

## Policies and Procedures

Policies and procedures guide the actions of Western Dakota Technical College so the college operates consistently and intentionally in all matters.

The purpose of this webpage is to ensure the college community has access to clear and understandable policies and procedures. Policies and procedures that are easy to find, read, and understand will help the college accomplish its mission, maintain accountability, provide employees and students with clear and concise guidelines, and describe how the college conducts business.

This website contains the most current approved version of all college policies and their associated procedures and exhibits. This webpage is the only official collection of policies and procedures for Western Dakota Technical College.

Each policy describes the staff position that is the contact for questions about a particular policy. Overall questions about the policy and procedure process can be directed to Kelly Oehlerking, Vice President of Institutional Effectiveness and Student Success.

## Governance

- Policy 1001 - Board of Trustees
  - 1001.Procedure.001 - Board of Trustees
- Policy 1002 - Code of Ethics for Governing Board Members
- Policy 1008 - Policy Formulation and Review
  - 1008.Procedure.001 - Policy Formulation and Review
  - 1008.Exhibit.001 - Policy Template
- Policy 1009 - Procedure Formulation and Review
  - 1009.Procedure.001 - Procedure Formulation and Review
  - 1009.Exhibit.001 - Procedure Formulation and Review
- Policy 1010 - Exhibit Formulation and Review
  - 1010.Procedure.001 - Exhibit Formulation and Review
  - 1010.Exhibit.001 - Exhibit Formulation and Review
- Policy 1012 - Shared Governance
  - 1012.Exhibit.001 - Shared Governance

- Policy 1013 - Code of Ethics for Faculty, Staff, and Administrators
- Policy 1015 - Conflict of Interest
  - 1015.Exhibit.001
  - 1015.Exhibit.002
- Policy 1016 - Anti-Nepotism
- Policy 1017 - Administration in Absence of Policy
- Policy 1019 - Financial Aid Ethics and Title IV Code of Conduct
- Policy 1021 - Cabinet Purpose and Scope
- Policy 1022 - Ethical Practices in Admissions
- Policy 1023 - Financial Aid Protocols and Processes Manual
- Policy 1025 - Admissions Protocols and Processes Manual
- Policy 1026 - Diploma and Transcript Validation
  - 1026.Procedure.001 - Diploma and Transcript Validation

## Governance & Minutes

## Human Resources

- Policy 2001 - Sexual Harassment - Title IX
  - 2001.Procedure.001 - Grievance Process - Process A
  - 2001.Procedure.002 - Grievance Process - Process B
- Policy 2003 - Background Checks and Criminal History
  - 2003.Procedure.001 - Criminal History
- Policy 2004 - Hiring Process
  - 2004.Procedure.001 - Hiring Process
  - 2004.Exhibit.001 - Hiring Process
- Policy 2005 - Discrimination and Harassment
- Policy 2006 - Equal Opportunity Employment
- Policy 2007 - Professional Development
- Policy 2008 - Personnel Records
  - 2008.Procedure.001 - Personnel Records

- Policy 2009 - Evaluations
- Policy 2010 - Review of Work Agreements
- Policy 2011- Benefits Eligibility
  - 2011.Procedure.001 - Benefits Eligibility Review - Non-Eligible Employees
  - 2011.Exhibit.001 - Benefits Eligibility
- Policy 2012 - Drug Free Schools and Communities
- Policy 2013 - Intellectual Property
- Policy 2014 - Grievance
  - 2014.Procedure.001 - Grievance
  - 2014.Exhibit.001 - Grievance
- Policy 2015 - Sick Leave Bank
  - 2015.Procedure.001 - Sick Leave Bank
- Policy 2020 - President's Hiring Policy
- Policy 2021 - President's Performance Review

Contact the Director of Human Resources

## Academics

- Policy 3001 - Academic Freedom and Faculty Responsibilities
- Policy 3002 - Credit Transfer
- Policy 3003 - Master and Instructor Syllabi
- Policy 3004 - Qualified Faculty
  - 3004.Procedure.001 - Qualified Faculty
- Policy 3005 - Credit Hours
  - 3005.Exhibit.001 - Credit Hours
- Policy 3007 - Programs of Study
- Policy 3008 - Curriculum Development
  - 3008.Procedure.001 - Curriculum Development
- Policy 3009 - Test Proctoring
- Policy 3010 - Use of Copyrighted Materials

- Policy 3011 - Attendance
  - 3011.Procedure.001 - Attendance
- Policy 3012 - Program Accreditation/Certification
- Policy 3013 - Advisory Boards
- Policy 3014 - Enrollment Caps
- Policy 3015 - Prior Learning
- Policy 3016 - Animal Use and Care

Contact the Vice President for Teaching and Learning

## Student Affairs

- Policy 4001 - Sexual Harassment - Title IX
  - 4001.Procedure.001 - Grievance Process - Process A
  - 4001.Procedure.002 - Grievance Process - Process B
- Policy 4002 - Tobacco- and Smoke-Free Campus
- Policy 4003 - Title IX Rights of Pregnant and Parenting Students
- Policy 4004 - FERPA
- Policy 4005 - Discrimination and Harassment
- Policy 4006 - Student Records Retention
  - 4006.Exhibit.001 - Student Records Retention Guidelines
- Policy 4007 - Student Rights and Responsibilities
- Policy 4008 - Campus Security Authority Identification
- Policy 4009 - Student Clubs
- Policy 4010 - Satisfactory Academic Progress - Academic Requirements
- Policy 4011 - Satisfactory Academic Progress - Financial Aid Requirements
- Policy 4012 - Drug Free Schools and Communities
- Policy 4013 - Service Animals

- Policy 4014 - Student Conduct
- Policy 4015 - Student Resolution Process
  - 4015.Procedure.001 - Grade Appeal
  - 4015.Procedure.002 - Student Code of Conduct Violation
  - 4015.Procedure.003 - Discrimination Based On A Protected Class
  - 4015.Procedure.004 - Other Student Complaints
- Policy 4016 - Financial Aid Return to Title IV Funds (R2T4)
  - 4016.Procedure.001 - Financial Aid Return to Title IV (R2T4)
- Policy 4017 - Emotional Support Animals
- Policy 4018 - Student ADA/Section 504
  - 4018.Procedure.001 - Student ADA/Section 504

Contact the Title IX Coordinator

Contact the VP for Institutional Effectiveness and Student Success

#### Institutional Effectiveness

- Policy 5000 - Institutional Effectiveness
  - 5000.Procedure.001 - Institutional Effectiveness
- Policy 5001 - College Accreditation
- Policy 5003 - Western Dakota Tech Foundation
- Policy 5004 - Crime Statistics, Annual Security Report, and Alcohol and Other Drug Federal Compliance
- Policy 5005 - Public Comments and Complaints
  - 5005.Procedure.001 - Public Comments and Complaints
  - 5005.Exhibit.001 - Public Comments and Complaints
- Policy 5006 - Freedom of Expression
- Policy 5007 - Security of Protected Information
  - 5007.Procedure.001 - Security of Protected Information
- Policy 5008 - Information Security Program
  - 5008.Procedure.001 - Information Security Program

## Contact the Vice President for Institutional Effectiveness and Student Success

### Finance and Operations

- Policy 6000 - Fiscal Management
- Policy 6001 - Fiscal Accounting and Reporting
- Policy 6002 - Budget Preparation
- Policy 6003 - Solicitation and Fund-Raising on Campus
- Policy 6004 - Borrowing Authority
- Policy 6005 - Audits
- Policy 6006 - Ethical Practices in Contractual Agreements
- Policy 6007 - Refunds
  - 6007.Procedure.001 - Refunds
- Policy 6008 - Tuition and Fees
- Policy 6009 - Campus Safety
- Policy 6010 - Distracted Driving
- Policy 6011 - Gun- and Weapon-Free Campus
- Policy 6012 - Use of College Facilities
  - 6012.Procedure.001 - Use of College Facilities
- Policy 6013 - Authorized Use of Western Dakota Technical College Property
- Policy 6014 - Student Transportation in Private Vehicles
- Policy 6015 - Travel
- Policy 6016 - Insurance Management
- Policy 6017 - Authorized Use of Western Dakota Technical College Vehicles
- Policy 6018 - Network Use Policy
- Policy 6019 - Identity Theft Red Flags
- Policy 6020 - Lobbying
- Policy 6021 - Authorized Signatures

- Policy 6022 - Revenues from Investments
- Policy 6023 - Cash Management & Petty Cash
- Policy 6024 - Trust Funds
- Policy 6025 - Income from Sales & Service
- Policy 6026 - Purchasing and Leasing
- Policy 6027 - Bidding Requirements
- Policy 6028 - Inventories
- Policy 6029 - Sale of Surplus Property
- Policy 6030 - Catastrophic Event and Continuity of Operations
- Policy 6031 - Surveillance Cameras

Contact the Vice President for Finance and Operations