



Central Wyoming College

2020-2021

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TABLE OF CONTENTS

Emergency Phone Numbers	4	Incomplete Grades.....	13
Central Wyoming College Service Directory	5	Alternate Grade Options.....	13
Student Life	6	Grade Point Calculations	13
Student Activities.....	6	Honor Roll Eligibility.....	13
Student Senate	6	Honors for Graduation.....	14
Student Clubs.....	6	Academic Standing.....	14
Cultural Events	6	Academic Probation.....	14
Opportunities for Exercise.....	6	Application for Graduation.....	14
Intramurals.....	7	Graduate Assessment.....	14
Activities and Class Attendance	7	Notification of Rights Under FERPA for	
Athletics.....	7	Postsecondary Institutions.....	15
On-Campus Housing	7	Directory Information.....	15
Mote Hall.....	7	Financial Aid.....	16
Residence Hall.....	7	2020/2021 Financial Aid Disbursement Schedule... 16	
East and West Apartments	8	Scholarships, Federal Grants/Loans,	
Alpine Science Institute Housing	8	and Non-Federal Funds	16
Food Service	8	Loan Borrowers	16
Student Advising and Class Information	9	Return of Title IV Funds.....	16
Student Attributes	9	Scholarships.....	16
Critical and Creative Thinking	9	Services for Students	17
Self-Directed Learning	9	Bookstore.....	17
Communication.....	9	Business Office.....	17
Technological/Information Literacy.....	9	Transportation Services	17
Success Coaching and Academic Advising	9	Legal Services.....	17
Success Coach Responsibilities.....	9	Library	17
Faculty Advisor Responsibilities	10	Fall / Spring Semester Hours.....	18
Student Responsibilities.....	10	Summer / School Break Hours	18
International Student Advising	10	Testing Center.....	18
Class Attendance.....	10	Mailroom	18
Change in Class Location	11	Student IDs	18
What If the Instructor Fails to Show Up for Class ... 11		Student Employment	18
Final Exams	11	Counseling Services.....	19
Problems with an Instructor.....	11	Career and Job Placement Services	19
Emergency Closures	11	Student Medical Care	19
Dropping or Withdrawing From Classes	11	Communicable Diseases.....	19
Faculty-Initiated Withdrawal	12	Disability Services	19
Declaring an Academic Program.....	12	Student Responsibilities.....	19
Academic Dishonesty	12	Disability Services Office.....	20
Rustler Central	12	Disability Services Office Mission Statement..... 20	
Student Records.....	12	Examples of Services Provided by the	
Transcript Requests.....	12	Disability Services Office.....	20
Transfer Students	12	Services Not Provided by the	
Grades.....	12	Disability Services Office.....	20

Documentation of Disabilities	20	Student Complaint Process	29
Confidentiality	21	Informal Complaint	29
Student Rights and Responsibilities	21	Formal Complaint	29
Requesting Accommodations	21	Taking Care of Yourself and Others	
Prospective Students	21	Students of Concern and Students in Crisis	29
Current Students	21	Campus Security	30
Accommodation Request Process	22	Department of Campus Security.....	30
Testing Accommodations.....	22	Rustler Alert System	30
Service Animals.....	22	Trainings Offered.....	30
Assistance Animals in Housing	23	Student Bystander and Violence Reporting.....	30
Transitioning to College	23	Drug Free Campus.....	31
Advising.....	24	Alcohol and Drug Policy	31
Emergency Campus Evacuation	24	Alcohol and Drug Education and Prevention	31
Policy	24	Criminal Sanctions for Alcohol Offenses	32
Individuals with Disabilities Requesting		Criminal Sanctions for Drug Offenses.....	33
Accommodation Services	24	Alcohol and Other Drug Resources.....	38
TRIO Student Support Services	25	Campus Resources.....	38
Computer Assisted Learning Lab (CAL Lab).....	25	Education and Prevention	38
Computers on Campus.....	25	Self-Help Groups.....	38
Open Computer Lab	25	Treatment Facilities	38
Other Computer Labs	25	Student Disciplinary Code	39
Wireless Network Connectivity.....	25	Definitions	39
Cwc Computer Helpdesk.....	26	Enforcement Authority	39
Connectivity for On-Campus Residents	26	Prohibited Conduct	39
Campus Computer Use	26	Violation of Law and College Discipline	41
Acquisition, Installation, Support, and		Sanctions Process.....	41
Replacement of Hardware and Software.....	26	Interim Suspension	42
Monitoring, Oversight, and Technological		Appeals	43
Security.....	27	Interpretation and Revision.....	43
Student E-Services - Mycentral.....	27	Sexual Misconduct Procedure.....	43
Campus Use Procedure, E-Mail, and		Key Contacts.....	43
Internet Access and Use.....	27	Appeals	46
Distance/Online Education.....	28	Wyoming Sex Offender and Public	
Initial Log-In Information.....	28	Protection Registry	50
Interactive Web Conferencing	28	Student Grievance Process.....	50
Web (Online Instruction)	28	Student Grievance Committee Procedures	52
Student Services and Distance Learners.....	28	Post-Hearing Procedures	53
Academic Advisement.....	28	Student Grievance Committee.....	53
Library Services.....	28	Student Grievance Hearing Guidelines	53
Getting Your Course Materials	28	Definitions	54
Canvas: Access to Courses Via the Learning		Student Grievance Procedure	54
Management System (LMS).....	28	Annual Campus Crime Awareness	
Instructor Communication	29	and Security Report.....	55
		Graduation and Transfer Out Data.....	56
		Non-Discrimination Statement.....	57

EMERGENCY PHONE NUMBERS

All Emergencies	911
Campus Security	(307)851-5542 (cell) (307)855-2143 (office)
Campus Services	(307)840-2342
Fremont Community Health Center.....	(307)463-7160
Fremont Counseling.....	(307)856-6587
SageWest (Lander).....	(307)332-4420
Poison Control	1-800-222-1222
SageWest (Riverton)	(307)856-4161
St. John's Medical Center (Jackson).....	(307)733-3636



CENTRAL WYOMING COLLEGE SERVICE DIRECTORY

(The main campus switchboard number is (307)855-2000. When using an on campus phone, all 855 prefix numbers can be reached by dialing the last four digits.)

President.....855-2101 Executive Asst., President and Board of Trustees Clerk855-2102 Vice President for Academic Affairs.....855-2111 Executive Asst., Academic Affairs.....855-2110 Vice President for Administrative Services.....855-2149 Executive Asst., Administrative Services855-2100 Vice President for Student Affairs855-2186 Executive Asst., Student Affairs855-2187 Activities/Intramurals Office855-2260 Admissions Office.....855-2119 Arts Center Box Office855-2002 Athletic Director855-2029 Dean of Students855-2029 Bookstore855-2201 Business Office855-2262 Campus Security855-2143 Campus Services.....840-2342 Campus Student Employment.....855-2112 Career Services & Off Campus Employment855-2175 Cosmetology Salon Reception Desk.....855-2326 Counseling855-2175 Dean of Arts and Sciences855-2140 Dean of Business, Technical, Health and Safety855-2206 Disability Services855-2011 Dubois Outreach Center.....455-2625	Equine Center.....855-2287 Financial Aid Office.....855-2274 Food Court855-2153 Housing855-2210 International Student Advisor855-2270 ID Office855-2260 IT Help Desk.....855-2198 Jackson Outreach Center.....733-7425 (On-Campus x7425) Lander Outreach Center.....332-3394 (On-Campus x3394) Library.....855-2141 Mailroom.....855-2152 Marketing Office.....855-2103 Physical Plant.....840-2342 Residence Hall Courtesy Phone.....855-2046 Rustler Central855-2115 Alpine Science Institute332-3202 Alpine Science Institute Bunkhouse855-2306 Student Records855-2115 Student Senate Office.....855-2260 Student Support Services/TRIO.....855-2227 Student Support Services/TRIO - Mentoring.....855-2228 Student Support Services/TRIO - Transfer855-2169 Student Support Services/TRIO - Tutoring.....855-2117 Testing Center855-2298
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STUDENT LIFE

STUDENT ACTIVITIES

The Center for Student Involvement Staff and the CWC Student Senate coordinate many student activities throughout the year. Most activities are planned and organized as the year progresses, and occasionally activities need to be canceled, postponed or moved to alternate dates/times. Always check your student e-mail and the digital signs located around campus to find out what's happening!

A great source of information on activities for students is myCentral, a website which can be accessed from any computer connected to the Internet. From myCentral, students (both on and off campus) have access to all of Central's electronic services, including the online classroom, WebAdvisor, e-mail, document storage, important announcements, a calendar of events and much more. Other sources with information pertaining to student activities include, but aren't limited to, the student-operated radio station — KCWC-FM (88.1 on your dial), the Center for Student Involvement Office, Rustler TV on channel 5 (Riverton and Lander cable) and on Wyoming PBS, the public television station located on the Central campus.

Although we encourage all students to get involved, participating in student activities is a privilege and not a right. Restrictions may apply to students who are placed on disciplinary or academic probation.

STUDENT SENATE

The Student Senate consists of 12 students who act as representatives for the entire student body. The Senate helps plan activities, manage the spending of student activity fee revenues, serves as an advocate for student interests and concerns, and appoints students to positions on college governance committees. It is a powerful and effective organization. All interested students are encouraged to run for Senate positions. If you would like to run for Senate, simply stop by the Center for Student Involvement and fill out an application.

You are eligible to run for Student Senate if you are enrolled in at least 12 credits and have a minimum 3.0 grade point average. To vote in Senate elections you must be enrolled in at least a one credit course. Four senate officers are elected each spring and the remaining eight senators are elected early in the fall. The Student Senate exists to serve your needs. Get acquainted with your representatives, share your ideas, attend Senate meetings, or contact one of the Senators to let them know what is important to you. If you do not know a Senator, stop by the Center for Student Involvement or send the Student Senate an e-mail at senate@cwc.edu.

STUDENT CLUBS

There are a variety of clubs and organizations on our campus, which are designed to meet student needs. Past clubs have included the Criminal Justice Club, United Tribes, Latter Day Saints Student Association, Student Nurses' Association, Phi Theta Kappa, Mad Scientist Society, Gear Up Club, Film Club, Outdoor Adventure Club and many others. Contact the Center for Student Involvement for further information or to start a club

CULTURAL EVENTS

Cultural programs offer students the opportunity to see live performances by college groups and touring professionals. Most of these events are free to students, paid for by their activities fees and coordinated by Student Senate.

The Theater Department stages at least four productions each year, including a musical and a set of student-directed shows. Auditions are open to all. Students and community members may also participate in the CWC Collegiate Chorale and Community Band.

The Arts Center Gallery has monthly art shows featuring artwork in a variety of media. During the school year, the focus is on national artists, while during the summer we showcase local talent. In addition, the annual student art show provides opportunities for students to show and sell their work. Central also takes at least one cultural trip each year, giving students an out-of-the-classroom learning experience. Watch for information about these trips in your campus information sources.

OPPORTUNITIES FOR EXERCISE

There are several exercise and sport options available to you. Central has a well-equipped fitness center, which features free weights, pin-loaded, Universal and several types of aerobic machines. This facility is located in the upper level of the Student Center and is available to students and staff only. Fitness center hours are posted at the entrances and changes in hours is sent to your student e-mail account. The CWC Fitness Center is open on weekdays and closed on weekends. Open hours are limited during breaks and during summer session.

Tennis courts, a sand volleyball pit, basketball court and soccer fields are located near housing. These are open to students at any time, unless they have been reserved for special events. You may check out a ball at the CWC Housing Office, but you must have a CWC Student ID to do so.

To make your on-campus workouts more convenient, you may check out a locker in the Student Center. See the attendant in the CWC Fitness Center for locker assignments.

Please lock up your lockers between and during uses and do not leave expensive items in these lockers. Belongings left in lockers after the spring semester has ended, become CWC property. You may, however, use your locker during the entire school year, providing you continue as a student.

There are recreational paths throughout the city, one of which winds through the CWC campus. Be sure to take advantage of the fitness stations located adjacent to the bike path between main campus and the housing area.

INTRAMURALS

Intramural offerings vary each year. Some activities include dodge ball, volleyball, basketball, coed volleyball, softball and Frisbee golf. There are also other recreational trips planned every year. Always check your CWC student e-mail and the digital signs on campus for upcoming events. All sports programs and events are created and developed to meet the interests of the students.

ACTIVITIES AND CLASS ATTENDANCE

If you are involved in a college activity that will cause you to miss class, you will want to notify your instructor of your planned absence and make arrangements for making up class work PRIOR to your departure.

ATHLETICS

Intercollegiate athletics provide a fun and exciting environment for student participants and spectators. The men's and women's rodeo team competes year round in the Central Rocky Mountain Region of the National Intercollegiate Rodeo Association (NIRA). The men's and women's golf, men's and women's cross-country, men's and women's soccer and women's volleyball teams kick their seasons off in the fall, while the men's and women's basketball teams compete in late fall and early spring seasons. CWC is a member of Region IX in the National Junior College Athletic Association (NJCAA) and competes against schools from Wyoming, Montana, Nebraska, and Colorado. Come out and support Rustler Athletics!

ON-CAMPUS HOUSING

College housing facilities consist of Mote Hall, Residence Hall, and two Apartment complexes.

MOTE HALL

Mote Hall is a fully ADA accessible, suite-style, 48-bed co-ed complex divided into four areas. Each area houses 12 students of the same gender, but provides more privacy as there is one student per bedroom. There is a full bathroom for every three residents, but each bedroom also has a sink/vanity. A furnished central day room in each area provides a place for students in to watch television (TV and DVD player included), talk, relax and study. Mote Hall has central laundry facilities and a computer lab within the complex. Each bedroom has a Cable TV connection, as well as wireless internet connection to campus. All utilities are included in housing charges. Each bedroom is furnished with a bed, desk, chair and 2 dressers. Telephone service is the only utility that is not covered in the housing charges.

There is a large commons area in Mote Hall, providing a central place for Housing activities and a place to relax and watch television or listen to music. The commons area also includes amenities such as ping pong, foosball, and billiards.

Freshman students who live on campus are required to live in Mote Hall or Residence Hall as space permits, but sophomores are also allowed to live in these facilities. There are no kitchen facilities in Mote Hall and residents are required to participate in the declining balance Full Meal Plan or 3/4 Meal Plan, which gives students the flexibility to budget their semester food purchases in the Food Court. Resident Assistants (RA's) assist the Residential Life Manager in matters of administration, discipline, personnel, and helping supervise the complex.

RESIDENCE HALL

The most inexpensive way for a single student to live on campus is Residence Hall: a 48-bed co-ed complex divided into four areas. Each area houses 12 students of the same gender, with two students per bedroom. There is a large central bathroom for every 12 students. A furnished central lounge area provides a place for students in each area to watch television (TV included), talk, relax and study (computer station and printer included). Laundry facilities are available within the complex. Each bedroom is furnished with two beds, an end table, and built-in closet/dresser/desk. Cable TV, wireless computer connection to campus, and utilities are included in housing costs. Telephone service is the only utility that is not covered in the housing costs.

Freshman students who live on campus are required to live in either Residence Hall or Mote Hall as space permits, but sophomores are also allowed to live in these facilities. There are no kitchen facilities in Residence Hall (except a microwave and stovetop) and residents are required to participate in the declining balance Full Meal Plan or 3/4 Meal Plan, which gives students the flexibility to budget their semester food purchases in the Food Court. Resident Assistants (RAs) assist the Residential Life Manager in matters of administration, discipline, personnel, and help supervise the complex.

EAST AND WEST APARTMENTS

The student apartment area features two separate apartment buildings, East and West Apartments, each with one- and two-bedroom apartments. The apartments are open to single sophomore students, single parents, and married couples with or without children, **as space permits**. One-bedroom apartments hold a maximum of two single students; two-bedroom apartments hold a maximum of four single students, each responsible for his/her own housing costs. ADA accessible apartments are available on a space-available basis. The apartments are furnished and include living, dining and kitchen areas, with central laundry facilities provided in the complex. Cable TV, wireless computer connection to campus, and utilities are included in the housing costs. Telephone service is the only utility that is not covered in the housing costs.

Apartment residents usually participate in a declining balance Apartment Meal Plan, giving those students the convenience of budgeting occasional meals and snacks from the Food Court. If a resident feels that they need a larger meal plan, they can purchase the Full or 3/4 Meal Plan instead of the Apartment meal plan. Resident Assistants (RAs) assist the Residential Life Manager in matters of administration, discipline, personnel, and help supervise the complex.

ALPINE SCIENCE INSTITUTE HOUSING

Housing at the Alpine Science Institute (formerly known as Sinks Canyon Center) is an option for any student enrolled at CWC. Located in Lander, a bunkhouse and cabins provide a place for students to live and learn, right at the base of the state park. The bunkhouse is designed with a key-less entry system on all doors and has 12 two-person rooms. Each room has two beds, two desks, a trashcan, a wardrobe-style closet, and a dresser. The bunkhouse lobby has lounge furniture, a television, and a microwave. There are also 7 cabins available. Each cabin has beds, a desk and chair, a closet railing (not enclosed), and a front porch with seating. All ASI residents (bunkhouse and cabins) share a shower-house which has bathrooms and showers, as well as a laundry room around the back. There is no meal plan available for ASI residents. However, a large, communal kitchen is located in Fremont Hall for students to prepare their own meals in.

FOOD SERVICE

The Food Court is located in the Lowell A. Morfeld Student Center and is open from 7:30a.m. to 7:45p.m. Monday through Friday for breakfast, lunch and dinner.

On Saturday and Sunday, the Food Court is open from 11:00a.m. to 3:00p.m. Drinks are available daily until 10 p.m. from refrigerated vending services. Upon request, the Food Service staff is able to accommodate students who have special dietary restrictions. The Food Court is open with limited hours during major holidays and breaks.

Students residing in Mote and Residence Hall are required to participate in the “full meal plan.” Students who reside in the campus apartments are required to participate in the partial meal plan at a minimum, but are able to purchase the full meal plan if desired. All campus housing students are required to purchase a specific meal plan which is then exchanged for goods and service at the Food Court or The Grind (Central’s coffee bar) via the use of their student ID card. Any balance remaining on the food plan can be carried over from the fall semester to the spring semester ONLY. All funds left unused at the end of the spring semester are non-refundable.

Commuter students or those living in campus housing that need more money than the basic meal plan, may purchase a value meal ticket for the Food Court where \$100 buys participants \$110 of credit. If a student uses all the credits prior to the end of the semester, additional credits may be purchased at any time in any denomination and placed on the students ID card. It is the responsibility of each student to manage the use of their meal plan money. The CWC ID card is used as a declining balance card and must be presented to the cashier for all purchases. The Food Court also accepts cash, check and all major credit/ debit cards.

Students who have questions concerning the Food Court are encouraged to visit with the Food Service Manager or call 855-2153.

STUDENT ADVISING AND CLASS INFORMATION

STUDENT ATTRIBUTES

Central Wyoming College wants students completing course work to possess particular student attributes. Definitions of the five most important attributes defined by Central's faculty are:

CRITICAL AND CREATIVE THINKING:

Students demonstrate critical/creative thinking when they use an appropriate process in evaluating an idea. The student will be able to analyze and evaluate, make judgments and draw conclusions.

SELF-DIRECTED LEARNING:

Students demonstrate self-directed learning skills when they take the initiative to assess their need for learning, establish a goal, develop a learning strategy and assess the learning outcomes.

COMMUNICATION:

Students demonstrate communication skills when they exchange information effectively in a variety of contexts and formats.

TECHNOLOGICAL/INFORMATION LITERACY:

Students demonstrate technological/information literacy when they use appropriate technology to manage information, solve problems, or communicate effectively.

Diversity:

Students demonstrate intercultural competency when they describe and analyze the impact of culture and identity among diverse groups.

SUCCESS COACHING AND ACADEMIC ADVISING

Central Wyoming College offers academic advising for all students through a Success Coaching Model. Success Coaches assist in selecting classes based on academic background, test scores, and educational goals. Success Coaches provide students with accurate and up-to-date academic information before, during, and after registration by suggesting appropriate courses to meet academic goals as well as requirements for two-year degrees and/or transferring to a four-year institution.

Initially CWC students meet with a general Success Coach. Once a degree plan is established, they are also assigned a full-time Faculty Advisor based upon the academic area the student has selected. While the ultimate responsibility for decision-making and educational plans rests with the student with support from his or her Success Coach, Faculty Advisors can be valuable resources. Success Coaches and Faculty Advisors assist students with:

- Identification and clarification of life and career goals
- Selection of appropriate courses and other educational opportunities
- Evaluation of progress toward established goals
- Referral to other campus and community resources when appropriate

To find out who your Success Coach or Faculty Advisor is, you can log in to MyCentral and go to the Rustler Central tab to pull up your Student Degree Planning module. Or you can go to the Rustler Central Office located in Main Hall and ask one of the staff there.

The general Success Coaches are located in Rustler Central, and office hours are Monday - Friday, 8 a.m. to 5 p.m. Appointments are required but drop-ins are taken as available. Faculty Advisors maintain regular office hours during the academic term. Making appointments is encouraged.

The Success Coaches and Faculty Advisors, teaming with their assigned students, use Student Degree Planning, an online education planning software program, to help with advising for, changing, and registering for classes in a student's respective education plan. The access point for Student Degree Planning is via the MyCentral student portal. Students can meet with their Success Coach and/or Faculty Advisor at ANY time in the year to discuss, change, or clarify their chosen academic program(s).

SUCCESS COACH RESPONSIBILITIES

1. Work with a student's Faculty Advisor in achieving his or her academic goals.
2. Understand and effectively communicate the curriculum requirements.
3. Understand and effectively communicate college policies and procedures.
4. Proactively work with, encourage, and guide students as they develop realistic goals while they work on gaining the skills to achieve those goals.

5. Provide student with information about and strategies for utilizing the resources and services both on campus and in the community.
6. Assist student in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
7. Assist students in financial planning for college-related costs.
8. Monitor and properly document students' progress toward meeting their goals.
9. Reply promptly to communication from students.
10. Be accessible for meeting with advisees via phone, email, virtually, and by appointment.
11. Be prepared for each appointment.
12. Maintain appropriate confidentiality of student information.
13. Foster a sense of belonging with every student.

FACULTY ADVISOR RESPONSIBILITIES

1. Work with a student's Success Coach in helping him or her achieve his or her academic goals.
2. Understand and effectively communicate applicable curriculum requirements.
3. Be available for consultation regarding enrollment.
4. Acquaint advisees with general and departmental educational requirements, college regulations, services and opportunities.
5. Help advisees plan each semester's program of courses and as soon as possible; complete degree checks to monitor the academic progress of the advisee; and sign registration forms if necessary.
6. Assist advisees when they are not achieving their educational goals in accordance with their abilities, helping them plan activities to correct their difficulties.
7. Refer advisees as needed to other persons and services.
8. Be aware of each advisee's progress in his or her various academic pursuits by sufficient contact and keeping of accurate records.

STUDENT RESPONSIBILITIES

1. Learn the name and location of your Success Coach and Faculty Advisor early in the semester.
2. Schedule appointments early in the advisement period with your Success Coach or Faculty Advisor, and be prepared for advisement. You should have an idea of the courses you plan to take, and be ready to discuss your interests and goals with your Success Coach or Faculty Advisor.
3. Become familiar with general education requirements, graduation requirements and program requirements.
4. Consult your Success Coach or Faculty Advisor concerning changes in your approved schedule.
5. Consult your Success Coach or Faculty Advisor when you are having difficulty with coursework or attendance/participation.
6. Consult your Success Coach or Faculty Advisor when considering changing majors, transferring to another college, or withdrawing from college.
7. Meet with your Success Coach or Faculty Advisor at least twice during each semester; once during the semester and again prior to registration for the following semester.

INTERNATIONAL STUDENT ADVISING

The International Student Success Coach assists all international students with academic advising issues, visa requirements, employment limitations, personal concerns, and questions on immigration. International students are encouraged to use this service as much as needed. You can contact the International Student Advisor located on campus in Rustler Central, at (307) 855-2270, or via e-mail at intstudent@cwv.edu.

CLASS ATTENDANCE

The most important aspect of being a college student is attending class. For each course credit hour, expect approximately two to three hours of additional out-of-class work per week (e.g. 6-9 hours for a 3 credit class). Each of your instructors will tell you what the attendance policy is for his or her class, including what the consequences are for missing a class. This information should be included in the course syllabus. If you cannot attend class inform your instructor as early as possible. Your instructor's contact information should be included in your syllabus. You are responsible for any missed work.

Missing too many classes may result in the instructor dropping you from the class. If that happens, your failure to notify Rustler Central of your desire to remain in the class may mean that you are permanently withdrawn with a grade of “WI.”

Certain financial aid programs may require certification of regular class attendance, regardless of the individual instructor policy.

Instructors will withdraw a student at the end of the 12%/Refund date for a course if they have not attended or participated at all during that time. The student may appeal the instructor’s decision for withdrawal and request re-enrollment within 3 days of being withdrawn. If the instructor does not give permission, the student can appeal to the Dean for that course.

CHANGE IN CLASS LOCATION

At the beginning of each semester, room changes are posted on the outside door of the classroom and outside Rustler Central. If you can’t find your class, check the nearest division offices (Arts & Sciences Division-Arts 134; Business, Technical, Health & Safety Division– Health and Science Center 242; Athletics and UNST-- Main Hall 107), or Rustler Central. In any case, never assume that classes have been cancelled unless you have been notified.

WHAT IF THE INSTRUCTOR FAILS TO SHOW UP FOR CLASS?

First, make sure you are in the right room. Sometimes students are asked to meet in other locations for purposes of field trips or demonstrations. If you were absent, you may have missed this important information. Your instructor may regularly give assignments and posts notices in Canvas (myCLASSES); check there first. If you and your classmates are clearly in the right room, your instructor may have been unavoidably delayed. Wait fifteen minutes and then check with the division office.

FINAL EXAMS

Final exams are a major requirement in most college credit courses. Failure to take the scheduled final exam may result in you failing the class. Be sure to check with the instructor of your courses for the final exam date and time, and then make vacation departure plans accordingly.

PROBLEMS WITH AN INSTRUCTOR

If you have problems with an instructor, talk with the instructor first. See the instructor’s Dean if this does not work or if you feel that the problem cannot be handled on a one-to-one basis (contact Rustler Central to find out which Dean is appropriate). Problems not resolved by the Dean should be taken to the Vice President for Academic Affairs. If you are not sure what to do, see your Success Coach, Faculty Advisor, a counselor, or the Vice President for Student Affairs.

Every student also has an opportunity to evaluate their instructors through regular course evaluations administered toward the end of the semester. Feedback is anonymous and important to improve the course.

EMERGENCY CLOSURES

In the event of bad weather or other emergencies, the college will issue notification via the Rustler Alert system. In addition, students may listen to any Fremont County radio station or other local public media for information regarding the cancellation of classes or check myCentral or the College website, www.cwc.edu.

DROPPING OR WITHDRAWING FROM CLASSES

If you are having problems with class, try the following steps BEFORE you go through the process of withdrawing from a class.

1. Talk with the instructor. They are willing to help. Often a short visit with an instructor solves questions about the class. Make the first move and go in for a visit. Your instructor’s office number and office hours should be listed on the course syllabus.
2. See your Success Coach or Faculty Advisor. This individual is here to assist you with all aspects of your educational planning. Get to know your Faculty Advisor and seek out his or her assistance.
3. Deans are also available, by appointment, to visit with students about classroom and academic concerns.
4. Counselors invite students to share problems and concerns. If you schedule an appointment with one of the counselors, it may cut down on the possibilities of interruptions during your visit.
5. Go to Rustler Central to determine any impact on any financial aid awarded.

If you have talked with appropriate faculty and staff members and still feel you would like to withdraw from a class, contact your Success Coach or Faculty Advisor. If withdrawal is your best option, your Success Coach or Faculty Advisor will work with you to follow the proper process. Failure to follow the proper process by the deadline may result in you receiving failing grades on your permanent transcript.

FACULTY-INITIATED WITHDRAWAL

Instructors will withdraw a student at the end of the 12%/Refund date for a course if they have not attended or participated at all during that time. The student may appeal the instructor's decision for withdrawal and request re-enrollment within 3 days of being withdrawn. If the instructor does not give permission, the student can appeal to the Dean for that course. After the 12%/Refund date, it is the student's responsibility to withdraw from the course. All withdrawals must include meeting or speaking with your Success Coach.

DECLARING AN ACADEMIC PROGRAM

All students receiving Federal Financial Aid must declare an academic program. If you are unsure of which academic program you want to pursue, you may choose a Meta Major degree. Contact a Success Coach for assistance in selecting an academic program. See your Success Coach or Faculty Advisor if you wish to change your academic program. You will then be assigned a new Faculty Advisor in your area of study.

ACADEMIC DISHONESTY

Academic dishonesty is not tolerated. Academic dishonesty includes plagiarism, cheating, tampering with electronic media and any conscious act by a student which gives him or her undue advantage over fellow students. Plagiarism is copying or using the ideas or words of another without giving proper credit. Cheating involves obtaining and making unauthorized use of answers to examinations, tests, quizzes and laboratory reports as well as copying from fellow students or submitting work that has been done by someone else. When suspected cases of academic dishonesty arise, faculty shall seek to verify the violation and confront the student(s) involved. After establishing the violation, the appropriate sanction shall be decided by the faculty member in consultation with the Dean unless such sanction involves a recommendation that the student be expelled. Only the College President may expel a student. In the case of multiple violations, a student may also be in violation of the student disciplinary code and subject to additional sanctions. Due process shall be followed at all times. A student may appeal any disciplinary sanction he or she feels is unfair or arbitrary to the Vice President for Student Affairs, or the Vice President for Academic Affairs, or the Student Grievance Committee, and ultimately to the President. A student may appeal any disciplinary sanction through the Grievance Process found in the Student Handbook.

RUSTLER CENTRAL

STUDENT RECORDS

The Student Records Office, located in Rustler Central, is where you will find all forms required for class registration, schedule and curriculum changes, class withdrawal, and graduation information.

Many of the services offered by the Student Records Office can be found on the Central Wyoming College website at www.cwc.edu.

The myAdvisor for Students menu contains items for getting grades, looking at or printing an unofficial transcript, class schedule, business office account summary, financial aid status, program evaluation, enrollment verification, and graduation application. To find out who your assigned advisor is, click on myProfile. Your advisor's name is also listed at the top of the Program Evaluation.

The CWC schedules of classes for each semester are posted on the Central Wyoming College website.

TRANSCRIPT REQUESTS

Students can get official copies of their CWC transcript sent to themselves, other institutions or employers. Central Wyoming College transcripts may be obtained in the following way:

- Submit a request through the CWC web site at <https://www.cwc.edu/transcripts/>
- All obligations to Central Wyoming College must be cleared before a transcript will be released. For further information about transcript services, please contact the Student Records Office.

If a student wants an unofficial copy of their transcript, they can print it from myCentral/myAdvisor.

TRANSFER STUDENTS

Students wishing an evaluation of collegiate work for transfer should request that institutions previously attended send official transcripts to the Student Records Office for evaluation. Please refer to the CWC Catalog for more information about transfer procedures.

GRADES

Faculty members generally report their final grades within three business days after a course ends. Students may retrieve their grades via myAdvisor for Students by clicking on the Grades menu via the Central website as above. Grade reports are not mailed out to students.

INCOMPLETE GRADES

A temporary grade requested by the student when, due to extenuating circumstances, he/she is unable to complete course requirements. A signed Incomplete Grade request form must be submitted to the Student Records Office within one week after the end of classes. Students must complete class requirements within the time set by the instructor or the incomplete grade (X) reverts to an (F) grade. Incomplete grades cannot be changed to audit or withdrawn by the student once an incomplete grade is assigned. Students may obtain their grades by visiting the CWC web site (www.cwc.edu) and connecting to myCentral/myAdvisor.

ALTERNATE GRADE OPTIONS:

S/U Grade Option: Students may request a change from a letter grade to S/U option by the published last day to withdraw from semester length courses or prior to the published last class day for non-semester length courses. A completed Alternate Grading Option form must be submitted to the Student Records Office by the deadline in order for the desired grading change to take effect. Students may also request a change from S/U to a letter grade by submitting a letter of recommendation from the course instructor to the Student Records Office by the published last day to withdraw from semester length courses or prior to the published last class day for non-semester length courses.

Audit Option: Students may request a change from a letter grade to an Audit up to the 12% date (census date) for a course. A completed Alternate Grading Option form must be submitted to the Student Records Office by the deadline in order for the desired grading change to take effect. After the 12% date, the student must petition the Financial Aid office to change to an Audit. In the event that the Audit would result in funding being paid back to an outside source, the petition would be denied. Students may also request a change from Audit to a letter grade by submitting a recommendation from the course instructor to the Student Records Office by the published last day to withdraw from semester length courses or prior to the published last day for non-semester length courses.

GRADE POINT CALCULATIONS

Each course has an assigned credit value (i.e. 3 credits). When the course is completed by a student, a letter grade is issued which reflects the course result for the student. Each letter grade has a corresponding point value (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0). Course grade points are a total of the assigned credit value times the letter grade point value. The GPA is calculated by taking the number of grade points a student earned in a given period of time divided by the total number of credit hours completed (HRS). Please note that at CWC, pre-college level courses are not calculated into a student's GPA.

Ex: ENGL-1010 – 3 credits; 'A' grade (4.0 points) = 12 course grade points. $GPA = 12/3 = 4.0$

A Cumulative Grade Point Average (GPA) is a calculation of the average of all of a student's grades for all courses completed so far. A combination of courses for a term will have a corresponding term GPA calculated, and all terms combined calculate the student's cumulative GPA.

Because the GPA is an average of all course points, the more courses you have, the harder it will be to reverse a GPA 'trend'. If you have good grades and receive one bad grade, it probably won't affect your GPA too significantly. However, if you have a number of poor grades, it may take more time than you realize to get your GPA back up to an acceptable level. If you need assistance in determining your GPA, contact your Success Coach or Academic Advisor.

HONOR ROLL ELIGIBILITY

Students earning at least 12 credit hours of college level courses in a semester at Central Wyoming College with letter grades of A,B,C,D, or F in those college level courses are eligible for the Honor Roll. Students earning a semester grade point average of 4.00 are placed on the President's List. Students earning a semester grade point average of 3.50-3.99 are placed on the Dean's List. Pre-college course grades and credits are not used in the computation of the semester grade point average used for the President's List or the Dean's List Honor Roll. Honor Roll is processed during the fall and spring terms only.

Students who denied approval for Directory Information to be released will not have their names published.

HONORS FOR GRADUATION

<i>HIGHEST HONORS:</i>	4.0 GPA*, at least 30 credit hours completed at CWC, excluding developmental courses.
<i>HIGH HONORS:</i>	3.75 to 3.99 GPA*, at least 30 credit hours completed at CWC, excluding developmental courses.
<i>HONORS:</i>	3.50 to 3.74 GPA*, at least 30 credit hours completed at CWC, excluding developmental courses.

*College level courses that are taken for an A, B, C, D, or F grade from CWC.

30 Credit Rule: A student must have a minimum of 30 credits of work completed at CWC before becoming eligible for honors, high honors or highest honors. The 30 credits must be completed prior to the semester the student is graduating.

ACADEMIC STANDING

To maintain satisfactory academic progress, students need to maintain a minimum 2.0 grade point average and complete at least 67% of the courses they attempt. Students receiving financial aid are subject to specific standards related to grade point average and course completion rates. Please refer to the college catalog or Rustler Central for more information.

ACADEMIC PROBATION

Academic Probation is a warning that a student is not in Good Standing. **A student whose cumulative Grade Point Average (GPA) falls below 2.00 OR who completes fewer than 67% of cumulative credits attempted will be placed on Academic Probation during the next semester in which he/she is enrolled.**

All students on Academic Probation will be required to maintain frequent contact with their respective Success Coach.

At the end of each probationary semester, the student who:

- achieves a 2.00 cumulative GPA or higher AND completes 67% or more of credits attempted, will be placed on Good Standing.
- achieves a 2.00 semester GPA or higher, but the cumulative GPA is still below 2.00 OR does not complete 67% or more of credits attempted, will remain on Academic Probation;
- Fails to achieve a minimum semester GPA of 2.00 OR complete 67% or higher of credits attempted, will remain in Academic Probation.

APPLICATION FOR GRADUATION

Students who complete the published requirements for one or more Certificates and/or Degree are eligible to graduate from Central Wyoming College. In order to graduate, students must apply for graduation by completing the Application for Graduation online. The application is located in the student's MyCentral account via the Rustler Central (Self-Service) Icon then click into the Graduation Overview. Completion of the graduation application will assure the potential graduate's preferences are honored for diploma, address, academic program, attendance at the commencement ceremony in the spring and publication of their degree.

A completed Program Evaluation signed by the appropriate Academic Dean must be submitted to the Student Records office by the graduation application deadline. A Program Evaluation can be obtained by seeing the student's advisor or through the myAdvisor link of myCentral. The graduation application deadline is posted on the Graduation page of the CWC website, in the student handbook and in the course schedule. Failure to complete the application for graduation form and a signed program evaluation by the published graduation deadline will postpone the student's graduation date into the next term.

GRADUATE ASSESSMENT

All students graduating with any Associate degree from Central Wyoming College (CWC) must complete a required graduate assessment. The data obtained from this requirement is an essential component of the college's assessment plan and is focused on achievement of program and institutional student learning outcomes. Results for an exam associated with the graduate assessment requirement will not affect or determine the final grade for any coursework at CWC.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic research, or support position; a trustee or outside contractor such as an attorney or auditor acting as an agent for the college; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, volunteers and other non-employees performing institutional services and functions as school officials with legitimate education interests. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll; to accrediting agencies; to comply with a judicial order or lawfully issued subpoena; in connection with financial aid for which a student has applied; in connection with a health and safety emergency; to military recruiters. The Privacy Act specifically states that parents and other third parties may not have access to a student's educational records, unless the student gives written permission. The college reserves the right to make certain exceptions to the above for federal and state agencies that are gathering information for statistical purposes.
4. The Vice President for Student Affairs may contact parents, legal guardians, or law enforcement as deemed necessary where there is a danger to a student or to others, or when a student is involved in alcohol and/or drug violations on campus.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central Wyoming College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4065

DIRECTORY INFORMATION

The Central Wyoming College application for admissions contains permission to release directory information. Students' permission checked on the application is in effect until changed with a completed Change of Consent form submitted to the CWC Student Records Office.

Directory information includes: name (preferred name), address, telephone number, CWC student email address, dates of attendance, full-time or part-time enrollment status, hometown and state, program of study, degrees, certificates or awards, participation in officially recognized activities and sports, photograph, and height and weight of members of athletic teams. The preceding information applies to students currently enrolled or former students.

FINANCIAL AID

The Financial Aid Staff, located in Rustler Central, may be able to help you locate grants, scholarships, college work-study opportunities and loans. All programs (except for emergency student loans) require you to be officially admitted as a degree-seeking student. Specific information about financial aid may be found in the college catalog, at www.cwc.edu, or by contacting Rustler Central at 307-855-2115 or 1-844-GO-TO-CWC (844-468-6292). Financial award notifications issued are of a tentative nature and may be adjusted according to changes in student eligibility or availability of funds.

2020/2021 FINANCIAL AID DISBURSEMENT SCHEDULE

Scholarships, Non-Federal Funds, and Federal Grants/Loans will be disbursed 1 month into the semester, based on the schedule below. In order for your financial aid disbursement to be available according to the schedule below, you must have a **complete file and have received your award letter** at least two weeks prior to disbursement dates. If you filed your FAFSA late; (after August 1st), your disbursement may not be available according to the schedule below, but will typically be disbursed within 1 week of having a complete file. As such, late filers should plan to have sufficient funds to cover their tuition, fees, books and supplies, and living expenses for the first two months of the term.

SCHOLARSHIPS, FEDERAL GRANTS/LOANS, AND NON-FEDERAL FUNDS

FALL 2020	SPRING 2021
Wed., Sept. 23, 2020 – Last name: (A - G)	Wed., Feb. 10, 2021 – Last name: (A - G)
Thur., Sept. 24, 2020 – Last name: (H - M)	Thur., Feb. 11, 2021 – Last name: (H - M)
Fri., Sept. 25, 2020 – Last name: (N - Z)	Fri., Feb. 12, 2021 – Last name: (N - Z)

LOAN BORROWERS

All Federal Loan borrowers must have a valid Master Promissory Note (MPN), and must have completed Loan Entrance Counseling, both of which can be completed at <https://studentloans.gov> (you will need to log in, and click on the “Getting Loans” tab. Entrance Counseling will be in the top/middle portion of the page; the Master Promissory Note is on the Left/Middle, labeled “Complete MPN”). Students must complete both processes before any loan funds can be released.

RETURN OF TITLE IV FUNDS

Students who receive federal Title IV aid assistance and who cease attending classes or officially withdraw from classes at CWC may be required to repay a portion of the federal aid they received. The student earns his or her aid based on the period of time he or she remains enrolled. During the first 60 percent of the enrollment period for which assistance was awarded, a student is entitled to retain a percentage of their grant or loan assistance directly proportional to the percentage of the period of enrollment completed. If the day the student ceases to attend classes or officially withdraws occurs after the student has completed 60 percent of the enrollment period, the student is entitled to retain 100 percent of their grant or loan assistance awarded for the enrollment period. Please see the Financial Aid Office or the CWC Catalog for more detailed information.

SCHOLARSHIPS

The scholarship deadline for the following academic year is March 1. Students can apply online (<https://www.cwc.edu/scholarships/>) and will receive email notification if selected for an award. CWC scholarship recipients must meet all eligibility criteria (GPA, conduct, etc.) to be considered for renewal. To be eligible for CWC Institutional or CWC Foundation scholarships, the student must complete the FAFSA (for most scholarships, the FAFSA must be completed by March 1).



SERVICES FOR STUDENTS

BOOKSTORE

The CWC Bookstore is located in the Student Center across from the mailroom, near the west entrance. The store is open from 8am-6pm M-Th and 8am-2pm on Fridays. The web store is open 24/7 at cwcbookstore.com.

All required textbooks and course materials are available in the bookstore or at cwcbookstore.com. Books are available to purchase new, used, or to rent for the term. CWC Bookstore sells gift cards, clothing, backpacks, nursing supplies, school and art supplies, photography supplies, novelty, alumni gear and other Rustler gift items. The! The CWC Bookstore accepts all major credit cards as well as financial aid and Rusty Bucks for payment.

Rented textbooks may be returned in the outdoor drop box located between the west entrance of the student center and the entrance to WYoming PBS. Off-campus students may ship their books to: CWC Bookstore, 2660 Peck Ave. Riverton, WY 82501.

The CWC Bookstore purchases used books. Students may bring used books in any condition to the CWC Bookstore for a quote year round. The CWC Bookstore works hard to find students the best money back for used books.

All transactions at the CWC Bookstore receive an email receipt. Customers may ask for a physical register receipt with a transaction ID# for tax purposes or for returns. No returns are accepted without a valid email or register receipt. Unused items may be returned or exchanged within a week of purchase. Textbooks may be returned within one week of the first day of class for a full refund. After this date, a class cancellation or drop slip must be provided to be considered for a return. Off-campus students may order their textbooks through the CWC Bookstore's webpage at cwcbookstore.com. Books are shipped via USPS ground. If students have questions, they email at bookstore@cwc.edu or call 307-855-2201 to speak with the bookstore staff.

BUSINESS OFFICE

The Business Office is located in Rustler Central. Come here to obtain a slip for your Student ID (purple) and housing (yellow), pay tuition and housing fees, have money put on your Student ID card, cash checks and setup a payment. Notary services are also available, at no charge, to students and staff.

TRANSPORTATION SERVICES

Bus service from some areas of the county is available free to CWC students through the Wind River Transportation Authority. The fee is only waived when CWC is the origin or destination of the bus, and the student must present a valid CWC ID to the driver in order to be eligible. Buses run between Riverton, Hudson, Lander, Ft. Washakie, Ethete and Kinnear. Call (307)856-7118 for the latest schedules, or check under the Fixed Routes tab at www.wrtabuslines.com.

LEGAL SERVICES

Central Wyoming College does not have an attorney for students, nor does CWC provide legal services/advice to students. Students who need legal services should contact an attorney listed in local business directories. You may also wish to consider contacting Wind River Legal Services which serves the Wind River Indian Reservation and Fremont County. The organization provides legal services to individuals who qualify under their low-income guidelines. Only certain types of cases are considered. For more information, call (307)332-3517 (Lander) or (307)332-0307 (Fort Washakie).

LIBRARY

The CWC Library, located in Main Hall, is the academic information hub on campus serving Central Wyoming College students, staff, and faculty, as well as the greater Fremont County area.

Through the CWC Library, you will have access to thousands of physical books, DVDs, maps, and other materials. The Library also provides access to nearly 400 online databases with millions of online journals and articles. Print resources and DVDs not available on-site can be obtained, by request, through interlibrary loan at no charge to CWC affiliates.

Your CWC student ID will serve as your library card once it has been activated by library staff. This card is valid at the majority of libraries in the state of Wyoming as long as you are an enrolled student. Online resources are accessible 24/7, off-campus with a CWC username and password.

The CWC Library is also an excellent place for individual or group study with first-come-first-served study rooms, individual study carrels, and collaborative tables. Many of our study rooms come equipped with whiteboards and TV screens with HDMI cords (upon request) for easy group sharing. Desktop computers are spread throughout the library with printing, scanning, faxing, and copy services available.

Need research help? The CWC librarians are also available to assist patrons with research and class projects. Please stop by the library between the hours of 8 am – 5 pm Monday – Friday or schedule an appointment or to learn about the other instructional programs we offer. Students can also contact a librarian at any time via email at librarian@cw.edu.

Inside the Library you will also find the IT Help Desk (see below), the Test Center (see below), the campus' main Lost and Found, the Free Table.

Come visit the library in person, explore our webpage www.cw.edu/library, or call 307-855-2141 to learn more about other materials and services offered!

FALL / SPRING SEMESTER HOURS

Monday – Thursday	8 am - 9 pm
Friday	8 am - 5 pm
Saturday	12 pm - 5 pm
Sunday	2 pm to 7 pm

SUMMER / SCHOOL BREAK HOURS

Monday – Friday	8 am - 5 pm
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*Hours are subject to change

LIBRARY IT HELP DESK

The IT Help Desk is located at the library front desk and is staffed by trained student employees and library personnel. The Help Desk can assist you in person, by email, and over the phone with basic technical problems, including logging into your 'My Central' account. The IT Help Desk also provides a 24/7/365 after-hours phone service for password reset assistance.

The Help Desk staff can be reached during library hours (see above) in person or by email at helpdesk@cw.edu. Assistance over the phone is available 24/7/365 at (307) 855-2198 or 877-292-3375.

TESTING CENTER

The Riverton Campus CWC Testing Center is located on the first floor of the library in Main Hall. Eight workstations are available for proctored computerized or paper exams in a quiet, secure environment. Proctored testing is offered for CWC programs, make-up exams for students in CWC classes, some accommodated testing for students with disabilities, and a wide variety of certification exams. Testing Center hours are Monday – Friday 8:30 a.m. – 5 p.m. Appointments are required in most circumstances. The Test Center email is testcenter@cw.edu; phone number is (307)855-2298; and website is <https://www.cw.edu/library/testingcenter/>. Proctored testing is also available at the Lander and Jackson centers by appointment.

MAILROOM

The campus mailroom is located in the Student Center (SC101) and offers UPS, FedEx, and US Postal Services for the entire campus. To check out a mailbox, please stop by the mailroom and complete the required paperwork to be assigned a box number. Hours of operation are Monday-Friday, 8 a.m. - 5 p.m.

STUDENT IDS

Your CWC Student ID Card is required for services at the Cashier's Office, Business Office, Rustler Central, Food Court, Student Activities/Events, Fitness Center, etc. **You MUST have your Student ID when requesting services and/or attending activities on campus.** There is no fee for the first ID, but the first replacement is \$15 and all other replacements are \$25 each. ID cards are obtained by first visiting the Cashier's Office where you will receive an ID approval. You then take this slip to Rustler Central to have your photo taken and an ID printed.

STUDENT EMPLOYMENT

Each semester there are numerous jobs available to students on campus. Jobs are usually available in almost every area of campus and every effort will be made to place you in your area of interest or where your skills will be best utilized. To apply, go to cw.edu/about/hr/ or visit the Human Resources office located in the second floor of main hall. For assistance in applying for a student employment position, please stop by the Human Resources office or call 307-855-2112.

You can call the Human Resources Office at 307-855-2112 to get instructions for applying online for on campus student employment or you can go to our website, <https://www.cw.edu/about/hr/> and click on "Student" to access the application.

COUNSELING SERVICES

A variety of counseling services are available to enrolled students to facilitate meeting their educational goals. The Counseling Offices are staffed by Licensed Professional Counselors and Licensed Clinical Social Workers. Services include mental health assessments and personal counseling, career counseling and assessment, and academic skills development. These services may be offered individually, in groups, in classes, or in workshops, and some resource information is available on the college website.

All counseling services are offered free of charge to CWC students. The Counseling Offices work from a short term treatment model. If it appears that the student needs or wants long-term therapy, a referral will be made to the appropriate resource. All counseling contacts are strictly confidential, as required by law. The Counselors' Offices are located in the Student Success Center and Rustler Central.

CAREER AND JOB PLACEMENT SERVICES

Any of the Career Services staff members can help students examine their goals, interests and values as they relate to their choice of career. All career services are available to enrolled students free of charge. There are several computerized career guidance programs available on the college website to assist students in completing a self-assessment, gather current Wyoming and national occupational information and conduct college searches. There is a library containing college directories and career resources located in the Student Success Center. Students are welcome to check these books and videos out.

For off-campus jobs while attending college, or employment after completing courses, the student/alumnus should register at www.collegecentral.com/cwc or check the Employment bulletin boards on campus. Assistance is also available in finding internships and co-operative experiences, in filling out applications, preparing resumes, and preparing for job interviews, by contacting the Career Services Coordinator or one of the staff members located in the Student Success Center, Rustler Central, or the Career Services Office. Additional resources are available at www.cwc.edu/studentservices/careerservices/. Students seeking part-time jobs on-campus should contact the Human Resources Office.

STUDENT MEDICAL CARE

While Central Wyoming College does not have a clinic on campus, the College recommends that students develop a relationship with a local medical clinic for health care needs. Furthermore, the College also highly recommends all students purchase personal health insurance coverage or have effective coverage through insurance policies carried by their parents or spouses. CWC suggests that students select insurance companies that best meet their individual needs.

COMMUNICABLE DISEASES

The college will not discriminate against students in any manner or deny access to college facilities, functions, or services based solely on the grounds that they have a communicable disease. The college recognizes that it has an obligation to prevent the spread of communicable diseases. Therefore, it may be required to impose certain restrictions in appropriate situations. For further information, contact the Vice President for Student Affairs in Rustler Central.

DISABILITY SERVICES

STUDENT RESPONSIBILITIES

The Disability Services Coordinator strives to provide support services that will help you achieve a successful educational experience at CWC. All accommodations provided must be appropriate for your documented disability. Your responsibilities as a student requesting accommodations from Disability Services are as follows:

- Provide the Disability Services Coordinator with appropriate recent documentation of your disability from a qualified professional.
- Visit with the Disability Services Coordinator before the beginning of each semester, providing a copy of your course schedule and establishing accommodations for that semester. (Accommodations are not retroactive.)
- Contact your instructors within the next week to confirm accommodations as approved by the Disability Services Coordinator and make any necessary arrangements.
- If accommodations are not provided or instructors are not cooperative, contact the Disability Services Coordinator immediately. If staff is unavailable, please leave a detailed message.
- Advocate for yourself with your instructors and take responsibility for making sure that accommodations are provided.
- Inform the Disability Services Coordinator of any changes in your schedule, program of study or personal information such as address or phone number.

Accommodations may be revoked if you fail to uphold these responsibilities.

All disability related records will be destroyed five years from the date of initial contact with the Disability Services Coordinator unless you remain actively enrolled at CWC or otherwise notify the Disability Services Coordinator in writing.

DISABILITY SERVICES OFFICE

The Disability Services Office of Central Wyoming College provides confidential assistance for CWC students with documented disabilities. All disability information is considered confidential. These records are not part of the student's permanent transcript file. CWC has the right to deny accommodations or services without the provision of appropriate documentation of disability. All services are provided free of charge to CWC students.

The Disability Services Office maintains information on disability issues, ADA facts and regulations, tips for college students with ADD and/or learning disabilities.

The Disability Services Office is located in the Student Success Center in Room MH-123F.

Students who have questions or wish to make arrangements for disability services should call (307) 855-2011 for an appointment or e-mail ecosner@cwcc.edu.

DISABILITY SERVICES OFFICE MISSION STATEMENT

The Disability Services Office provides confidential assistance for students with a documented disability to help maximize independence and encourage integration into all areas of college life.

EXAMPLES OF SERVICES PROVIDED BY THE DISABILITY SERVICES OFFICE

Appropriate services and accommodations are determined on a case-by-case basis between the Disability Services Coordinator and the student. The services and accommodations are dependent upon the student's documentation, the disability and the courses involved.

- Accessible parking
- Testing accommodations
 - Reader/taped test
 - Scribe
 - Extended time
 - Distraction-reduced environment
- Calculator
- Seating accommodations
- Tutoring
- Alternative format textbooks
- Tape recorders for lectures
- Note-takers
- Sign language interpreters

SERVICES NOT PROVIDED BY THE DISABILITY SERVICES OFFICE

Services that cannot be provided include personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature such as typing or a tutor outside the Student Success Center. If students need any of these services, they are responsible for providing and paying for these services.

DOCUMENTATION OF DISABILITIES

CWC has established Documentation Guidelines that set standards for appropriate and acceptable documentation of disabilities. Documentation must be provided by an appropriate professional and requires the following:

- Diagnosis of the student's current disability
- Date of the diagnosis
- How the diagnosis was reached
- Credentials of the professional
- How the disability affects a major life activity
- How the disability affects the student's academic performance

The documentation must provide enough information so that the student and the Disability Services Coordinator can determine appropriate academic adjustments and accommodations.

If a student does not have documentation of his or her disability or the documentation provided does not meet the Documentation Guidelines set by CWC, it is the responsibility of the student to pay for or find funding to pay for an appropriate professional to document the disability and the need for accommodations. The Disability Services Office does not provide diagnostic testing.

CONFIDENTIALITY

Under most circumstances, information shared with the Disability Services Coordinator is confidential and will not be shared without the written permission of the student. It is inappropriate for faculty, staff or administrators to single out students with disabilities and discuss their personal situation with others not involved with provision of services. While disability information will not be shared, information about accommodations will be shared as necessary among the Disability Services Coordinator, CWC instructors and staff, and outreach campuses via oral and written communication, such as letters, phone, e-mail and fax.

STUDENT RIGHTS AND RESPONSIBILITIES

Unlike elementary and secondary education, students in post-secondary education are responsible for requesting accommodations. Students with disabilities also have the following rights and responsibilities:

- CWC has Policies and Procedures for requesting services related to disabilities. Students are responsible to know and follow these procedures.
- Students initiate all requests for services and/or accommodations at the Disability Services Office.
- Submission of documentation is not a request for services.
- Students need to meet with the Disability Services Coordinator for an intake appointment and discussion about their disabilities and the accommodations they are requesting.
- An Individualized Education Plan (IEP), 504 Plan, or General Education Initiative may provide enough information for the documentation of disability and provision of needed accommodations. If these documents do not provide enough information to receive services further documentation may be needed.
- Students need to give advance notice of needed accommodation(s) 30 days prior to the beginning of the semester.
- Disability-related records will be used to determine appropriate services and will be maintained in the Disability Services Office, separate from academic records.
- All students have the right to equal access to all programs, services and activities at Central Wyoming College.
- Central Wyoming College and the Disability Services Coordinator have the following rights and responsibilities:
 - CWC reserves the right to determine the appropriateness of submitted documentation and requests for reasonable accommodations on a case-by-case basis utilizing the professional judgment of the Disability Services Coordinator.
 - Additional information may be requested to determine eligibility for services.
 - Relevant information regarding the student's disability may be shared with those who have a legitimate educational interest.
 - All disability-related records will be destroyed five years from date of initial contact with Disability Services Coordinator, unless the student remains actively enrolled at CWC or otherwise notifies the Disability Services Coordinator in writing.

REQUESTING ACCOMMODATIONS

All students requesting accommodations must meet with DSO staff and provide appropriate documentation of his or her disability. Accommodations may not be available at the beginning of the semester if they are not requested approximately 30 days before classes begin.

PROSPECTIVE STUDENTS

Students interested in attending CWC should contact the Disability Services Office for information regarding available accommodations, make an appointment to fill out intake information, provide disability documentation and discuss possible accommodations. Students also may contact the Disability Services Coordinator for information at (307) 855-2011 or at ecosner@cw.edu.

CURRENT STUDENTS

Students currently attending CWC who want to request accommodations should make an appointment with the Disability Services Coordinator to fill out intake information, provide disability documentation and discuss possible accommodations. To continue accommodation services, students must schedule an appointment with the Disability Services Coordinator approximately 30 days prior to the CWC course start date each semester.

ACCOMMODATION REQUEST PROCESS

- Initial Intake or Intake Update forms must be completed by the student.
- Enrolled students must provide a copy of their schedules each semester when requesting accommodations. Accommodations will not be provided if they are not requested every semester.
- Approved documentation of the student's disability must be placed on file in the Disability Services Office.
- Reasonable accommodations shall be determined on an individual case-by-case basis between the Disability Services Coordinator and the student.
- An Accommodations Request Form must be signed by the student. The original will go on file in the Disability Services Office, and a copy will be sent to the appropriate instructors advising them of the student's accommodations.
- Students using CWC assistive equipment will be required to sign an Equipment Checkout & Policy Agreement Form. Students will be held responsible for the full repair or replacement cost of equipment damaged or lost due to negligence. Failure to pay this debt will result in blocked registration, holding of student transcripts and legal action if necessary.
- CWC will not be held responsible for equipment malfunction, maintenance services or unattainable contracted services. Every effort will be made to provide alternate accommodations.
- The Disability Services Coordinator will attempt to contact students if it is necessary to adjust, add and/or remove accommodations.
- Students should check inside each of their classrooms and notify the Disability Services Coordinator of any access problems.

TESTING ACCOMMODATIONS

Students with disabilities have the legal right to a case-by-case determination of accommodations for testing and assessment. Examinations must evaluate the student's knowledge and achievement rather than limitations resulting from their disability. Accommodations stated on the Accommodation Request Form from the Disability Services Coordinator will depend upon the nature and degree of the limitations resulting from the disability, the nature of the course material, the type of test, and the abilities of the student to use alternative test-taking methods.

SERVICE ANIMALS

The American with Disabilities Act (ADA) defines a service animal as an animal that is individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are not pets, but working animals. Service animals perform some functions and tasks that persons with a disability cannot perform himself/herself. Animals are considered "service animals" under the ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government. Animals whose sole purpose is to provide a person with a disability emotional support, well-being, comfort, or companionship are not considered service animals.

Some students with disabilities use service animals to allow greater independence and mobility. The following guidelines apply to service animals at CWC:

- A service animal is allowed to accompany an individual with a disability to most areas on campus where students are normally allowed to go including housing.
- An individual with a service animal may not be segregated from other students.
- A service animal may be excluded from a facility, including a classroom, if that animal poses a direct threat to the health and safety of others.
- A service animal may be excluded from a facility, including a classroom, if that animal's behavior, such as barking, is disruptive to the other participants within the facility.
- If a service animal is excluded from a facility, the individual with a disability will be given the option of continued classroom participation with accommodations or may withdraw from the class.
- The service animal must be clean, in good health, with current rabies vaccines.
- Service animals must be on a leash at all times.
- Service animals are required to wear a vaccination tag at all times.
- All owners and or users of service animals are responsible to clean up after and properly dispose of their animal's feces while on campus.

ASSISTANCE ANIMALS IN HOUSING

The Fair Housing Act and the U.S. Department of Housing and Urban Development’s (HUD) defines an assistance animal as an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or that provides emotional support that alleviates one or more identified effects of a person’s disability. An assistance animal is not a pet.

Individuals with a disability may request to keep an assistance animal as a reasonable accommodation to a housing provider’s pet restrictions, including on campus housing. The Fair Housing Act requires a housing provider to allow a reasonable accommodation involving an assistance animal in situations that meet all the following conditions:

- A request was made to the housing provider by or for a person with a disability
- The request was supported by reliable disability-related information, if the disability and the disability-related need for the animal were not apparent and the housing provider requested such information, and
- The housing provider has not demonstrated that:
 - Granting the request would impose an undue financial and administrative burden on the housing provider
 - The request would fundamentally alter the essential nature of the housing provider’s operations
 - The specific assistance animal in question would pose a direct threat to the health or safety of others despite any other reasonable accommodations that could eliminate or reduce the threat
 - The request would not result in significant physical damage to the property of others despite any other reasonable accommodations that could eliminate or reduce the physical damage

If you require an assistance animal please contact the Disability Services Coordinator at 307-855-2011. Students with approved animals must then meet with the Residential Life Manager and enter into a contract regarding standards of care for the animal and the place of residence. The allowance of an Assistance Animal in CWC Housing does not pertain to allowance on main campus. Different rules apply to the main campus and any request there should be directed to the Disability Services Coordinator for review.

TRANSITIONING TO COLLEGE

Coming to college is a big step for everyone, whether he or she has just completed high school or is returning to school after several years. There are several things students can do to make the transition easier, and we can help you along the way. Here are some things students must know:

- The student is responsible for requesting services and accommodations from the Disability Services Coordinator.
- The student must provide acceptable documentation of his or her disability before any services can be provided.
- The student is an adult, and all his or her information will remain confidential, even from his or her parents and spouse without written consent.
- The student is responsible for reporting any problems to the Disability Services Coordinator.

An additional resource on post secondary transition is:

<https://www2.ed.gov/about/offices/list/ocr/transition.html>

Differences Between High School and College Requirements

	High School	College
Class Time	Six hours a day for 180 days = 1080 total hours	Twelve hours a week for 32 weeks = 384 total hours.
Study Time	One or two hours a day (much homework is done in class).	Two hours of study per credit hour = three or four hours per day.
Tests	Given weekly or at the end of a chapter; frequent quizzes.	Given two to four times per semester or at the end of a chapter unit.
Grades	Passing grades guarantee you a seat.	Satisfactory academic standing = C’s and above; entry into programs is competitive.
Teachers	Often take attendance; may check notebooks; put information on board; impart knowledge and facts.	Rarely take attendance or teach from the textbook; often lecture non-stop; require library research. The student is responsible for information from books, lectures and research.

	High School	College
Freedom	Usually structured; limits are set by parents, teachers or other adults.	The student must decide: Should I go to class? Can I make it on four hours of sleep? Can I skip studying today?
Reading	The reading requirements for most classes can be done with minimal outside work.	College is a reading-intensive environment; analytical reading skills are necessary. If books in alternative format are needed, the student must communicate with the disability services office.
Disability Services	The school has the responsibility to find those who need services and provide those services.	The school has the responsibility to provide services after the student presents documentation of need and requests specific services.
Self-Advocacy	Few opportunities; legal structure makes it difficult for students to take control of their services.	Required: The Office of Civil Rights has ruled that colleges can ask students to assist in the setting up, maintenance and day-to-day management of services.
Tutoring	Often provided as part of support services during the school day; free, individualized and personal; often reiterates or re-teaches class material.	By law, tutoring is considered homework assistance, and colleges are not financially responsible; most colleges provide limited tutoring or drop-in labs; not individualized; the best use of these services requires the student to attempt the homework then come to the lab or tutor with specific questions.
Consistency of Services	Most high schools offer similar services, and the way to access those services is the same.	Each college or university has its own mission, and the services offered reflect the mission; some colleges offer more student support than others; students should shop wisely for the institution that not only offers the courses they want but also offers services with which they feel comfortable.

Adapted from Promoting Postsecondary Education for Students with Learning Disabilities, by Loring Brinkerhoff, Stan F. Shaw, & Joan M. McGuire; p. 6; 1993; PRO-ED, Texas, USA.

ADVISING

All CWC students are assigned a Success Coach upon registration. Students with disabilities are encouraged to work with both the Disability Services Coordinator and/or their Success Coach for their major when developing semester schedules.

Selection of courses and course load may be impacted by the student's disability, and disability is a factor that must be considered. The key is to make course selections that consider strengths and limitations of each student in order to balance the academic demands of each semester. For example, students who must rely on listening to alternative format reading materials should balance their reading-intensive courses with courses that do not require as much reading in a given semester. Students must also consider physical disabilities when planning class schedules to allow for sufficient travel time between classes.

EMERGENCY CAMPUS EVACUATION

Students with disabilities are strongly encouraged to discuss with the Disability Services Coordinator the process for leaving their CWC classroom and/or the CWC campus in the event of a campus-wide emergency evacuation. If students are in need of physical assistance in the event of an emergency evacuation, they are responsible for notifying a CWC staff or faculty member, or the person nearest them of this need.

POLICY

INDIVIDUALS WITH DISABILITIES REQUESTING ACCOMMODATION SERVICES

Central Wyoming College does not discriminate against qualified individuals with documented disabilities in the recruitment, admission, or employment of students; the recruitment and employment of personnel; and the operation of any of its programs and activities, as specified by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008 and the regulations adopted under these laws. Students with documented disabilities requesting accommodation services should do so through the Disability Services Office.

TRIO

STUDENT SUPPORT SERVICES

SUPPORTING YOUR LEARNING AND SUCCESS!

TRIO Student Support Services (SSS) is an honorary program for students who are dedicated to their success as a student and offers multiple support services:

- **Academic** advising, including registration, assistance in financial aid and scholarship process and support.
- **Personal** counseling, success coaching, advocacy, time management and goal setting.
- **Special opportunities** such as tutoring, transfer options, mentoring, equipment lending program, skills development and additional funds for qualifying students.

You may be eligible for SSS if you are citizen or permanent resident of the United States and at least one of these fits you:

- ✓ You are a student who has not already earned a college degree.
- ✓ You are a first generation college student (neither parent had bachelor's degree before you turned 18 years of age).
- ✓ You meet federal low income guidelines.
- ✓ You have a documented physical or learning disability.

SSS offices are located in the Student Success Center: Main Hall 123. Applications are available at the Student Success Center and at Rustler Central.

COMPUTER ASSISTED LEARNING LAB (CAL LAB)

The CAL Lab, located in MH133, is an open lab available for CWC student use from 8:00 a.m. – 5:00 p.m. Monday through Friday. During Fall and Spring semesters we have extended hours from 5:00 – 7:00 p.m. for tutoring and mentoring only. Tutoring assistance is available.

COMPUTERS ON CAMPUS

OPEN COMPUTER LAB

The Open Computer Lab, located in the Library, is available for use by CWC students and other community members whenever the Library is open. The standard set of CWC software (Internet browser, word processing, spreadsheet, etc) is available, as well as some other classroom related software. The Open Lab has 30 desktop computers distributed throughout the Library as well as eight laptops and eight iPads available for checkout.

OTHER COMPUTER LABS

Computers in instructional computer labs are available for student use when scheduled classes are not in session. Please refer to posted classroom schedules by the entry door for general availability. This includes several labs on the main campus in Riverton, as well as the Jackson and the Lander Center computer labs. It also includes one computer in the basement classroom of Fremont Hall at the Alpine Science Institute.

WIRELESS NETWORK CONNECTIVITY

Students with a wireless capable computer or other mobile device can access the Internet from most CWC Riverton campus locations. Wireless connectivity is also available at the CWC Lander Center, Alpine Science Center and the CWC Jackson Center in the Center for the Arts. CWC provides Internet only access when using wireless connectivity.

CWC COMPUTER HELPDESK

Students should contact the CWC IT HelpDesk for information and assistance in using any of the college's computer resources:

- Phone:
 - 307.855.2198
 - On-Campus: x 2198
 - Phone help 24/7/365
 - E-mail: helpdesk@cw.edu
- Walk-up at the circulation desk in the library MH109 whenever the library is open.

CONNECTIVITY FOR ON-CAMPUS RESIDENTS

Residents of the College's on-campus housing are provided wireless network connectivity in their rooms or apartments at no additional cost to their housing charges. Residents are allowed to connect personal computers, cell phones, tablet computers, gaming consoles, and other endpoint devices, but are not allowed to connect any other type of device without the explicit written permission of the College's Chief Information Officer, including non-endpoint devices like hubs, switches, routers, wireless access points, etc. The College provides limited technical support to College residents for their resident owned computers – support is limited only to helping residents attach to the network. If other technical support is needed, the resident should contact local retailers that provide computer support. Network access for resident rooms/apartments is limited to Internet access only.

The dayrooms in the Residence Hall, the computer lab in Mote Hall, and the common room in the Bunkhouse at the Alpine Science Center all have college owned and supported computers with access to the CWC network and printers, and are available to any enrolled student who is a resident of any on-campus college housing.

CAMPUS COMPUTER USE

CWC strives to provide its students access to information through an electronic communications system maintained by the college, including, but not limited to, e-mail and Internet access. The sole purpose of the electronic communications system is to support the educational purposes of the college. This electronic communications system is a public system of communication, supported by public funds. Its use for personal or private gain is expressly prohibited, and it should not be used for communication of a personal, private, or confidential nature. Access to the electronic communications system at the college is a privilege, not a right.

In order to ensure appropriate and legal use of the system, as well as its efficient and effective operation, the college retains the right to monitor all communications on the system and to prohibit its use by those who abuse the privilege of using the system, to remove or limit access to material posted on the system, or to take other disciplinary measures.

Central Wyoming College is not a regulator of, nor does it take responsibility for, the content of information available on the system. The user is solely responsible for information created, received, and sent on the system. Any persons accessing or sending information through the college's electronic communications system must determine for themselves and their charges whether any information or source of information is appropriate for viewing.

All users of the electronic communications system are responsible for respecting all pertinent licenses and contractual agreements and for using the system in a way that respects the rights of other users and that complies with all local, state, and federal laws and regulations or any College policies or procedures. Accepting any account and/or using the College electronic communications system shall constitute an agreement on behalf of the user to abide by the provisions of this policy and its procedures.

ACQUISITION, INSTALLATION, SUPPORT, AND REPLACEMENT OF HARDWARE AND SOFTWARE

All acquisition, installation, support, modification, and/or replacement of hardware and software on CWC owned computing equipment must be approved in advance and performed by the CWC Chief Information Officer or his/her designee. Acquisition, installation, connection, disconnection, modification or support of hardware or software on CWC owned computing equipment under any circumstances by students is strictly prohibited. Failure to comply may result in monetary restitution for damages, and/or expulsion.

MONITORING, OVERSIGHT, AND TECHNOLOGICAL SECURITY

CWC retains ownership of all network infrastructures, and retains the right to monitor all files, information, and activities that transit its network. In addition, CWC can at any time monitor and inspect any information that is stored on CWC owned computers and other equipment. Information stored on CWC servers will be expunged on a regular schedule maintained by the Information Technology Department. In order to promote a safe and secure technological environment, all users of CWC networks are expected to support, uphold and abide by applicable local, state, national and international laws pertaining to both tangible and intangible properties.

STUDENT E-SERVICES - MYCENTRAL

Every student who registers for a credit class at CWC automatically receives a username and password. Your username and password are used to access myCentral– the portal to all CWC student e-services including:

- **myAdvisor** and **RustlerCentral** (student degree planning and course planning guide, course schedule, transcript requests, degree evaluations, financial aid status, paying bills, etc);
- **myClasses** (the learning management system, currently Canvas);
- **Google Apps for Education (G Suite)** including CWC Cloud Mail (e-mail), Cloud Document Storage (Google Drive), and Google Apps (Docs, Sheets, etc.)
- **Rustler Alerts** (registration required for the CWC emergency messaging system and optional for activities text messaging system).

Students can access CWC electronic services from any Internet connected computer anywhere in the world by clicking the “myCentral” link on the bottom of the CWC home page, www.cwc.edu, or going directly to my.cwc.edu.

Students are required to change their first-time password upon first login, and then it can be changed (or reset if forgotten) 24/7/365 from the login page of **myCentral** if the student knows their password reset information (security question/answer created upon first login to **myCentral** and then a code texted to their registered cell phone). If the student does not remember their CWC password and cannot reset it, they should contact the CWC IT Helpdesk (see above) for assistance. It is the student’s responsibility to keep their login and password secure and it is a violation of this policy to share it with any other person. If a student violates this policy and gives his/her password to even one other person, the student is giving permission for others to access the student’s personal records and information. In addition, the student will be held responsible for any resulting violations of CWC Campus Use Policy, e-mail, and Internet access and use.

CAMPUS USE PROCEDURE, E-MAIL, AND INTERNET ACCESS AND USE

Accepting any account and/or using the College electronic communications system shall constitute an agreement on behalf of the user to abide by the provisions of procedures as outlined in the CWC Student Handbook (Policy 4.10) or the CWC Employee Handbook (Policy 7.9.5). I understand and agree to abide by all Central Wyoming College computer use policies, including, but not limited to, the following:

- This electronic communications system is a public system of communication, supported by public funds. Its use for personal or private gain is expressly prohibited, and it should not be used for communication of a personal, private, or confidential nature.
- The college retains the right to monitor all communications on the system and to prohibit its use by those who abuse the privilege of using the system, to remove or limit access to material posted on the system, or to take other disciplinary measures.
- Central Wyoming College is not a regulator of, nor does it take responsibility for, the content of information available on the system. The user is solely responsible for information created, received, and sent on the system.
- All users of the electronic communications system are responsible for respecting all pertinent licenses and contractual agreements and for using the system in a way that respects the rights of other users and that complies with all local, state, and federal laws and regulations or any College policies or procedures.
- The college absolutely will not tolerate any form of destructive or harmful e-mail or Internet use, including but not limited to harassment, vandalism, pornography or obscenity.
- The college’s policies regarding academic integrity and acceptable use of IT services include penalties for use of another individual’s username and password for engaging in academic dishonesty.

DISTANCE/ONLINE EDUCATION

Call the Teaching & Learning Department at (307)855-2161 or e-mail cwcd@cwcd.edu.

INITIAL LOG-IN INFORMATION

Please check your CWC email for log-in information. If you do not receive this information, please contact the CWC HelpDesk at (307)855-2198 for assistance. To avoid delays in receiving materials, please register early for distance delivered courses and provide a current address to the Student Records Office.

INTERACTIVE WEB CONFERENCING

Distance delivery web conferencing is a hybrid educational delivery system. This system allows real time interaction between instructor and students located off campus via web conferencing. Classes are held at CWC campus or outreach center; however, it is not necessary for students to go to one of the sites. The web conferencing option serves students from any computer that has access to the internet. To register for these classes, please contact Rustler Central at (307) 855-2115.

WEB (ONLINE INSTRUCTION)

Students are required to have internet and computer access. Some courses also require specific software. Skills in word processing, email and Internet use are necessary for success. Computer and Internet access are available on-campus and at selected outreach centers for enrolled students.

IMPORTANT: Enrolling in a course being recorded or transmitted over the Interactive Classroom Network indicates you understand there is a chance you may appear on the recording and/or be visible to students at a remote site and that you give your consent to being seen by other students.

STUDENT SERVICES AND DISTANCE LEARNERS

Services are available to distance students to help ensure their success. In addition to those services discussed in this handbook, such as counseling services, registration and records information, library resources, textbooks and other supplies, CWC also provides online tutoring for students who need additional assistance. Access to information about online tutoring can be found by signing into the myCentral student portal at <https://www.cwc.edu/mycentral/> and clicking on the NetTutor link.

ACADEMIC ADVISEMENT

Taking a distance delivery course does not exempt a student from policies regarding academic advisement. If you are a new student, you must talk to an Academic Advisor prior to registering for classes. The academic advisors can be reached by calling Rustler Central at (307) 855-2115.

LIBRARY SERVICES

Distance Education library services are available. Please call the CWC Library for assistance at (307) 855-2141.

GETTING YOUR COURSE MATERIALS

Your first responsibility for any distance education course is to acquire the required textbook and any additional materials for your course. Textbooks and course materials are available from the college bookstore - visit them on the Riverton Campus or, if you live in other areas, the CWC bookstore can mail textbooks and materials to you. Contact the CWC bookstore at (307) 855-2201; or by email at bookstore@cwcd.edu. Shipping and handling fees apply.

CANVAS: ACCESS TO COURSES VIA THE LEARNING MANAGEMENT SYSTEM (LMS)

CWC uses Canvas to provide online access to courses and course material. Canvas is a cloud-based learning management system that makes teaching and learning easier. Login to your CWC account at <https://www.cwc.edu/mycentral/> and click on "MyClasses" to get started. This is where you will fully participate in your online courses and you will also find that some instructors use Canvas to supplement traditional classes. Canvas offers discussion boards for asynchronous discussions and a centralized email (Canvas Conversations) so you can stay in touch with your instructor and communicate with other students. You can submit assignments and take exams as well as complete many other learning activities. Instructors use Canvas to create their own virtual classrooms so you will see the same variety in Canvas as you do in your face-to-face courses. Becoming familiar with the Canvas environment and its tools is the first step in succeeding in your online course. Join in, ask questions, and participate as you would in any classroom.

INSTRUCTOR COMMUNICATION

Your CWC instructor is available to you throughout the semester to answer course-related questions. Instructor office hours and contact information are available when you log into your classes. Contact your instructor frequently during the course of any distance education classes. Your instructor will provide you several means of contact in the course syllabus.

Your CWC instructor will contact you throughout the semester as necessary. However, you are encouraged to call, e-mail or write to your instructor at any time for help with course-related problems or questions. If you are on campus your instructor would like to meet with you personally.

Try not to fall behind, but if you do, call your instructor to let him or her know you are having a problem keeping up. Your instructors want you to be successful.

If you are unable to contact your instructor, please contact the Teaching and Learning Department. This office can be reached directly at (307) 855-2161 or by emailing cwcde@cw.edu. We need to know if you are having difficulty in this area and will forward your message to your instructor. If you live within commuting distance of the campus, don't hesitate to drop by to visit with your instructor during announced office hours or by appointment.

STUDENT COMPLAINT PROCESS

INFORMAL COMPLAINT

Central Wyoming College requires that you first make every effort to informally resolve a complaint or concern. It is important that you talk directly with the faculty, staff or administrator with whom you have a complaint in order for them to have an opportunity to hear your concerns and work with you to resolve the issue.

If your complaint or concern has not been resolved to your satisfaction, you may move into the formal complaint process.

FORMAL COMPLAINT

After exhausting the informal complaint process directly with the person with whom you have the complaint or concern, you should utilize the formal complaint process. To submit a formal complaint, you must complete the student complaint form by logging into myCentral and click on the icon titled, "Student Complaint Form."

Central Wyoming College should be a respectful, safe, and inclusive environment in which to learn. If you are aware of behavior violating these principles, please provide us the opportunity to address the situation by reporting it to the Dean of Students at 307-855-2029, Rustler Central, concern@cw.edu.

If the student does not feel the complaint is being addressed appropriately, he/she may contact the Wyoming State Post-Secondary Review Entity or The Higher Learning Commission; Member-North Central Association, CWC's accrediting body. The WyoSPRE can be reached through the State Department of Education, Hathaway Building, Second Floor, Cheyenne, WY, 82002, or by calling 307.777.7675. The North Central Association of Colleges and Schools, Commission on Institutions of Higher Education may be contacted at 30 North LaSalle Street, Suite 2400, Chicago, IL, 60602 or by telephone at 312.263.0456 or 800.621.7440.

TAKING CARE OF YOURSELF AND OTHERS STUDENTS OF CONCERN AND STUDENTS IN CRISIS

A team of CWC staff, called the Students of Concern Team, meet throughout the academic year to review reported problematic behavior, discuss ways to help students, and take follow-up action. Any member of the campus community can make a report to the Students of Concern Team, which consists of staff from Counseling, Campus Security, and Student Affairs. The College expects students to behave in a manner consistent with protecting and preserving health, safety, property, educational goals and physical well-being for themselves as well as the entire campus community. Students are expected to take appropriate measures, including seeking college assistance, when there is evidence to suggest they or someone they know may be unable to adhere to this standard.

Students shall not take actions which threaten or endanger their own or another person's safety, health, life or property, nor shall a student make a verbal or written threat of such actions. Students shall not engage in any harmful act. This includes, but is not limited to behaviors such as suicidal threats or attempts; threats to other persons or their property; and/or refusing treatment for a life-threatening illness or condition (e.g., eating disorders, diabetes, etc.). Action may be taken against any student violating these conditions. For specific procedures and information on how to refer students or consequences for harmful behavior, contact Counseling or the Vice President for Student Affairs Office.

Reporting can be done in person, by e-mail, or by phone to Students of Concern Team members. For the most serious of behaviors, Student in Crisis Report forms are available from the Counseling Offices, the Student Success Center, or the Vice President for Student Affairs Office. These forms may be completed by concerned students, staff or faculty to report the most concerning student behavior and then forwarded to the Counseling or Vice President for Student Affairs Office for any applicable action.

For support, advocacy, and confidential counseling or referral, contact: Lance Goede, Licensed Professional Counselor at (307)855-2175 or Emily Cosner, Licensed Clinical Social Worker at (307)855-2011.

CAMPUS SECURITY

DEPARTMENT OF CAMPUS SECURITY

The personal safety and security of students, staff and visitors, and the protection of property are high priorities at CWC. Therefore, we encourage students, staff, and the public to report all incidents to our department. Creating and maintaining a healthy and safe campus environment requires the cooperation and involvement of everyone. All students, faculty, staff and visitors must assume responsibility for their personal health and safety, and the security of their personal belongings.

The Campus Security Department is currently located in the Main Hall (MH 107) and CWC Security Staff may be contacted by phone at (307)855-2143. The Department of Campus Security Staff is made up of (1) armed Director of Security and (2) armed Security Officers. The Director and Security Officers are retired law enforcement officers with over 82 years of combined service to Fremont County Citizens. The department also has (5) Criminal Justice Students working as Campus Security Interns. Campus Security also covers shifts with off duty Riverton Police Department Officers, 1 Wyoming Highway Patrol Trooper, and (3) other retired officers from within Fremont County Law Enforcement.

The department maintains a working relationship with the local police agencies that have law enforcement jurisdiction on and around our main campus and our alternate sites in Lander, Dubois and Jackson.

For more information about CWC's Department of Campus Security, please see the college website at www.cwc.edu.

RUSTLER ALERT SYSTEM

CWC has implemented the Rustler Alert system to deliver messages to students, faculty, and staff during emergency situations. It is mandatory that all staff, and students sign up for "Rustler Alert" so emergency messages can be sent to their phone and/or computer by logging into myCentral and clicking on the Rustler Alert icon in the upper left hand corner of the page. The alert system can be launched in conjunction with CWC's siren warning system that can be heard immediately on and off campus grounds in the event of an emergency. Staff and Students can opt out of texts and phone notifications. They cannot opt out of Emails.

TRAININGS OFFERED

- Alert, Lockdown, Inform, Counter, Evacuate (ALICE) – A citizen response to a violent intruder training
- Wyoming-Montana Safety Council Defensive Driving
- American Heart Association Heart Saver – First Aid, CPR, AED training
- NRA Refuse to be a Victim
- Self Awareness/Self Defense with Riverton Police Department Officers 4 to 6 times a year

STUDENT BYSTANDER AND VIOLENCE REPORTING

The college is committed to the overall safety and security of the campus and strongly encourages all members of the campus community to take an active role that is conducive to this commitment. It is imperative that all members of the campus community notice potential threats to the safety of students or staff, violations of campus policy, criminal activity, a missing or unaccounted for student or staff member, or any negative behavior, and report them as soon as possible to the college or other appropriate authorities. The college strongly encourages any member of the campus community to report any situation that may threaten the campus environment.

Campus Security provides ALICE (Alert, Lockdown, Inform, Counter, Evacuate) (A Citizen Response to a Violent Intruder) training to staff, students and community members free of charge. Contact Campus Security if you are interested at (307)855-2143.

Reports that a particular student is behaving in an actual or potentially harmful way to themselves or others, has attempted suicide, or has threatened suicide should be made using a Student in Crisis Report (SCR) form. These forms are available in the Counseling Office, the Vice President for Student Affairs Office, or the Student Support Services Office. See the Student Personal Welfare section for actual procedures.

Reports of a dangerous situation on campus, criminal activity, or some other negative behavior should be made to the Campus Security Office either by telephone at (307)855-2143, or on CWC website under Students of Concern or Title IX. (CWC Life/ Students of Concern). You may contact local law enforcement by dialing 911 or (307)856-4891 (Riverton Police Department), (307)332-3131 (Lander Police Department), (307)332-5611 (Fremont County Sheriff's Department) or (307)733-2331 (Jackson Police Department).

All reports may be made anonymously, and the College will do everything it can to maintain that confidentiality.

DRUG FREE CAMPUS

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) require that Central Wyoming College inform its students and employees of the legal sanctions of illicit drugs and alcohol. Alcohol and controlled substances and/or illegal drugs may not be possessed, sold, or consumed on any college property, including housing, or at any college-sponsored event, unless otherwise allowed by law or College policy. Students violating this policy may be expelled from the college. Students and non-students may be subject to further legal action by the college.

ALCOHOL AND DRUG POLICY

The Central Wyoming College Board of Trustees and the Student Senate have enacted a drug and alcohol policy that states that drugs and alcoholic beverages may not be present on campus or at college sponsored activities.

The policy states that the college may take disciplinary action for the following violations:

- The possession, use, sale or distribution of narcotics, illegal drugs, or prescription drugs for which the person does not have a prescription, on college premises or at college-sponsored activities.
- The possession, use, sale or distribution of alcoholic beverages on college premises or at college-sponsored activities without the approval of the President or his/her designee.

ALCOHOL AND DRUG EDUCATION AND PREVENTION

Central Wyoming College has the responsibility of maintaining an educational environment conducive to academic achievement and of assisting students to be successful. CWC recognizes that the use and abuse of alcohol and other drugs interferes with students' educational goals and, therefore, is committed to facilitating a drug free learning environment. Students, faculty and staff will have access to alcohol and other drug education. As well as educating the college community, CWC has very stringent policies governing the use of alcohol and other drugs on campus or at CWC-sponsored activities.

In addition, students should be aware that according to the Anti-Drug Abuse Act of 1988 (Section 5301) students who receive federal financial aid (e.g., Pell Grant, Stafford Loans) must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV Financial Aid.

CRIMINAL SANCTIONS FOR ALCOHOL OFFENSES

Local Laws

Offense: Possession of alcohol by minors

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption, actual possession, or constructive possession of alcoholic liquor or malt beverages by minors

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Public intoxication for minors; public intoxication for all others

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption from or possession of an open container in public

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption from or possession of an open container while operating a motor vehicle

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Delivery of alcohol to a minor

Sanction: Up to \$750 fine and/or 6 months in jail.

State Laws

Offense: Skiing while impaired (W.S. 6-9-301)

Sanction: Up to \$750 fine and/or 20 days in jail.

Offense: Delivery or sale of alcohol to minors (W.S. 12-6-101)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Transportation or possession of alcohol with intent to deliver to minors in motor vehicles (W.S. 12-6-102)

Sanction: Up to \$1,000 fine and/or 1 year in jail. (More severe penalties for second offenders)

Offense: Purchase of alcohol using false ID (W.S. 12-6-101c)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Minor in dispensing room (W.S. 12-5-203a)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Minor in possession of alcohol (W.S. 12-6-101b)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence (W.S. 31-5-233)

Sanction: Same as DUI for drug charges.

Offense: Aggravated homicide by vehicle (W.S. 6-2-106bi)

Sanction: Up to \$10,000 fine and/or 20 years' imprisonment and/or revocation of driver's license.

Offense: Operating a watercraft under the influence (W.S. 41-13-206)

Sanction: Same as DUI for drug charges.

Offense: Unlawful operation of vehicle by youthful driver with detectable alcohol concentration (W.S. 31-5-234)

Sanction: Person younger than 21 years of age with 0.02% alcohol concentration results in license suspension or denial.

Offense: Consumption and possession of alcoholic beverages in opened containers by operator of vehicle prohibited (W.S. 31-5-235)

Sanction: Up to \$500 fine and/or 6 months in jail.

CRIMINAL SANCTIONS FOR DRUG OFFENSES

Local Laws

Offense: Use, Possession or Sale of Controlled Substances

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving Under the Influence

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence

Sanction: Up to \$750 fine and 6 months in jail.

State Laws

Offense: Delivery of, or possession with intent to deliver, drug paraphernalia (W.S. 35-7-1056)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Delivery of drug paraphernalia to a minor (W.S. 35-7-1057)

Sanction: Up to \$2,500 fine and/or 5 years in jail.

Offense: Possession, manufacture or delivery of controlled substances (W.S. 35-7-1031)

Sanction: Up to \$25,000 fine and/or 20 years in jail, depending upon the type of substance. (Double penalties for second offenders.)

Offense: Distribution by person over 18 years of age to person under 18 years of age and three years younger (W.S. 35-76-1036)

Sanction: Up to double the penalties of W.S. 35-7-1031.

Offense: Driving under the influence (W.S. 31-5-233)

Sanction: Up to \$750 fine and/or 6 months in jail and/or revocation of driver's license. (More severe penalties for repeat offenders and those causing bodily injury)

Offense: Using or being under the influence of controlled substances (W.S. 35-7-1039)

Sanction: Up to \$100 fine and/or 90 days in jail. (Double penalties for second offenders.)

Offense: Possession or cultivation of marijuana, peyote or opium (W.S. 35-7-1040)

Sanction: Up to \$1,000 fine and/or 90 days in jail. (Double penalties for second offenders.)

Federal Laws

Offense: Simple possession of controlled substances (21 USCS 844)

Sanction: Up to \$5,000 fine and/or 1 year in jail. (More severe penalties for repeat offenders)

Offense: Distribution to person under 21 years of age, near or in schools and employment or use of person under 18 years of age in drug operations (21USCS 845)

Sanction: Up to \$30,000 fine and/or life imprisonment.

Offense: Manufacture, distribution or possession with intent to distribute controlled substances or counterfeit controlled substances (21 USCS 841)

Sanction: Up to \$2,000,000 fine and/or 40 years' imprisonment. (More severe penalties for repeat offenders, those causing the death of another person or distributing to a person under 21 years of ages.)

Drugs	Trade or other names	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics						
Opium	Dover's Powder, Paregoric, Parepectolin	High	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, tolerance develops. Slow and shallow breathing. Watery eyes, runny nose, yawning.	Slow and Shallow breathing, clammy skin, convulsions, coma, possible death, loss of appetite, irritability.	Watery eyes, runny nose, loss of appetite, tremors, panic, cramps, nausea, chills and sweating, possible death.
Morphine	Morphine, MS-Contin, Roxanol, Roxanol-SR	High	High			
Codeine	Tylenol w/ Codeine, Empirin w/ Codeine, Robitusan A-C, Florinal w/ Codeine	Moderate	Moderate			
Heroin	Diacetylmorphine, Horse, Smack	High	High			
Hydromorphine	Dilaudid	High	High			
Meperidine	Demerol, Mepergan	High	High			
Methadone	Dolophine, Methadone, Methadose	High	High-Low			
Other	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	High-Low	High-Low			

Depressants						
Chloral Hydrate	Noctec	Moderate	Moderate	Slurred speech, disorientation, drunken without odor of alcohol, tolerance develops.	Shallow respiration, clammy skin, dilated pupils weak and rapid pulse, coma, possible death.	Anxiety, insomnia, tremors, behavior delirium, convulsions, possible death.
Barbiturates	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	High-Moderate	High-Moderate			
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax	Low	High-Moderate			
Methaqualone	Quaalude	High	High-Moderate			
Glutethimide	Doriden	High-Moderate	High-Moderate			
Other	Equanil, Miltown, Noludar, Placidyl, Valmid	High-Moderate	Varies			



Stimulants						
Cocaine	Coke, Flake, Snow, Crack	High	High	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite, tolerance develops.	Agitation, increase in body temperature, hallucination, convulsions, possible death.	Apathy, long periods of sleep, irritability, depression, disorientation.
Amphetamines	Biphet-amine, Delcobase, Desoxyn, Dexedrine, Obetrol	High	High			
Methamphetamine	Crank, Speed, Go Fast	High	High			
Phenmetrazine	Preludin	Possible	High			
Methylphenidate	Ritalin	Possible	Moderate			
Other	Apidex, Cylert, Didrex, Ionamin, Melfiat, Pegine, Anorex, Tenuate, Tepanil, Prelu-2	Possible	High			

Hallucinogens						
LSD	Acid, Microdot	None	Unknown	Illusions and hallucinations, poor perception time and distance, tolerance develops	Longer, more intense "trip" episodes, psychosis, possible death.	Withdrawal Syndromes not reported.
Mescaline and Peyote	Amxc, Buttons, Cactus	None	Unknown			
Variants	2.5DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB,	Unknown	Unknown			
Phencyclidine	PCP, Angel Dust, Hog	Unknown	High			
Analogues	PCE, PCP, PCPy, TCP, PCE, PCPy, TCP,	High	High			
Other Hallucinogens	Bufotenine, ibogsine, DMT, DEP, Psilocybin, PCE, PCPy, TCP	High	High			

Cannabis						
Marijuana	Pot, Acapulco Gold, grass, reefer, sinsemilla, Thai sticks	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior, tolerance develops.	Fatigue, paranoia, possible psychosis.	Insomnia, hyperactivity and decreased appetite occasionally reported.
Tetrahydrocannabinol	THC, Marinol	Unknown	Moderate			
Hashish	Hash	Unknown	Moderate			
Hashish Oil	Hash Oil	Unknown	Moderate			

Alcohol			
<p>Malt Beverage is beer, 1/2 of 1% to 6% alcohol</p> <p>Unfortified Wine is not more than 17% alcohol</p> <p>Fortified Wine is wine of not more than 24% alcohol</p> <p>Spirituos Liquor is distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc.</p> <p>Mixed Beverage is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the State.</p>	<p>Psychologically and physically addictive; can lead to depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; damage to unborn fetus, impotence levels. Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome</p>	<p>Very high doses cause respiratory failure and death. If combined with other depressants of the central nervous system, much lower dose of alcohol will produce the effects just described.</p>	<p>Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.</p>

ALCOHOL AND OTHER DRUG RESOURCES

CAMPUS RESOURCES

Counseling Offices
Vice President for Student Affairs Office
Student Support Services Offices
Rustler Central

EDUCATION AND PREVENTION

Fremont Counseling		748 W. Main St.	Fremont County Prevention Program
1110 Major Ave.			322 N. 8th West
Riverton, WY 82501	OR	Lander, WY 82520	Riverton, WY 82501
(307)856-6587		(307)332-2231	(307)851-1667

SELF-HELP GROUPS

Adult Children of Alcoholics & Al-Anon/Alateen contact:

Fremont Counseling			Fremont Counseling
1110 Major Ave.			748 W. Main St.
Riverton, WY 82501	OR		Lander, WY 82520
(307)856-6587			(307)332-2231

Alcoholics Anonymous/Al-Anon/Alateen: (307)856-6174, (307)714-9266, (307)463-2853, (307)857-1400, (307)851-6014, (406)425-0892, (307)852-4839

TREATMENT FACILITIES

Center of Hope/Volunteers of America			Sho-Rap Lodge
233 W. Adams			672 Hwy 132
Riverton, WY 82501			Ethete, WY 82520
(307)856-9006			(307)332-2334

Wyoming Behavioral Institute			Rimrock Foundation
2521 E. 15th St.			1231 N. 29th St.
Casper, WY 82609			Billings, MT
1-800-457-9312			800-227-3953

Thunder Child Treatment Center			White Buffalo Recovery
1000 Decker Rd., Sheridan, WY 82801			24 Great Plains Rd, Arapahoe, WY
(307)750-2255			(307)856-0470

Wyoming Recovery			Eastern Shoshone Recovery
231 S. Wilson			28 Black Coal Dr.
Casper, WY			Ft. Washakie, WY
888-453-5220			(307)332-9736

STUDENT DISCIPLINARY CODE

DEFINITIONS

- A. The term “College” or “college” means Central Wyoming College.
- B. The term “student” includes all persons taking courses at the college, both full-time and part-time.
- C. The term “faculty member” means any person hired by the college to conduct instructional activities.
- D. The term “designated college official” includes any person employed by the college, charged with policy and/or procedure enforcement by the President of the College.
- E. The term “member of the college community” includes any person who is a student, faculty member, college official or any other person employed by the college. A person’s status in a particular situation shall be determined by the Executive Director of Human Resources.
- F. The “complainant” may be any member of the college community.
- G. The “advocate” is a person that can be present for the purposes of support and assistance during a hearing. The advocate can NOT be a witness, and is not allowed to speak to the Student Grievance Committee on behalf of a grievant or complainant during a hearing.
- H. The term “working day” means a calendar day, except a Saturday, Sunday, scheduled holiday, summer recess, or other recess observed by the college.
- I. The term “college property” or “college premises” includes all land, buildings, facilities, vehicles, and other property in the possession of or owned, used, or controlled by the college.
- J. The term “organization” means any number of persons who have complied with the formal requirements for college registration.
- K. The term “shall” is used in the imperative sense.
- L. The term “may” is used in the permissive sense.
- M. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college.
- N. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

ENFORCEMENT AUTHORITY

- A. Any designated College official, as determined by the President of the College, may enforce College policy or procedure, or cause enforcement action upon any member of the College community or any visitor for any violations to College policy or procedure, or federal, state or municipal laws, according to due process.
- B. The President of the College shall give enforcement authority to any designated College official as a privilege, not a right.
- C. The Campus Security Department shall keep all incident reports and logs pertaining to enforcement activities on campus, and any requests for these documents should be forwarded through the Campus Security Department.

PROHIBITED CONDUCT

A. General

Discriminatory, threatening, or harassing behavior against any individual or group of individuals based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age is subject to the disciplinary process.

B. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to student conduct which occurs on or in College property or at or during College sponsored activities or trips (including Student Senate, Student Club, departmental, athletic, or any other College related groups), but may also cover behavior or actions that adversely affects the College Community and/or the pursuit of its objectives.

C. Conduct - Rules and Regulations

Any student found to have committed any of the following misconduct is subject to the disciplinary process:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty. Cases involving academic dishonesty may also be handled concurrently with actions taken by an academic division.
 - b. Furnishing false information to any College official, faculty member or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of: teaching (including use of cell phones, pagers, etc. in class), research, administration, enforcement or investigation of policy/procedure infractions, disciplinary proceedings, other College activities, including its public-service functions on or off-campus, or other authorized non-College activities.
3. Physical abuse, sexual abuse, verbal abuse, threats, intimidation, harassment or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Interference with or misuse of fire alarms, fire extinguishers, elevators, doors, evacuation areas, or any other safety and security equipment or programs.
8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
9. Violation of published College policies, rules or regulations.
10. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
11. Use, possession, under the influence or distribution of narcotic or other controlled substances except as expressly permitted by law.
12. Use, possession, under the influence or distribution of alcoholic beverages except as expressly permitted by the law and College regulations.
13. Use of tobacco products, including E-cigarettes and vaping, within any College building or vehicle.
14. Possession of firearms (unless approved by the Campus Security Office), explosives, other weapons, fireworks, or dangerous chemicals. Firearms are not allowed on College sponsored trips and only authorized to be on campus through proper check-in and check-out. See the Campus Security Office for specific procedures.
15. Participation in a demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.
16. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
17. Conduct which is disorderly, disrespectful, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
18. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.

19. Abuse of the Student Grievance process, including but not limited to:
 - a. Failure to obey the summons of the Student Grievance Committee or College official.
 - b. Falsification, distortion, or misrepresentation of information before the Student Grievance Committee.
 - c. Disruption or interference with the orderly conduct of a Student Grievance proceeding.
 - d. Institution of a Student Grievance proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the Student Grievance process.
 - f. Attempting to influence the impartiality of a member of the Student Grievance Committee prior to, and/or during the course of, the hearing/proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of the Student Grievance Committee prior to, during, and/or after the hearing/ proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Disciplinary Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the Student Disciplinary Code.

D. Retaliation

Retaliatory action against any individual making a complaint in good faith is not permitted. The Dean of Students will investigate reports of retaliation and take action in compliance with the Central Wyoming College Student Disciplinary Code. It is a violation of Central Wyoming College procedure to retaliate against any person making a complaint or perceived to be making a complaint of hazing, discrimination, harassment, or cooperating in an investigation or hearing of alleged hazing. Retaliation includes, but is not limited to, behaviors or actions (including online activity) which intimidate, threaten, or harass, or result in other adverse actions; or that may reasonably be perceived to adversely affect a person's educational, living, or work environment. Sanctions that may be imposed are outlined on pp. 46-47 of the Central Wyoming College Student Handbook.

VIOLATION OF LAW AND COLLEGE DISCIPLINE

1. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, even if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceeding off-campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Grievance Committee under the Student Disciplinary Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
3. Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under influence of alcohol, illegal drugs, or improper use of controlled substances.

SANCTIONS

A. PROCESS

1. The following sanctions may be imposed upon any student found to have violated the Student Disciplinary Code. Failure of a student to complete an imposed sanction will result in a hold being placed on the student's grades, or the imposition of higher level sanctions i.e. fines, further loss of privileges, etc.:
 - a. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
 - d. **Attendance at educational/counseling sessions** related to reason for disciplinary action, i.e. alcohol/drug abuse resistance education, anger management training, etc., at the offender's expense.

- e. **Fines, in addition to any restitution imposed:**
 - \$50 for first violations of any kind
 - \$100 for second violations of any kind
 - Higher fines may be levied at the discretion of the Dean of Students
 - f. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. **Discretionary Sanctions:** Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Dean of Students).
 - h. **Housing Suspension:** Separation of the student from Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. **Housing Expulsion:** Permanent separation of the student from Housing.
 - j. **College Suspension:** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for re-enrollment may be specified.
 - k. **College Expulsion:** Permanent separation of the student from the College.
 - l. **Restriction Order:** Limits the student's visitation privileges from certain areas on campus. This may be placed in conjunction with the Riverton Police Department's assistance.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than housing expulsion, College suspension or College expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than housing expulsion, College suspension or College expulsion shall be expunged from the student's confidential record three years after final disposition of the case.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above.
 - b. Deactivation and/or loss of all privileges, including College recognition, for a specified period of time.
 5. In each case in which the Student Grievance Committee determines that a student has violated the Student Disciplinary Code, the Student Grievance Committee shall recommend the sanction(s), and the Vice President for Student Affairs or designee will impose them. The Vice President for Student Affairs or designee is not limited to sanctions recommended by members of the Student Grievance Committee. Following the hearing, the Student Grievance Committee and the Vice President for Student Affairs or designee shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

INTERIM SUSPENSION

In certain circumstances, the Dean of Students or a designee may impose a College or housing suspension during the investigation and grievance process.

1. Interim suspension may be imposed only:
 - a) to ensure the safety and wellbeing of members of the College community or preservation of College property; or
 - b) to ensure the student's own physical or emotional safety and well-being; or
 - c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, the suspended student(s) shall be denied access to Housing and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

APPEALS

To appeal a disciplinary action or sanction, submit documentation regarding the process, decision, and rationale for the appeal in a formal memo to the Vice President for Student Affairs. This documentation must be received no later than 10 days after the sanction is imposed and prior to any meeting to discuss the issue. Disagreement with college rules or regulations will not be considered grounds for an appeal. The Vice President for Student Affairs will investigate the claims and make a determination whether to adjust, reject or affirm the disciplinary action or sanction.

INTERPRETATION AND REVISION

Any question of interpretation regarding the Student Disciplinary Code shall be referred to the Vice President for Student Affairs for final determination. The Student Disciplinary Code shall be reviewed annually under the direction of the Vice President for Student Affairs. See below for specific procedures related to sexual misconduct.

SEXUAL MISCONDUCT PROCEDURE

Policy and protocol on sexual discrimination, violence, and harassment involving students:

KEY CONTACTS

Emergency Assistance.....	911
CWC Campus Security.....	(307) 855-2143
Fremont Co. Alliance Against Domestic Violence and Sexual Assault.....	(307) 856-0942 (888)873-5208
Riverton Police Dept.....	(307) 856-4891
Lander Police Dept.....	(307) 332-3131
Jackson Police Dept.....	(307) 733-1430
Fremont County Sheriff.....	(307) 332-5611
Sage West Hospital Riverton.....	(307) 856-4161
Sage West Hospital Lander.....	(307) 332-4420
St. John's Medical Center-Jackson.....	(307) 733-3636
CWC Counseling Office.....	(307) 855-2175
Dean of Students.....	(307) 855-2029
VP of Student Affairs.....	(307) 855-2186

1. Introduction

Central Wyoming College strives to create a respectful, safe, and non-threatening environment for all who participate in its educational programs and activities. This policy sets forth resources available to individuals, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents (including sexual assault, sexual harassment, and other unwelcome sexual behavior).

A person who is under the influence of alcohol or drugs at the time of a sexual misconduct incident should not be reluctant to seek assistance for that reason. The Dean of Students will not pursue disciplinary sanctions against a person (or against a witness) for his or her improper use of alcohol or drugs (e.g., underage drinking) if the student is making a good faith report of sexual misconduct. In addition, the law enforcement authorities in Fremont County and our outreach facility counties have a discretionary policy of not pursuing charges for improper use of alcohol against a victim of or a witness to a sexual assault.

A copy of this policy will be provided to each person who reports to the institution that he or she has been a victim of a sexual misconduct incident related to a college educational program or activity.

2. General Statement of Policy

Central Wyoming College prohibits sexual misconduct in any form, including sexual discrimination, sexual assault/sexual violence, sexual harassment or any other form of sexual misconduct. Individuals participating in a college educational program or activity should be able to live, study, and work in an environment free from all forms of sexual misconduct.

Any act that falls within the definition of sexual misconduct constitutes a potential violation of College Policy that will be investigated upon report. The College is committed to fostering a campus environment that both promotes and expedites prompt reporting of sexual misconduct, as well as timely and fair adjudication of sexual misconduct cases. The College's procedures are designed to protect the rights, needs, and privacy of the person making a College complaint and the rights of students accused of sexual misconduct. The College also adheres to all federal, state, and local requirements for intervention, crime reporting, and privacy provisions related to sexual misconduct, therefore Central Wyoming College's Title IX Coordinator will evaluate every report of sexual misconduct. Additionally, sexual misconduct will be investigated by trained investigators. The College honors any order of protection, no-contact order, restraining order, or similar lawful order issued by any criminal or civil court.

The College will make this policy and education opportunities readily available to all students and other members of the college community. Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the College community.

Central Wyoming College will make every effort to safeguard the identities of individuals who seek help and/or report sexual misconduct. While steps are taken to protect the privacy of victims, the College will need to investigate an incident and take action once an allegation is known, whether or not the individual chooses to pursue a complaint.

Formal complaints about sexual misconduct by College students, faculty, staff or other members of the college community should be made to the Director of Campus Security or the Executive Director for Human Resources. An academic or administrative officer, as defined in the College's sexual harassment policy (CWC Administrative Policy 4.9) must report any known sexual misconduct report to the Dean of Students or the Executive Director for Human Resources. No employee is authorized to investigate or resolve complaints without the involvement of the Dean of Students, Vice President for Student Affairs or the Executive Director for Human Resources.

In addition to violating College Policy, sexual misconduct might also constitute criminal activity. Students are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers. Students may inform law enforcement authorities about sexual misconduct and discuss the matter with law enforcement officers without making a formal criminal complaint or a formal College complaint.

Assistance and/or advocacy in reporting any form of sexual misconduct to the proper law enforcement authorities is available to any student upon request from the College Counseling Office or Fremont County Alliance Office of Family Violence and Sexual Assault.

As required by Title IX of the Higher Education Act, as amended, Central Wyoming College does not discriminate on the basis of sex in its education programs and activities. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or Vice President for Student Affairs, Central Wyoming College, 2660 Peck Avenue, Riverton, Wyoming 82501, (307) 855-2186; cdaly@cw.edu. Inquiries also may be sent to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202 or by email to OCR@ed.gov

3. Definition of Sexual Misconduct, Including Sexual Assault and Sexual Harassment

- a. **General definition.** Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. The term includes sexual assault, sexual harassment, sexual exploitation, and sexual intimidation as those behaviors are described later in this section. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.
- b. **Consent.** For purposes of this policy, consent is a freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, clearly expressed either by words or actions. It is the responsibility of the person who wants to engage in the sexual activity to ensure that he or she has the consent of the other to engage in the activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. For that reason, relying solely on non-verbal communication can lead to a misunderstanding. Moreover, the existence of a dating relationship between the persons involved or the fact of a past sexual relationship should never provide the basis for an assumption of consent.

Consent must be present throughout the sexual activity – at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

- c. Persons who are unable to give consent.** In addition, under Wyoming Law the following people are unable to give consent:
- 1) Persons who are asleep or unconscious
 - 2) Persons who are incapacitated due to the influence of drugs, alcohol, or medication
 - 3) Persons who are unable to communicate consent due to a mental or physical condition
 - 4) Persons who are under the legal age of consent
- d. Examples of sexual misconduct.** Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an already established intimate or sexual relationship.
- Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct as further defined below:
- 1) Sexual assault
 - 2) Sexual harassment
 - 3) Sexual exploitation
 - 4) Sexual intimidation
- e. Relation to criminal law and other College Policy.** In addition to being forbidden by this policy, sexual misconduct may be a violation of state criminal law and of other College Policies, including the College's general policy against violence.
- f. Definition of sexual assault.** Sexual assault is a form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will.
- Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:
- 1) Sexual intercourse (vaginal or anal)
 - 2) Oral sex
 - 3) Rape or attempted rape
 - 4) Penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object
 - 5) Unwanted touching of a sexual nature
 - 6) Use of coercion, manipulation, or force to make someone else engage in sexual touching
 - 7) Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other mental or physical condition (e.g., asleep or unconscious).
- g. Definition of sexual harassment.** Sexual harassment is a form of discrimination that includes verbal, written, or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person's or group's sex or sexual orientation, or based on gender stereotypes, when that behavior is unwelcome and meets either of the following criteria:
- 1) Submission or consent to the behavior is believed to carry consequences for the student's education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:
 - a) Pressuring a student to engage in sexual behavior for some educational or employment benefit, or
 - b) Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for the student.
 - 2) The behavior has the purpose or effect of substantially interfering with the person's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a College activity. Examples of this type of sexual harassment can include:
 - a) Persistent unwelcomed efforts to develop a romantic or sexual relationship
 - b) Unwelcome commentary about an individual's body or sexual activities
 - c) Unwanted sexual attention
 - d) Repeated and unwelcome sexually-orientated teasing, joking, or flirting
 - e) Verbal abuse of a sexual nature.

Comments or communications could be verbal, written, or electronic. Behavior does not need to be directed at or to a specific student, but rather may be generalized, unwelcomed, and/or unnecessary comments based on sex or gender stereotypes.

Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

h. Definition of sexual exploitation. Sexual exploitation involves taking non-consensual sexual advantage of another person. Examples can include, but are not limited to the following behaviors:

- 1) Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved.
- 2) Voyeurism (spying on others who are in intimate or sexual situations).
- 3) Distributing intimate or sexual information about another person without that person's consent.

i. Definition of sexual intimidation. Sexual intimidation involves:

- 1) Threatening another person that you will commit a sex act against them
- 2) Stalking
- 3) Cyber-stalking
- 4) Engaging in indecent exposure

4. Sanction Statement

- Any student found responsible for violating the policy on sexual exploitation, sexual intimidation, or sexual harassment will receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will receive a sanction of suspension or expulsion.

APPEALS:

A student sanctioned by Central Wyoming College for violation of the Sexual Misconduct Policy or a person who brought a complaint or was the victim of misconduct under the Policy may appeal any College decision relating to the complaint or the sanction based on the following criteria:

1. Relevant evidence unavailable during the investigation through no fault of the appealing party is now available. This does not include reluctant witnesses who later agree to participate.
2. An investigator committed a procedural error during the investigation that materially influenced the outcome of the investigation or the sanction that was imposed.
3. The sanction imposed was substantially disproportionate to the findings. Appeals must be written and submitted to the Vice President for Student Affairs within 5 working days from the date the challenged decision was communicated to the challenging party. If the appeal presents good reason to review the investigation, in the opinion of the Vice President for Student Affairs, the investigative team will revisit the investigation and conclusion, and may affirm, modify or reverse the challenged decision. The complainant will be provided a copy of the written appeal and the determination.

5. Resources and Support for Students

Persons who are victims of unwelcome sexual behavior may react to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. Central Wyoming College provides, or will refer outside of campus, a variety of resources to assist members of the college community who have experienced unwelcome sexual behavior with their healing and recovery and to help determine how to make a formal complaint about the incident.

a. Counseling: Students struggling with issues related to sexual misconduct are strongly suggested to visit with a College Counselor for support, guidance through their difficult time, and if necessary, recommendations for appropriate ongoing treatment.

b. The Riverton Police Department Victim Assistance Program offers:

- 1) Help to victims who are coping with the stress of victimization
- 2) Assurance that victims receive the services they need
- 3) Serves as advocates to victims

- c. Fremont County Alliance Against Domestic Violence and Sexual Assault:** a local community organization that provides a variety of assistance, all free of charge, to support victims of sexual assault.
- d. Academic and housing accommodations;** interim actions to protect students. A student who believes he or she has been a victim of sexual misconduct, as well as a student who has been accused of sexual misconduct, may contact the Dean of Students to request any of the following, when related to the incident or accusation of sexual misconduct:

- 1) A change of the student's on-campus housing location to a different on-campus location if alternate on-campus housing is available.
- 2) Assistance in exploring alternate housing off-campus.
- 3) Assistance in securing a transfer of class sections.
- 4) Assistance of arranging incompletes, leaves, or withdrawal.
- 5) Issuance of a no-contact directive if the College determines that continued contact between a student who has made a complaint, a student who has been accused of sexual misconduct, and/or a witness would be detrimental to any of the parties' welfare.

Requests for such arrangements or actions will be granted in appropriate circumstances as determined by the Dean of Students or designee.

- e. Medical Assistance.** Individuals who have experienced a recent sexual assault are strongly encouraged to visit a hospital or clinic to take care of their medical needs. A hospital or clinic can treat a victim's injuries and provide necessary medical advice and medication in case a victim may have contracted a sexually transmitted disease (STD) or has pregnancy concerns.

A sexual assault evidentiary exam is fully covered and paid for by the State of Wyoming and will not be submitted for insurance purposes.

To secure medical assistance and/or a sexual abuse evidentiary exam, visit:

Riverton: SageWest Hospital

2100 West Sunset Drive, Riverton WY 82501, 307-856-4161

Lander: SageWest Hospital

1320 Bishop Randall Drive, Lander WY 82520, 307-332-4420

Jackson: St. John's Medical Center

625 E Broadway, Jackson WY, 307-733-3636

Dubois: SageWest Hospital- Riverton or St. John's Medical Center in Jackson

- f. Sex Offense Procedures.**

If you become the victim of a sexual assault on or off campus:

- GET to a safe place
- CONTACT local police by dialing 911 or Campus Security
- DO NOT shower, bathe, douche, change or destroy clothing
- DO NOT straighten up the area
- SEEK medical attention
- SEEK emotional support from the local Rape Crisis Center & Counseling Services available on campus

Do not douche, shower, bathe, change or destroy clothing. All physical evidence, including fluids, hair, clothing, and fingernail scrapings can be very important in later criminal proceedings. Prompt reporting gets you into the network of support services more quickly and increases likelihood that the offender will be caught. The sooner you report a sexual assault, the more promptly attention can be turned to your medical and emotional needs. It is the victim's option to make an official report to the police. Central Wyoming College encourages reporting and will assist victims of sexual assault in making an official report to the proper authorities.

The Department of Campus Security, with the victim's consent, will immediately contact the local law enforcement to conduct a criminal investigation of a reported sexual assault. They will also contact a crisis-counselor immediately, if the victim wishes. A medical examination, at no cost to the victim, may be conducted at the hospital. At the victim's request, a trained counselor from the college or community will be provided.

The accuser and accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both shall be informed of the outcome of disciplinary proceedings. Sanctions may include suspension or expulsion for the student offender and termination of employment for employee offenders. The victim's living and academic situation will be changed if reasonably available.

5. Making a Formal Complaint of Sexual Misconduct

The College takes all incidents of sexual misconduct very seriously. There are two options for members of the college community to make a formal complaint of sexual misconduct. A student may pursue either or both of these options.

- A person can make a formal complaint about sexual misconduct to the College Title IX Coordinator by contacting the Human Resources Director.
- A person can make a formal complaint about sexual misconduct to the appropriate law enforcement authorities. Not all sexual misconduct is criminal behavior. The law enforcement authorities can assist a student in determining whether the conduct experienced was criminal in nature and warrants a criminal complaint.

Note: A member of the college community may seek and receive support services from the Victim Witness Program Coordinator and/or the College Campus Security Department without making a formal complaint. In most cases the Campus Security Department will not pursue criminal charges against an accused student without the authorization from the person making a complaint; however, the county prosecutor has the ultimate authority to determine whether a case will be prosecuted.

a. Making a complaint to College Administration.

- 1) If sexual misconduct is perceived to have occurred in an employment relationship, it can be reported to the Human Resources Department in accordance with CWC Administrative Policy 4.9. This would be sexual misconduct, including harassment that occurred between an employee and a supervisor or between employees of the College. "Employees" includes student employees.
- 2) If sexual misconduct occurred in other than an employment relationship, it can be reported to the Director of Campus Security, and the Title IX Coordinator.

A student may need support when talking with a College Administrator. Students are entitled to be assisted by a student advocate at every stage of the process and are encouraged to consult with the student advocate and bring the student advocate to meetings.

There is no time limit on making a complaint to College Administration. However, individuals are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible after an incident occurred. The College may ultimately be unable to adequately investigate if too much time has passed or if an accused individual has left the College. Other factors that could negatively affect the College's ability to investigate include the loss of physical evidence, the potential departure of witnesses, or loss of memory.

Formal complaints to the College Administration will be adjudicated in accordance with CWC's Administrative Policy 4.9, if the complaint relates to an employment relationship, or otherwise with the Student Code of Conduct. Any accuser has the opportunity to request that prompt disciplinary proceedings be initiated against the accused. These proceedings are conducted by officials trained to understand issues related to sexual violence, using the "preponderance of the evidence" standard. The preponderance of evidence standard means that if a student is more likely to have acted contrary to policy than not to have, he or she will be found responsible and sanctioned appropriately. Sanctions will be imposed as outlined in the Student Code of Conduct. Both the accuser and the accused shall be informed, in writing, of the final results of an institutional disciplinary proceeding brought alleging a sex offense or other intimate partner violence within one business day of such outcome being reached.

b. Making a report to law enforcement.

- 1) In an emergency: Call 911 from wherever you are, and a law enforcement officer will respond to assist you.
- 2) In non-emergency situations: Criminal sexual misconduct, including sexual assault, should be reported to the law enforcement agency that has jurisdiction over the location where the assault or abuse occurred. Non-emergency reports to law enforcement may be made as follows:
 - a. If the incident occurred on Central Wyoming College Riverton Campus property, call the Central Wyoming College Campus Security Department at (307) 855-2143.
 - b. If the incident occurred on Central Wyoming College Lander Campus property, call Central Wyoming College of Campus Security Department at (307) 855-2143 and the Fremont County Sheriff Dept. (307) 332-5611.

- c. If the incident occurred on Central Wyoming College Jackson Campus property, call Jackson Police Dept. (307) 733-1430.
- d. If the incident occurred on Central Wyoming College Dubois Campus property, call the Fremont County Sheriff Dept. (307) 332-5611.

Student advocates can help a student arrange to meet with a Campus Security Officer or a law enforcement officer to discuss options, and a student can request that a student advocate accompany him or her to the meeting. At a student's request, the student advocate will also assist students in reporting to law enforcement.

6. Scope of Policy: On Campus and Off Campus

This policy covers both on-campus and off-campus conduct, as described below.

- a. **On-campus violations.** This policy forbids acts of sexual misconduct anywhere on campus. "Campus" includes college-owned or college leased property, streets and pathways contiguous to college property, or in the immediate vicinity of campus. It also includes the property, facilities, and leased premises of organizations affiliated with the college, including college student housing facilities.
- b. **Off-campus violations.** Off-campus violations, including online behavior, that affect a clear and distinct interest of the college are subject to disciplinary sanctions. For example, a sexual misconduct by a student is within the college's interests when the behavior:
 - 1) Involves conduct directed at a college student or other member of the college community
 - 2) Occurs during college sponsored events (e.g., field trips, social or educational functions, college related travel, student recruitment activities, internships, and service learning experiences)
 - 3) Occurs during the events of organizations affiliated with the college, including the events of student organizations
 - 4) Occurs during a Study Abroad Program or other international travel that is part of a college educational program or activity, or
 - 5) Poses a disruption or threat to the college community.

7. Resources and Support for Students Who are Accused of Sexual Misconduct

- a. **Confidential resources.** Students who are accused of sexual misconduct may discuss their situations privately with counselors at the Counseling Office. When seeking private advice and support from these offices or from any College employee, students should always confirm whether legal confidentiality applies to their communications with the person to whom they are speaking. For additional information on legal confidentiality, see "confidentiality" below.
- b. **Academic or housing accommodations.** A student who is accused of sexual misconduct may seek academic or housing accommodations, as explained above in this section of this policy, when such accommodations are associated to problems related to the accusation.
- c. **Due process.** The College will treat accused students with fairness and respect and will ensure that its investigations and disciplinary proceedings are conducted in accordance with principles of due process. A student who is accused of sexual misconduct may be assisted by an attorney or other advisor of his or her choosing, and that person may accompany the student to any meeting related to the alleged incident if invited by the student. A student who is accused of sexual misconduct should consider seeking the assistance of an attorney.
- d. **College prohibition against knowingly false complaints.** The College prohibits students from knowingly making false complaints of sexual misconduct (including sexual assault and sexual harassment). Knowingly making false complaints of sexual misconduct constitutes a violation of the Student Code of Conduct and will result in disciplinary action. However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

8. Confidentiality

Students who would like to discuss their situations in a private environment, and share or seek information about a sexual misconduct issue without making a formal complaint have a number of options. At various offices on campus and off campus, students can speak to individuals who have professional or legal obligations to keep communications with the student confidential. When seeking advice and support, students who are concerned about confidentiality should always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality. Central Wyoming College will take requests for confidentiality seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence.

Generally, under Wyoming Law, confidentiality applies when a student seeks services from the following persons:

- A counselor at the Central Wyoming College Counseling office
- A health care provider, including medical professionals at
 - Local Area Hospital(s)
 - Physician clinic(s)
- A personal attorney
- A member of the clergy

9. Educational Programs

Through a variety of venues, Central Wyoming College offers prevention and awareness programs to students, faculty and staff that promote the awareness of sex offenses and other intimate partner violence, including stalking, dating violence, sexual violence, harassment, and domestic violence offenses.

- a. **Student Education.** Educational training and awareness for sexual and domestic violence are offered through a number of venues, including but not limited to the Counseling Office, The Center for Student Involvement Office, Student Housing Facilities, and the Diversity Committee, as well as programs and events scheduled throughout the semesters to heighten awareness and educate students.
- b. **Staff/Faculty Education.** Educational training is required for staff and faculty through orientations, workshops and publications, Human Resources programs and literature as well as participating in various programs and events scheduled throughout the semesters to heighten awareness and educate staff and faculty.

WYOMING SEX OFFENDER AND PUBLIC PROTECTION REGISTRY

All convicted sex offenders coming to or in Wyoming, including students, are required to register with the local county sheriff's department for inclusion in the Wyoming Sex Offender and Public Protection Registry. This Registry may be viewed locally at the local county sheriff's department or accessed directly on-line at: <http://wysors.dci.wyo.gov/sor/search.htm>

STUDENT GRIEVANCE PROCESS

The purpose of the student grievance procedure is to provide fundamental fairness to the student. The grievance procedure is intended to provide a formal avenue of appeal for students, while encouraging all administrative/informal channels prior to this formal step. Except for matters arising under the Sexual Misconduct Procedure, students with complaints related to discrimination such as on the basis of sex or disability should utilize this process. It applies to complaints related to actions carried out by employees, other students or third parties.

1) ACADEMIC GRIEVANCE PROCESS

Students should first bring any academic issues to the instructor. The Student Academic Grievance procedure applies to academic complaints (e.g., grades) related to actions carried out by faculty.

- a. The Office of the Vice President for Academic Affairs handles all academic (non-disciplinary) grievances.
 - i. Petitions concerning academic problems should be submitted to the Office of the Vice President for Academic Affairs.
 - ii. An informal meeting will be held with faculty and/or the Dean.
 - i. If there is no resolution, the student petition is forwarded to the Vice President for Academic Affairs for formal action. The petitioner shall receive a response within two weeks of filing the petition.
 - ii. The student may appeal the Vice President's decision to the President.
- b. The formal, written grievance shall include:
 - i. All academic complaints need to be made within two (2) weeks after the incident (e.g., test grade);
 - ii. The background of the situation;
 - iii. A description of steps already taken to resolve the situation, if any;
 - iv. A statement of the reason(s) the student filing the grievance believes the incident constitutes being treated unfairly; and
 - v. The relief or remedy resolution sought by the student filing the grievance.

2) NON-ACADEMIC GRIEVANCE PROCESS

The Office of the Vice President for Student Affairs handles all non-academic grievances.

- a. The student who claims unfair treatment should meet with the Vice President for Student Affairs in order to resolve the issue informally.
- b. Within five (5) working days of the informal resolution meeting, the student should file a formal written grievance if the efforts to resolve the issue informally fail.
 - i. This formal grievance should be filed with the standing Student Grievance Committee, chaired by the Vice President for Student Affairs.
 - ii. If the Vice President for Student Affairs is named as the respondent, the Vice President for Administrative Services shall serve as chair of the Student Grievance Committee.
- c. The formal written grievance shall include:
 - i. a description of the actions of all parties involved in the alleged unfair treatment and the time and location of the alleged occurrence;
 - ii. a description of steps already taken to resolve the situation, if any;
 - iii. a statement of the reason(s) the student filing the grievance believes the incident constitutes being treated unfairly; and
 - iv. the relief or remedy resolution sought by the student filing the grievance
- d. Within five working days, the Student Grievance Committee Chair shall provide copies of the grievance to the individual or office whose action is being appealed.
- e. Within five working days, the office or individual whose decision is being appealed may submit written response(s) to the Student Grievance Committee Chair. Within this time frame, either party to the grievance may request replacement of a maximum of one Committee member by the appropriate alternate.
- f. Within five working days, the Student Grievance Committee shall call for a hearing to be held within five working days. A minimum of two working days' notice shall be given to the student filing the grievance and the person or office whose action is the subject of the grievance.
- g. The Student Grievance Committee shall conduct a hearing by calling for the presentation of the student's case at a given time and place. The student filing the grievance and his/her chosen advocate and the representative of the office that is the subject of the grievance will be provided an opportunity to explain the grievance. The Committee may limit the attendance of other persons unless it is critical to the action and is approved by the Student Grievance Committee.

Time limits indicated in the steps shall be strictly enforced, unless mutually agreed upon by the involved parties and approved by the Student Grievance Committee. Each step begins at the completion of the preceding step.

A POSTPONEMENT may be requested by the parties to the grievance or by the Student Grievance Committee. Postponements should be requested at least 48 hours before the scheduled hearing time and normally will be granted.

Any deviations to the written procedures may be made by mutual consent of the grievant and the respondent, and with the approval of the Committee.

The grievant may withdraw the grievance at any point in the process.

STUDENT GRIEVANCE COMMITTEE PROCEDURES

The internal hearing will be conducted using the following format:

- (1) The chair of the Student Grievance Committee of the internal hearing shall open the hearing by stating:
My name is _____ and I am the Student Grievance Committee Chair of the Central Wyoming College Grievance proceedings to consider a formal grievance filed by _____, the grievant, against _____ named as respondent. Today's date is _____ and the time is _____. Central Wyoming College requires strict confidentiality of those serving on this Student Grievance Committee, and respectfully requests that both grievant and respondent use good judgment in the use of the notes taken during these proceedings. I ask that those present at this hearing now identify themselves and their role in this proceeding. Witnesses will identify themselves and their roles as they are called. Both the grievant and respondent may have an advocate/representative present during the hearing, but no attorneys will be allowed to attend or participate in the hearing.
- (2) All present at the hearing identify themselves, and their role. Witnesses identify themselves and their roles as they are called.
- (3) The Student Grievance Committee Chair reviews the hearing procedures:
 - a. The grievant will be allowed to explain his/her position and outline the evidence s/he proposes to offer.
 - b. The respondent will be allowed to explain his/her position and outline the evidence s/he proposes to offer.
 - c. First the evidence of the grievant will be heard. Witnesses for the grievant may be questioned by the grievant or his/her representative, by the respondent or his/her representative, and by the members of the Student Grievance Committee.
 - d. The respondent's evidence will be heard. Witnesses may be questioned by the respondent and his/her representative, by the grievant or his/ her representative, and by the members of the Student Grievance Committee.
 - e. Additional evidence may be offered by the grievant.
 - f. Additional evidence may be offered by the respondent.
 - g. After both sides have presented their cases, the committee may question either party, may recall witnesses, or call additional witnesses.
 - h. When both parties have presented their cases, the grievant and respondent may give final statements. The respondent will be allowed to speak first. The grievant will give the closing statement.
 - i. The Student Grievance Committee Chair shall declare the evidence closed and excuse everyone other than the Committee.
 - ii. When recesses are necessary, the Student Grievance Committee Chair will state the following: This session of this Central Wyoming College Student Grievance proceeding related to a grievance filed by _____ against _____ as respondent will now recess until _____.
 - i. Subsequent sessions will begin by the Student Grievance Committee Chair stating the following: This is session # _____ of a Central Wyoming College Student Grievance proceeding involving _____, grievant, and _____, respondent. Those also present at this session will introduce themselves. Witnesses will introduce themselves as called.
 - j. The Student Grievance Committee Chair will state the following for final comments to a grievance proceeding: This concludes this grievance proceeding related to a grievance filed by _____ against _____ as respondent. Today is _____. The time is _____.
 - k. The Committee will then meet in closed session, review the evidence presented and determine its recommendation.

POST-HEARING PROCEDURES

1. Within five (5) working days of the conclusion of the hearing the Student Grievance Committee shall submit its written findings and recommendation to the Vice President for Student Affairs with a copy to the grievant and respondent.
2. Within five (5) working days, the Vice President for Student Affairs shall render a decision, with copies of the decision distributed to the grievant and respondent. The Student Grievance Committee Chair shall provide copies to each member of the Student Grievance Committee.
3. Within five (5) working days, either the grievant or the respondent may appeal the Vice President's decision to the President of the College. In the event an appeal is sought, the party wishing to appeal shall submit the appeal in writing to the Student Grievance Committee Chair, who shall send a copy to the other party and the Student Grievance Committee members. The Student Grievance Committee recommendation and the Vice President's decision shall be sent to the President along with the appeal materials.
4. Within five (5) working days, the President shall render a final decision. If either party remains dissatisfied, external legal options may be pursued.
5. In the event the Vice President's decision is not appealed, that decision shall be considered final and will bring the Grievance to closure upon passing of the appeal deadline as referenced above in 3.
6. The Vice President shall maintain the grievance documents in confidence for a period of seven years.

STUDENT GRIEVANCE COMMITTEE

The grievance procedure shall provide for a standing Student Grievance Committee to be composed as follows: The Committee shall have one professional staff and one alternate elected by professional staff, one classified staff and one alternate elected by classified staff, one faculty member elected from faculty at-large and one alternate, and two students and two alternates elected by the Student Senate. The chair of the five-member committee shall vote only in the event of a tie. The Committee reserves the right to appoint a substitute member, if a committee member and the alternate is unavailable to serve or is determined to have a conflict of interest. The Committee Chair and three Committee members shall constitute a quorum.

The Student Grievance Committee shall provide a prompt, fair, and equitable hearing for each grievance filed and submits its written findings and recommendation to the Vice President for rendering a final decision. In some cases, the Committee may determine, based on written evidence, that the grievance does not meet the definition of a grievance and shall forward a recommendation to the Vice President without convening an internal hearing.

It must clearly be understood that neither the Grievant, the Respondent, any member of the Committee, nor any other party to the grievance shall suffer any retribution for his/her part in the action, but shall have access to a new grievance should retribution be evident.

The Student Senate shall review the grievance procedure annually and recommend changes to the Dean of Students, to be approved by the Vice President for Student Affairs.

STUDENT GRIEVANCE HEARING GUIDELINES

The following guidelines will govern the Student Grievance Hearing. The Hearing will be conducted in a closed session, shall be kept confidential, and is not electronically recorded.

1. The Student Grievance Hearing is not a "court hearing" and is not meant to substitute for any external legal proceedings. Hence, the rules are flexible and follow the standards of internal procedures, as agreed upon by the members of the Student Grievance Committee.
2. Either party who wishes to bring in witnesses must submit the list of witnesses to the Student Grievance Committee Chair at least two (2) days prior to the hearing.
3. Throughout the hearing the following members may be present: the grievant, the respondent, the Student Grievance Committee members, the advocates of the grievant and the respondent, and the witness(es). All witnesses shall be excluded from the hearing except when called for giving testimony.
4. Each party to the grievance will be allowed time for making a presentation.
5. The Grievant will present the case first; the Respondent will present his/her case after the Grievant's presentation.
6. A brief time will be allotted to each party to offer any arguments in rebuttal.
7. The only persons allowed to present the case or argue will be the Grievant and the Respondent. The person making the presentation may only address the Committee.
8. The Committee reserves the right to question, cross examine, or to recall any party, in order to gather additional information.

9. The student advocate will be allowed to witness the presentations and advise the student. He/she may not communicate directly with the Committee.
10. After deliberations, the Committee will prepare its written findings and recommendation concerning approval or denial of the grievance.
11. Procedural decisions not addressed in this document shall be the responsibility of the Student Grievance Committee (duly recorded in writing and signed by all members of the committee and provided to all parties to the grievance).
12. All records of the grievance shall be retained in the Office of the Vice President, along with other pertinent files, for seven years. This file will be separate from student academic records and shall only be available to the grievant, respondent, President, Board of Trustees attorney, or others as authorized by the President.

DEFINITIONS

- Grievance:** A “grievance” is a process to obtain a hearing because a student alleges he/she has been treated unfairly with respect to academic, discriminatory, disciplinary, or other official action.
- Grievant:** The individual or individuals filing the grievance.
- Respondent:** individual or office against whom the appeal is filed.
- Advocate:** An individual selected by the grievant/respondent who can be present for the purposes of support and assistance during a hearing. The advocate can NOT be a witness, is not allowed to speak to the Committee on behalf of the grievant or respondent during the hearing. The advocate cannot be an attorney.
- Working Day:** A “working day” means a calendar day, except a Saturday, Sunday, scheduled holiday, summer recess, or other recess observed by the College.
- Student:** An individual who is currently enrolled or was enrolled in at least one class at Central Wyoming College.

STUDENT GRIEVANCE PROCEDURE

The non-academic grievance process assumes that:

1. A student has been disciplined or sanctioned for violation, or
2. A student has a grievance against a student or faculty/staff member for unprofessional behavior or a decision made or action taken by that student or faculty/staff member.

This grievance process assumes that existing administrative/informal channels have already been exhausted in the student’s attempt to seek remedy. This means trying to resolve the problems by meeting with the following (in the order listed):

1. Student or faculty/staff member
2. Supervisor of the faculty/staff member (in case of faculty, it is the Dean)
3. Vice President for Student Affairs

Other Central staff members may be included in this priority list as the situation warrants, e.g. Counselor. Failure to achieve a mutually acceptable solution to the informal grievance will result in informing the student of the formal Student Grievance Process.

The grievant may provide whatever evidence he/she feels shall be beneficial to his/her case. This may include, but is not limited to, written statements from witnesses and character references. The Student Grievance Committee reserves the right to limit the number of witnesses and/or to limit the time allowed for either party to present the case. The grievant shall have the right to select and to be assisted by an advocate in the proceedings.

At the conclusion of the presentation of the grievance, the Committee may ask questions of the grievant and the respondent for the purpose of clarification. Committee members may take notes of the proceedings to assist them in their deliberations. All committee hearings, including any witness testimony, will be conducted in closed sessions.

The recommendation will be by majority vote with the Chair casting the deciding vote in the event of a tie. The Committee recommendation is forwarded to the Vice President for final action and shall be communicated in writing to the student. The grievant and respondent will be informed of the Vice President’s decision.

Should the grievant wish to appeal the Vice President’s decision, he/ she should address such appeal to the President, in written format.

ANNUAL CAMPUS CRIME AWARENESS AND SECURITY REPORT

To obtain the most recent 60-day campus crime log, contact the office of the Campus Safety Director, Main Hall 107 of the Administrative Wing, during regular business hours (8 a.m. to 5 p.m.), or call (307) 855-2143. Any portion of the log older than 60 days will be made available within two business days of request for public inspection.

Calendar Years	2015	2016	2017	2018
CRIMINAL HOMICIDE:				
Murder/Non-negligent manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
SEX OFFENCES:				
Forcible sex offences	2 (2)	1 (1)	0	0
Non-forcible sex offences	0	1 (1)	0	0
Domestic violence	1 (1)	0	2 (2)	0
Dating violence	1	2 (2)	0	1 (1)
Stalking	0	0	0	0
ROBBERY				
	0	0	0	0
AGGRAVATED ASSAULT				
	0	0	1 (1)	0
BURGLARY				
	5 (2)	2	1	2
MOTOR VEHICLE THEFT				
	1	3	0	0
ARSON				
	0	0	0	0
HATE CRIME RELATED				
	0	0	0	0
ILLEGAL WEAPONS POSSESSION:				
Arrests	0	0	0	0
Campus disciplinary action	0	0	0	0
DRUG LAW:				
Arrests	4 (3)	2 (1)	3 (3)	3 (3)
Campus disciplinary action	0	1 (1)	0	0
LIQUOR LAW:				
Arrests	1	5	7 (4)	0
Campus disciplinary action	0	1 (1)	1 (1)	0

Number reflects incidents which occurred on campus.

(Number) reflects incidents which occurred on campus, specifically in Residence Halls.

{Number} reflects incidents which occurred in or on non-campus buildings or property.

[Number] reflects incidents which occurred on Public Property.

Lander center - no reportable offenses

Totals reflect a combination of Riverton Police Department, Fremont County Sheriff's Department, and CWC Security Reports.

GRADUATION AND TRANSFER OUT DATA

	2013 COHORT	2014 COHORT	2015 COHORT	2016 COHORT	AVERAGE
Overall Graduation Rate	28%	33%	42%	38%	35%
Overall Transfer Out Rate (prior to graduation)	18%	16%	19%	22%	19%
Rodeo Student Aid Graduation Rate	25%	44%	50%	71%	48%
Rodeo Student Aid Transfer Out Rate (prior to graduation)	8%	22%	38%	14%	21%
Volleyball Student Aid Graduation Rate	50%	40%	63%	43%	49%
Volleyball Student Aid Transfer Out Rate (prior To graduation)	38%	40%	25%	43%	36%
Basketball Student Aid Graduation Rate	41%	0%	41%	50%	33%
Basketball Student Aid Transfer Out Rate (prior to graduation)	53%	90%	41%	50%	59%
Golf Student Aid Graduation Rate		50%	60%	60%	57%
Golf Student Aid Transfer Out Rate (prior to graduation)		0%	40%	40%	27%
Cross Country Student Aid Graduation Rate		50%	33%	33%	39%
Cross Country Student Aid Transfer Out Rate (prior to graduation)		0%	17%	22%	13%

The Student Right-to-Know (SRTK) Act was enacted in 1990 by the U.S. legislature. It requires postsecondary educational institutions to disclose their graduation rates and transfer rates for first-time, full-time, degree or certificate seeking students within 150 percent of the institution's longest undergraduate program. Thus, two-year colleges need to disclose these rates within three years of a student beginning a two-year program. The group of students who begin a program is called the "cohort" for that particular year.

Data collection began with the 1994 fall cohort and tracked graduation and transfers by spring of 1997 (150 percent time). Only students who begin their programs of study in the fall term of each year are tracked. Also, only first-time (after graduation from high school or receiving a GED certificate), full-time (considered to be full-time for the entire 50 percent if they are full-time their first semester of college work), degree or certificate seeking (no undeclared students are counted) students are tracked for disclosure by the SRTK Act. Central Wyoming College's large population of part-time students AND students who take classes but do not intend to obtain a certificate or degree are not tracked in the SRTK graduation rate or transfer rate data.

NON-DISCRIMINATION STATEMENT

Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VII (Civil Rights Discrimination) and Title IX (Educational Based Discrimination) may be referred to Scott Miller, Human Resources (307-855-2113), and inquiries concerning Title IX or Section 504 (Disability Based Discrimination) may be referred to Emily Cosner, Counseling and Disability Services (307-855-2011), at Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2112 or 1-800-735-8418 or the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email OCR_Denver@ed.gov.

The spirit of free inquiry, which characterizes the educational environment, must be allowed to flourish within the context of mutual respect and civil discourse. Discriminatory, threatening, or harassing behavior against any group or individual based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age will not be tolerated.

