequate documentation, and on a case-by-case basis, to address circumstances not reflected in a student's original Free Application for Federal Student Aid (FAFSA). Professional Judgement requirements can be found on the WDTC webpage at <https://www.wdt.edu/paying-for-school/financial-aid/applying-for-aid/>.

**Financial Aid Rights and Responsibility:**

The Financial Aid Office is responsible for processing your aid application and administering your financial aid in a timely manner. You have the right to expect equitable treatment in the consideration of your application for financial aid assistance. Each student's file is evaluated on an individual basis and financial aid is offered according to eligibility and packaging guidelines. Information on confidentiality statement, Financial Aid Disbursement, student rights and responsibilities can be found on the WDTC webpage at <https://www.wdt.edu/paying-for-school/financial-aid/rights-and-responsibilities/>.

**Financial Aid Programs and Offer Guidelines:**

Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, and Federal Direct Subsidized Loan are distributed based upon financial need. Various financial assistance programs can be found on the WDTC webpage at <https://www.wdt.edu/paying-for-school/financial-aid/>.

**Defaulted Federal Student Loans and/or Repayments:**

Any student who is in default on a Federal Student Loan will not receive payment for Federal Pell Grant, FSEOG, FWS, and Federal Student Loans. If a student owes a repayment on a Federal Grant, no further payments of Federal Financial Aid funds can be made to that student until the repayment has been made.

**Post-Withdrawal Disbursements:**

An eligible student who withdraws before receiving a Title IV disbursement may be eligible to receive a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. WDTC may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified in writing of post-withdrawal disbursement eligibility for Federal Direct Loans within 30 days of the date of withdrawal determination to offer them the opportunity to accept all or part of their disbursement for Title IV loans. A student must make arrangements to pay their student account if a balance is outstanding. Failure to make arrangements may result in turning the account over to a collection agency for processing.

### **Student Consumer Information:**

Prospective students, current students, and community members are encouraged to review Consumer Information at <https://www.wdt.edu/about/student-consumer-information/> which provides a comprehensive overview of WDTC and its practices, including crime statistics, privacy, financial aid, and other important policies.

### **Financial Aid Satisfactory Academic Progress (SAP) – WDTC Policy 4011**

Whether or not a student has or will receive financial aid, federal regulations require WDTC to establish and implement a policy to measure if a student is making satisfactory academic progress toward a degree. Federal student aid funds include but are not limited to: Unsubsidized Direct Loan, Subsidized Direct Loan, Parent PLUS Loan, Federal Pell grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study.

Other federal, state, and private agencies may require students to maintain satisfactory academic progress for their aid programs as well. The academic record of all students will be monitored to ensure compliance with the requirements specified below. Therefore, even the academic record of those who have not received federal student aid in the past may impact future eligibility. Satisfactory Academic Progress is measured at the end of each term (fall, spring, and summer).

See WDTC's Satisfactory Academic Process – Financial Aid Requirements at <https://www.wdt.edu/assets/docs/uploads/about/policies/4011.pdf> and <https://www.wdt.edu/paying-for-school/financial-aid/satisfactory-academic-progress/> for details.

### **Return to Title IV:**

The U.S. Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from a college who receive Title IV financial aid. The Federal Title IV programs at WDTC include: Pell Grants, Direct Loans, Direct PLUS Loans, Supplemental Educational Opportunity Grants (FSEOG), and Iraq and Afghanistan Service Grant.

The requirements to return Title IV program funds when you withdraw are separate from the WDTC refund policy at <https://www.wdt.edu/assets/docs/uploads/about/policies/6007.pdf> and procedure at <https://www.wdt.edu/assets/docs/uploads/about/policies/6007procedure001.pdf>. Therefore, you may still owe funds to the school to cover unpaid institutional charges. WDTC will charge the student for any Title IV program funds that WDTC is required to return to the U.S. Department of Education.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws prior to the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the various programs.

See WDTC's Return to Title IV Policy at <https://www.wdt.edu/paying-for-school/financial-aid/return-to-title-iv-policy/> for details.

### **REFUND POLICY AND PROCEDURE – WDTC Policy 6007**

Students who withdraw completely from WDTC will be eligible for refunds (excluding non-refundable fees) based on the last date of attendance (LDA) at WDTC. WDTC Refund Policy can be found at <https://www.wdt.edu/assets/docs/uploads/about/policies/6007.pdf> and procedure at <https://www.wdt.edu/assets/docs/uploads/about/policies/6007procedure001.pdf>.

### **SCHOLARSHIPS**

To help make education more assessable and affordable to new and current WDTC students, scholarships are made available through the WDTC Foundation by the generosity of our donors.

Scholarship information and applications are found on MyWDT's public webpage under the scholarship tab. This includes known 3<sup>rd</sup>-Party scholarship information. Additional scholarship information including additional Build

Dakota Scholarship information and Build Dakota Industry Sponsorship information is located at <https://www.wdt.edu/paying-for-school/scholarships/>.

Scholarship GPA is determined by:

- 1) Cumulative GPA in current program of study excluding any remedial courses or cumulative GPA for current WDTC students, whichever is higher.
- 2) Cumulative WDTC GPA for returning WDTC students that have not started their new program of study.
- 3) Most recent GPA (high school or another college) for incoming students that do not have a WDTC GPA.

For more inquires or assistance with applying for scholarships, please email [WDTScholarship@wdt.edu](mailto:WDTScholarship@wdt.edu). You can also contact the Scholarship Outreach Specialist at 605-718-3064 or the Assistant Director of Scholarships at 605-718-3061.

### **TUITION AND FEES**

All tuition and fees billed to the student's account must be paid in full or a payment plan must be in place by the due date set by Student Accounts Office for each semester that the student is enrolled or upon enrollment between the set due date for the semester and the end of the add period as identified in the academic calendar found at <https://www.wdt.edu/current-students/academic-calendar>. Student schedules will be removed for all students who have not paid their bill in full, completed a payment plan, submitted third party authorization, or completed financial aid requirements. Additionally, students will be withdrawn from all courses prior to or during a semester if payment agreements are not met.

## **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](mailto: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](mailto: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.

WDTA 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 WDTA 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 WDTA's Drug Free Schools and Communities Policy 4012, which includes information relevant to both employees and students who are not employed by WDTA, 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 WDTA software and network connectivity issues. Students may seek additional support through their vendor or a commercial computer support service.

WDTA 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. WDTA staff reserve the right to determine what is considered appropriate attire.

### **GUN- AND WEAPON-FREE CAMPUS – WDTA Policy 6011**

WDTA believes students, faculty, staff, visitors, and contractors must be able to learn and work in a safe environment. WDTA is committed to creating and maintaining an environment that is free from threatening and violent behavior. To accomplish this, WDTA 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](mailto: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>.

## Section Five: Campus Safety

### **CAMPUS SAFETY AND SECURITY**

WDC does not have campus police or security personnel. In the case of an emergency, students, employees, and guests should immediately report the emergency to local first responders by calling 911 and then to the WDC President, VP for Institutional Effectiveness and Student Success, or other Leadership Team member so emergency notifications and response procedures can be implemented as quickly as possible.

Students are responsible for reading and understanding the Campus Safety and Security Handbook and the Emergency Plan.

- The Campus Safety and Security Handbook contains important information about requirements for students to report crimes to the College in a timely manner, alcohol and other drugs, campus safety and security, and sexual harassment prevention and response. The Campus Safety and Security Handbook is located on the WDC website at <https://www.wdt.edu/assets/docs/uploads/consumer-information/campus-safety-and-security-handbook.pdf>.
- The Emergency Plan contains information on timely warnings, crime alerts, the College's emergency notification process, the College's responses to emergency situations, and evacuation procedures. Students can access the Emergency Plan in the MyWDT portal (<https://my.wdt.edu/>) from the How To tab (see the Resources section).

### **EMERGENCY REMOVAL FROM CAMPUS**

WDC is committed to creating and maintaining an environment that is free from threatening and violent behavior.

WDC prohibits violent or threatening behavior by any person, including faculty, students, staff, visitors or contractors, on the College premises including off-site locations and events where WDC exercises substantial control.

Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to oneself, another person and/or damage to property.

Threatening behavior includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as an intent to harm oneself, another person or damage property belonging to another. Threats may be oral, written, or communicated through conventional mail, electronic, fax, or telephonic means and may be direct or implied.

Any person who engages in violent or threatening behavior while on WDC owned or controlled property, or while engaged in official WDC business, may be removed and/or barred from the premises pending the outcome of an investigation.

Individuals found in violation may be removed from campus, arrested, and be subject to legal action. WDC employees and students who violate this policy may also be subject to disciplinary action up to and including dismissal.

### **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. WDC Employees will not transport students. If

transport is necessary, WDTA Employees will offer to call an individual of the student's choosing. 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 Director of Student Success or Director of Human Resources immediately. Appropriate documentation should be completed and submitted to Human Resources within 48 hours of injury.

A student who receives a work-related injury while on clinical or internship is required to contact their instructor within 24 hours.

WDTA neither accepts nor recognizes any liability for injury to students on WDTA property while participating in WDTA 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. Program Directors should reach out to Director of Human Resources for appropriate documentation to be completed within 48 hours of injury.

WDTA 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.

### **INCLEMENT WEATHER CAMPUS CLOSINGS**

In the event of non-emergency weather-related closures, the following procedures will be followed:

- 1 In cases of class postponement or cancellation, a message will be sent via text and WDTA email. Local news media outlets will be notified. In addition, a message will be posted on the WDTA website and Facebook and Twitter pages.
- 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, in instances where classes have not been cancelled or campus has not been closed, will be counted absent. Exceptions will be made for individuals who live in and commute from another town to WDTA, where roads required to travel on are under a no-travel advisory issued by local law enforcement agencies.

NOTE: Traveling conditions can vary considerably from one location to the next. This places considerable responsibility on the individual for making an independent decision and arrangements with instructors. No student is encouraged to travel when conditions make traveling dangerous.

### **LAB, CLASSROOM, BUILDING, AND PARKING LOT REGULATIONS AND ISSUES**

Students will adhere to all safety regulations pertaining to their instructional program area as well as those throughout the campus, and students in violation of safety policies and regulations may be subject to a Code of Conduct Violation per WDTA Policy 4014 located at <https://www.wdt.edu/assets/docs/uploads/about/policies/4014.pdf>.

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

Unsafe conditions, other than emergencies and crimes, should be reported to the appropriate faculty or the VP for Finance and Operations. See the Campus Safety and Security section of this handbook for emergencies and crimes.

### **PERSONAL PROTECTION ORDER, NO CONTACT ORDER, OR RESTRAINING ORDER**

WDC is committed to ensuring that orders of protection issued by courts are fully enforced on College property. Therefore, if a student obtains a Personal Protection Order, No Contact Order, or Restraining Order, they should promptly inform the Director of Student Success and provide the Director of Student Success with a copy of that order, so that the College can enforce it.

### **RISK OF EXPOSURE TO HAZARDOUS MATERIALS**

Due to the nature of WDC's educational programs, materials or objects of a hazardous nature or ones that could cause someone to experience an allergic reaction are present in WDC buildings and on the WDC property. These hazards could include, but are not limited to, liquids or gasses used in some of our trades programs, beehives/bees, agriculture animals, latex, and possible food allergens.

All questions about hazardous materials or objects on the WDC campus can be directed to the Director of Student Success.

### **THEFT/VANDALISM**

Vandalism or theft of tools, supplies, or other property belonging to WDC or to other students may result in a Student Code of Conduct Violation per WDC Policy 4014 – <https://www.wdt.edu/assets/docs/uploads/about/policies/4014.pdf>. In addition, students will be required to pay for any WDC property they may damage or lose. Matters of this nature will be reported to the Director of Student Success. WDC 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 WDC must check in with a WDC employee upon arrival. Under no circumstances are visitors allowed to enter classroom areas without prior approval from the instructor and/or WDC administration. Any person not registered as a student may be subject to removal from campus.