



# SOAR

Student Orientation, Advising, & Registration

## SOAR Handbook

Your Guide to Sheridan College



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## **WELCOME & CONGRATULATIONS!**

We are so pleased you chose to join the Sheridan College community. This handbook is a resource to help you along the journey of college life. We want you to engage with the campus community through your academic work and through cultural, recreational and social activities. Students who are engaged in their learning and their social and physical well-being earn better grades and are more likely to complete. Our responsibility is to assist you on this journey and prepare you for your first destination after Sheridan College through an inclusive environment that supports our core values of respect, excellence, integrity and learning. We encourage you to use the handbook as a resource through your journey. It provides information on academic resources, office contact information, students' rights and responsibilities, policies and procedures, suggestions for engagement outside the classroom, and so much more.

During your time at Sheridan College, we encourage you to not only ask questions for information and clarity but ask questions that challenge our community to have high standards and treat each person with the highest level of success. We hope to challenge and support you in a way that helps you to learn effectively and develop into a positive contributor to our society at the local, regional, national, and international levels. We encourage you to be open to new people and new experiences...Sheridan College provides a world of opportunities.

Again, welcome to Sheridan College and best wishes as you begin your journey as a General!

Kind regards,

Leah A. Barrett, MBA, EdD  
Vice President of Student Affairs





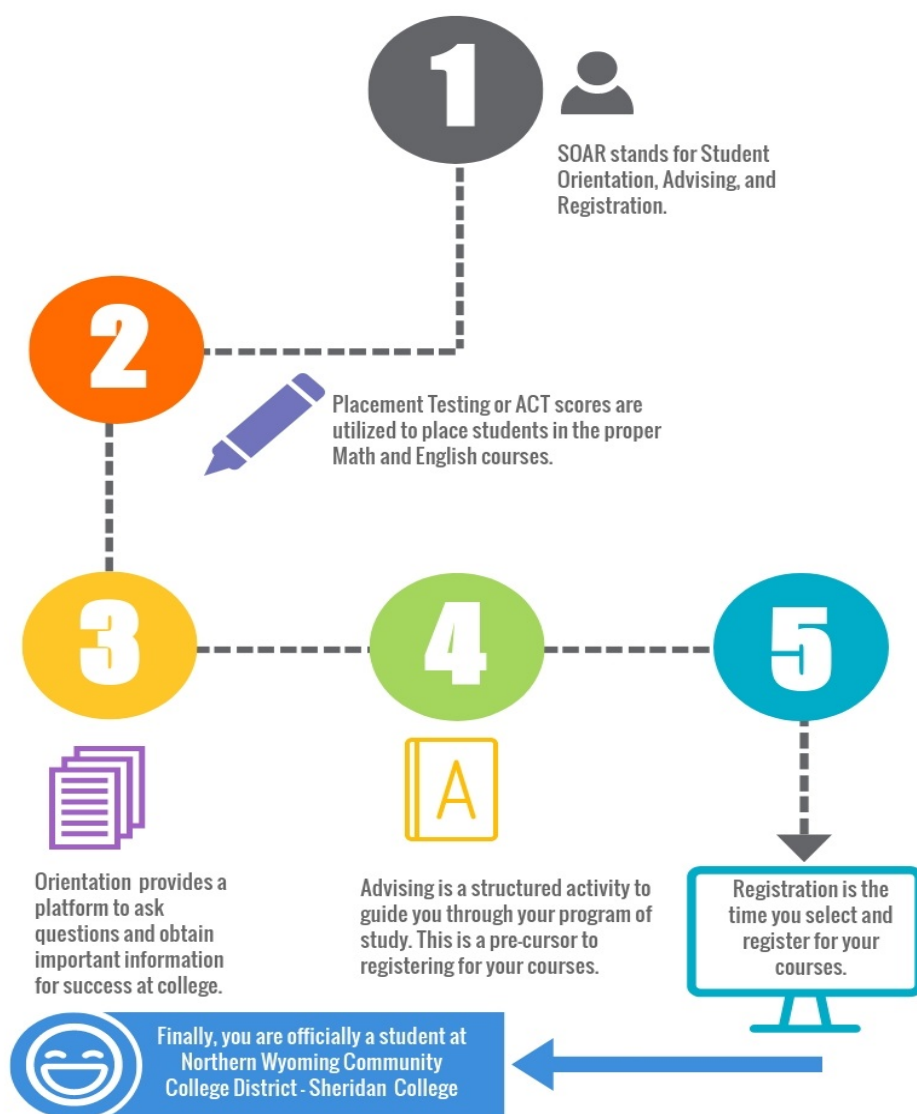
# **Section 1: SOAR**

- What to Expect from SOAR
- Sample SOAR Schedule
- What is SOAR?
- Important Phone Numbers
- SOAR Frequently Asked Questions
- New Student To Do List
- Academic Calendar
- SOAR Syllabus
- Sheridan College Building Abbreviations
- Sheridan College Campus Map

# *What Is SOAR*

~ and ~

## Why Do You Need It?



### SOURCES

[www.sheridan.edu](http://www.sheridan.edu)

### CREATED BY

Northern Wyoming Community College District-Sheridan College



## **Sample SOAR Schedule**

<b>Time</b>	<b>Student Schedule</b>	<b>Family &amp; Friends Schedule</b>
7:15am – 8:15am	Check in for students who require Placement Testing	
8:00am – 9:45am	<ul style="list-style-type: none"> <li>• Placement Testing (only if needed)</li> <li>• Housing Tours</li> <li>• Campus Tours</li> <li>• Walk in Financial Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Tours</li> <li>• Campus Tours</li> <li>• Walk in Financial Aid</li> </ul>
9:15am – 9:45am	Check In <ul style="list-style-type: none"> <li>• Get student ID picture taken</li> <li>• Ensure access to MyNWCCD</li> <li>• Meet with Financial Aid</li> <li>• Meet with Housing Office</li> <li>• Visit with resources available on campus</li> </ul>	Check In
10:00am	Welcome	Welcome
10:15am – 11:15am	<ul style="list-style-type: none"> <li>• Making Connections activity</li> <li>• Campus Police</li> <li>• Academic Misconduct</li> <li>• Policies and Procedures</li> </ul>	Family and Friends Orientation
11:20am – 12:00pm	<ul style="list-style-type: none"> <li>• On Campus Student Information</li> <li>• Off Campus Student Information</li> </ul>	<ul style="list-style-type: none"> <li>• On Campus Student Information</li> <li>• Off Campus Student Information</li> </ul>
12:00pm – 12:45pm	Lunch	Lunch
12:45pm – 1:15pm	College Etiquette	Self-Service, Academics and Advising
1:20pm – 1:50pm	Financial Aid Presentation	Financial Aid Presentation
1:55pm – 4:00pm	Advising & Registration & Time Mapping/Next steps	Campus Police & Food Services & Bookstore
4:00pm – 5:00pm	Check out <ul style="list-style-type: none"> <li>• Discuss Payment Options</li> <li>• Pick up your Student ID</li> <li>• Housing Tours</li> <li>• Campus Tours</li> <li>• Walk in Financial Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Tours</li> <li>• Campus Tours</li> <li>• Walk in Financial Aid</li> </ul>

# **What is SOAR?**

SOAR is designed to introduce student to the academic and life at Sheridan College. We want students to make well-informed decisions regarding their education by exposing them to key services and opportunities.

## **Our goals for your SOAR experience:**

- Inform students and their families with the missions, programs, and services.
- Introduce students to the Sheridan College Community.
- Facilitate initial academic advisement, course selection, and registration.
- Introduce students to campus services and resources that will enhance their academic success and overall college experience.
- Emphasize the importance of students being involved on campus and taking responsibility and initiative for their growth and development.
- Provide students and their families the opportunity to interact with other students, faculty, and staff.
- Enable students to feel connected to the Sheridan College community and feel confident and excited about their college choice.

## **By participating in SOAR you will:**

- Register for classes.
- Tour campus.
- Meet friends.
- Ask any questions you have about attending Sheridan College.
- Talk about new experiences like roommates and the expectations of college instructors.
- Locate staff offices for people who are here to help you.

SOAR is your first look at college life. You are not expected to learn everything about Sheridan College in one day; however, we do want you to know where you can go for help. Please take this time to get to know our staff and other students.

## **SOAR Elements:**

**Testing:** Not all students need placement testing. If needed, you will need to arrive by 8am on your SOAR date to complete the assessment. Placement testing ensures you are placed into the correct math and/or English courses.  
*Advisors will contact students if placement testing is needed.*

**Check In:** Meet student leaders, explore campus resources, access MyNWCCD, work with Financial Aid, and take your photo if you did not submit one.

**Sessions:** After a short welcome and introduction, students and families will be split into separate groups. Students will attend information sessions that include campus safety, rights and responsibilities, and what to expect while on campus as a student.

**Register:** After the information sessions students will meet with advisors and register for their classes. Once students are registered they will participate in a time mapping information session

Families and friends will have their own sessions with representatives from areas in the Division of Student Affairs.

**Wrap-Up:** Meet with the cashiers to explore payment options and receive your SC Student ID. Optional campus tours will be available as well as the opportunity to ask more questions and visit with different offices from around campus.

SOAR is a full day event. Students are required to attend the entire program.

## **What to bring**

- Laptop or tablet you will use at college (if it is already purchased).
- A positive attitude. SOAR is a full day, required event
- Method of Payment (cash, check or credit/debit card) to set up a payment plan or pay in full.
- The forms at the back of this packet completed and signed:
  - ☐ Direct Deposit – Allows financial aid refunds to be directly deposited into your bank account
  - ☐ Directory Release – Allows the college to release directory information such as mailing address and phone number.
  - ☐ FERPA Release – This gives permission for someone other than yourself to get information regarding your financial aid and billing.
  - ☐ Emergency Contact – Update of address, phone number, and person to contact in case of an emergency.



## **Important Phone Numbers**

Sheridan College Main Number	307-675-0505
Admissions	307-675-0500
Advising and Testing Services	307-675-0100
Athletics	307-675-0610
Bookstore	307-675-0240
Business Office	307-675-0336
Campus Life and Housing	307-675-0510
Counseling and ADA Services	307-675-0122
Financial Aid	307-675-0200
Information Technologies	307-675-0555
Library	307-675-0220
TRiO	307-675-0141
Veteran Services	307-675-0777
Vice President of Student Affairs	307-675-0123

# **Frequently Asked Questions:**

## **Who has to attend SOAR?**

- First year students
- Transfer Students with less than 15 credits
- Students that completed dual or concurrent enrollment through their high school

## **How long does SOAR last?**

The day begins at 8am for those that need placement testing. Check-in begins at 9:15am. We will wrap up the day around 4pm. Students must attend the entire day to receive credit for attending.

## **Can I leave early?**

No, if you choose to leave early, you will not receive credit for attending and will have to complete the online orientation and will have a hold placed on your student account.

## **What if I do not attend SOAR?**

Part of SOAR is registering for classes. If a student chooses not to attend SOAR that student will have to wait until after the last SOAR date of the year to register for classes. There is also an online orientation that must be completed before school begins.

## **How can I sign up for SOAR?**

1. Go to our website, [www.sheridan.edu](http://www.sheridan.edu).
2. Click the Apply Now button and login to your Admissions/Application Account.
3. Select Events at the top of the page, the SOAR events.
4. Choose the best date for your summer schedule. \*\*The earlier the date, the better the class and schedule choices!!

## **What should I do if I miss my SOAR date?**

Please call as soon as possible and change your date with Enrollment Services at 307-675-0100.

# New Student To-Do List

Not Started	In-Progress	Done	Not Applicable	Task
				<b>Admissions</b>
				• Final High School Transcript (if graduated less than 3 years ago)
				• Transcript from all previously attended colleges and universities, including for dual and concurrent classes
				<b>Advising</b>
				• Complete Placement Testing if there are no college level English or Math ACT scores or transfer credits
				• Register for classes
				<b>Financial Aid</b>
				• Complete the FAFSA (Free Application for Federal Student Aid)
				• Check Self-Services and accepted awards
				• Complete Entrance Loan Counseling and Master Promissory Note for FAFSA Loans
				<b>Technology</b>
				• Activate your MyNWCCD account
				• Make sure you can access your Sheridan.edu email account
				<b>Campus Life and Housing</b>
				• Apply for on-campus housing
				• Pay housing deposit
				• Select your room and search for a roommate
				• Contact your roommate
				• Finalize off housing accommodations
				<b>SOAR/Orientation</b>
				• Complete Campus Clarity
				• Complete online Orientation modules
				<b>Other</b>

				<ul style="list-style-type: none"> <li>• Business Office: How are you going to pay your bill? Sign up for a payment plan</li> </ul>
				<ul style="list-style-type: none"> <li>• Sign up for a commuter meal plan</li> </ul>

## **Academic Calendar**

### **2018-2019 Academic Calendar**

	Fall	Spring
Block A - full semester	8/27-12/14	1/21-5/10
Block B -- 1 <sup>st</sup> 8-wk session	8/27-10/19	1/22-3/13
Block C -- 2 <sup>nd</sup> 8-wk session	10/22-12/21	3/14-5/10

#### **Fall Semester 2018**

Faculty meeting days	Monday-Friday, August 20-24
Classes begin (Blocks A & B)	Monday, August 27
Labor Day	Monday, September 3
Midterm grades due for Block B classes	Wednesday, September 26
Fall Break	Monday-Tuesday, October 15-16
Last class day for Block B	Friday, October 19
First class day for Block C	Monday, October 22
Midterm grades due for Block A	Wednesday, October 24
Midterm grades due for Block C	Wednesday, November 21
Thanksgiving break	Wednesday - Friday, November 21-23
Last class day for Blocks A & C	Friday, December 14
Finals	Monday-Friday, December 10-14
Final grades due for Blocks A & C	Wednesday, December 19

#### **Spring Semester 2019**

Faculty meeting days	Monday-Friday, January 14-18
Classes begin for Blocks A & B	Monday, January 21
Midterm grades due for Block B	Tuesday, February 19
Last class day for Block B	Wednesday, March 13
Spring Break	Monday-Friday, March 25-29
Midterm grades due for Block A classes	Wednesday, March 13
Classes begin for Block C	Thursday, March 14
Holiday (Good Friday)	Friday, April 19
Midterm grades due for Block C classes	Tuesday, April 23
Last class day for Blocks A & C	Friday, May 10
Finals	Monday-Friday, May 6-10
Commencement, Gillette College	Friday, May 10, 7:00
Commencement, Sheridan College	Saturday, May 11, 1:00
Final grades due for Blocks A & C	Wednesday, May 15

#### **Summer Session 2019**

Classes begin	Monday, June 3
Midterm grades due	Wednesday, July 3
Independence Day Break	Thursday-Friday, July 4-5
Last class day	Friday, July 26
Final grades due	Wednesday, July 31

## **HMDV 1005: Orientation Syllabus**

### **Northern Wyoming Community College District**

Sheridan College  
1 Whitney Way  
Sheridan, Wyoming 82801

Gillette College  
300 West Sinclair Street  
Gillette, Wyoming 82718

HMDV 1005 College Orientation (0 Credits)

*Effective Date:* Spring 2018

<i>Description</i>	This course is designed for students new to NWCCD-Sheridan College. Topics include: assessment for class placement; communication with peers, faculty, and staff; student rights and responsibilities; ensuring adequate knowledge of and access to technology necessary for successful online learning; and demonstrating effective use of Student Planning.
<i>Prerequisites</i>	None
<i>Co-requisites</i>	None
<i>Purpose (including degree requirement fulfilled)</i>	HMDV 1005 College Orientation is intended to meet the needs of students new to NWCCD – Sheridan College.
<i>Course Format</i>	Lecture
<i>Grading (Letter or S/U)</i>	S/U
<i>Program Outcome(s) OR Core Ability Indicator(s)</i>	<p>Upon completion of HMDV 1005 College Orientation, the student will:</p> <ul style="list-style-type: none"> <li>A. Critical Thinking: Apply subject area appropriate strategies in problem solving situations.</li> <li>B. Acquire and Apply Knowledge: Synthesize knowledge appropriately.</li> <li>C. Communicate Effectively: Convey and draw meaning through active listening.</li> </ul>
<i>Minimum Student Competencies –</i>	Upon completion of HMDV 1005 College Orientation, the student will:



*C&S suggests a minimum of 3 competencies per credit hour. Maximum allowed is 6 per credit hour.*

1. Successfully complete the registration process.
2. Locate progress and degree requirements
3. Complete financial aid process.
4. Connect with campus culture through interactions with faculty, staff, and students.
5. Identify at least one success tool on campus.

*Texts/Materials*

SOAR Handbook

*Minimum Course Requirements (i.e., Exams, Projects, Assignments...)*

1. Quizzes
2. Activities
3. Discussion

*Academic Honesty Statement*

Students are expected to maintain the highest standards of academic honesty and integrity. Academic honesty means performing all academic work without lying, cheating, deceit, plagiarism, misrepresentation, or unfairly gaining advantage over any other student. Violations of academic honesty are in violation of District standards for student conduct and shall result in disciplinary action.

*Attendance Policy*

Attendance is expected of all students attending NWCCD so they may fully benefit from the educational experience. Students receiving financial aid must regularly attend class and actively participate in their coursework in order to earn their aid. Students failing to do so may be held liable for returning financial aid funds. Visit the Office of Financial Aid Services for more information.

*Disability Statement*

Students with disabilities who believe they may need accommodations in this class must contact the disabilities services coordinator on their campus as soon as possible to request such accommodations.

*Assignments*

☐ **Attend one SOAR date:**

- April 20
- April 27
- May 4
- June 5
- June 6
- June 7
- July 26
- July 27
- August 3
- August 10
- August 17

- **Campus Clarity Think About It**  
Located at [www.campusclarity.com](http://www.campusclarity.com), this course provides a comprehensive foundation to prepare students before they begin college life. This program delivers Title IX and Campus SaVE act training with a non-judgmental approach to effectively reach students. This program will take students approximately 3 hours to complete and is suggested to be completed in segments. Plan accordingly.
- **Online Orientation Modules**
  - ~ Keys to Success @ SC
  - ~ Getting Connected On Campus

# **Sheridan College Building Abbreviations**

BC – Broadway Center

Dome – Bruce Hoffman Golden Dome

GMB – Griffith Memorial Building

MAC – Mars Agriculture Center

Mohns – Mohns Center

SC – Science Center

TC – Technical Education Center

TRCC – Thorne-Rider Campus Center

W – Whitney Building

WAC – Whitney Academic Center

WCA – Whitney Center for the Arts

WCI – Wyoming Culinary Institute

WPC – Whitney Performing Arts and Education Center (Downtown at the WYO Theater)

# Sheridan College Campus Map



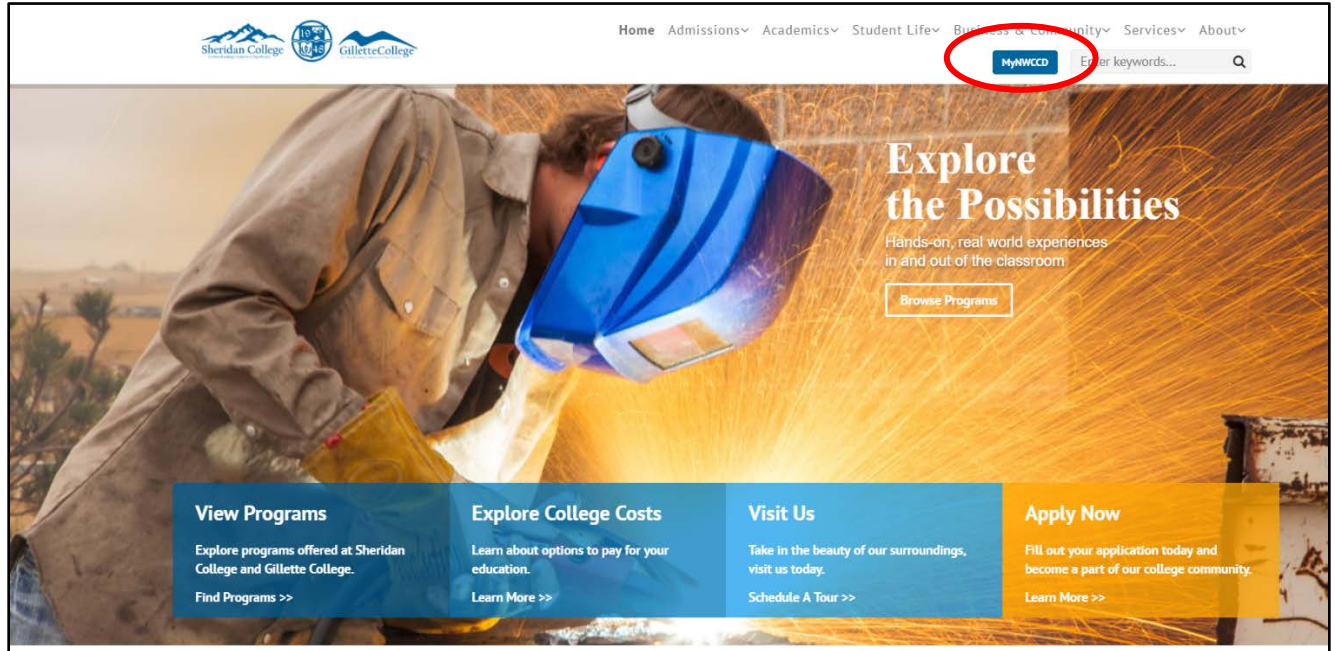
## **Section 2: How To...**

- Activate Your MyNWCCD Account
- Access Your College Email
- Apply for Financial Aid
- Utilize Student Planning
- Navigate Financial Aid in Self-Service
- Apply for Housing
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- Research Your Textbooks
- Access Your Student Account Center (SAC) and Manage Your Student Finance Information (Paying Your Bill)
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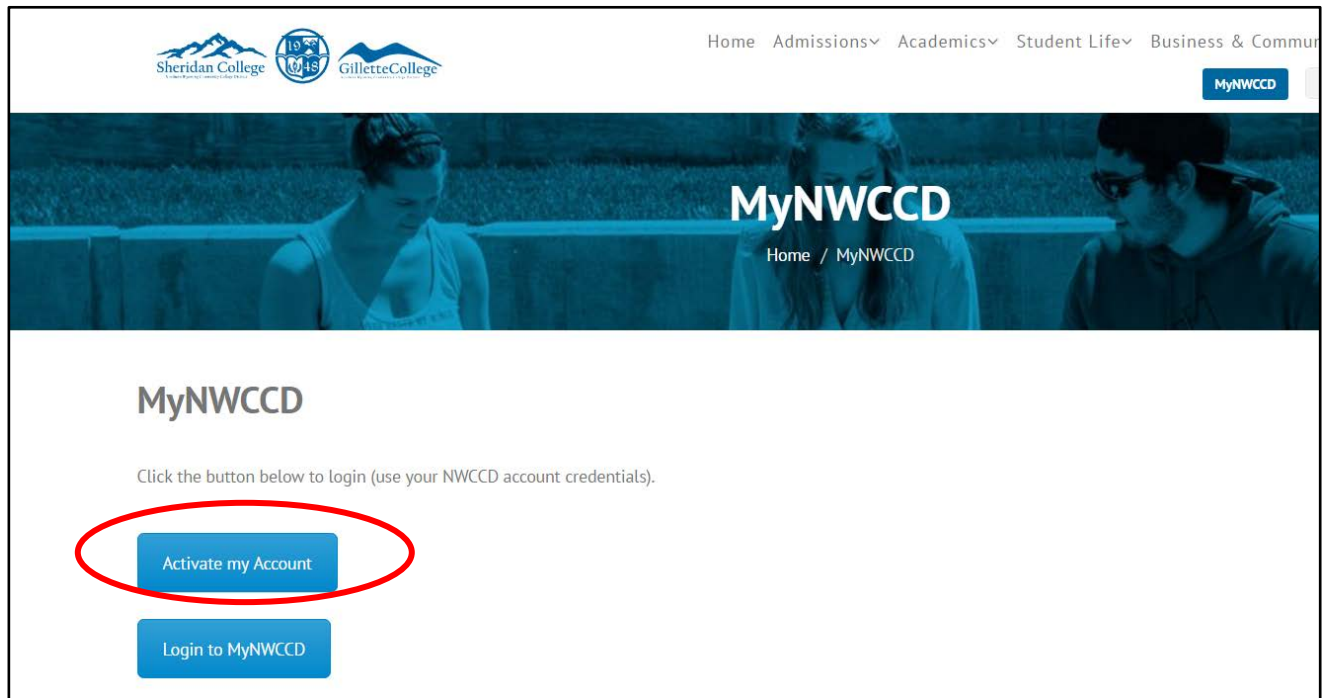


# How to Activate Your MyNWCCD Account


1. Go to [www.sheridan.edu](http://www.sheridan.edu)
2. Click on MyNWCCD in the upper right hand corner.



3. Click on the “activate your MyNWCCD account” and follow the instructions to activate your account.



4. Follow the instructions on the page. The email referenced is the one from Admissions once you were admitted. If you cannot locate this email, contact Admissions at 307-675-0500.



# Account Services

## New Account

[Activate my Account](#)

## Existing Account

[Change Password](#)

[I Forgot my Password](#)

[Change my Name](#)


**To activate your MyNWCCD Account you must supply your USERNAME and ACTIVATION PIN as shown in the email you received**

**Username:**

**Activation Pin:**   
Type exactly as shown in the email you received

**New Password:**

**Confirm new password:**   
At least 8 characters long and it is case sensitive. It must contain 3 out of 4 of the following requirements: One UPPER CASE letter, one lower case letter, one number, one special character (\$,%,#,etc). Your password cannot match the previous two passwords that you have used, and cannot contain your first name, last name or username.

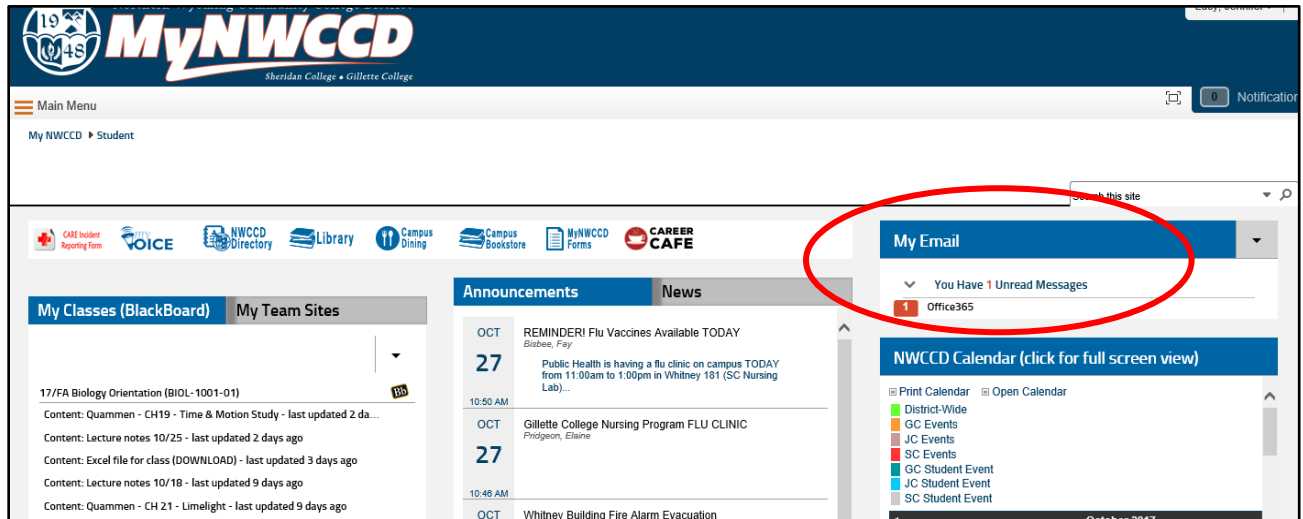
**Security question:**  

**Security question answer:**   
Required to reset forgotten password

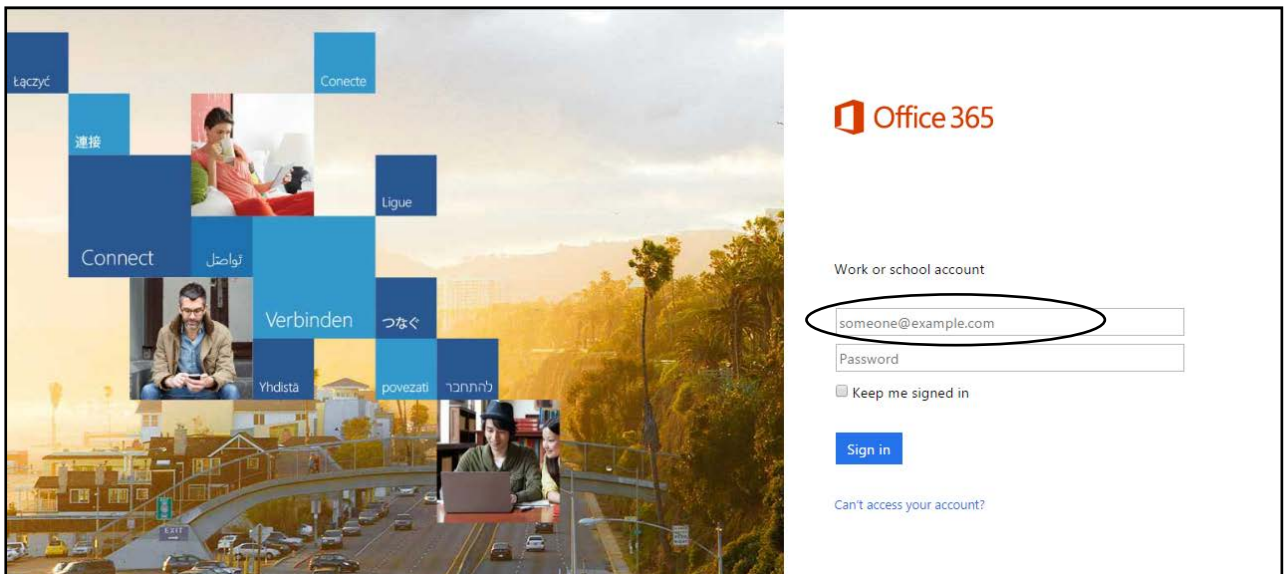
If you did not receive an email with your USERNAME and ACTIVATION PIN or you lost it, please contact Student Services for Sheridan at (307) 675-0100 or for Gillette at (307) 681-6000.

# How to Access Your College E-mail

1. Log into MyNWCCD from [www.sheridan.edu](http://www.sheridan.edu)
2. In the "My Email" section, in the upper right hand corner, click on **Office365**.

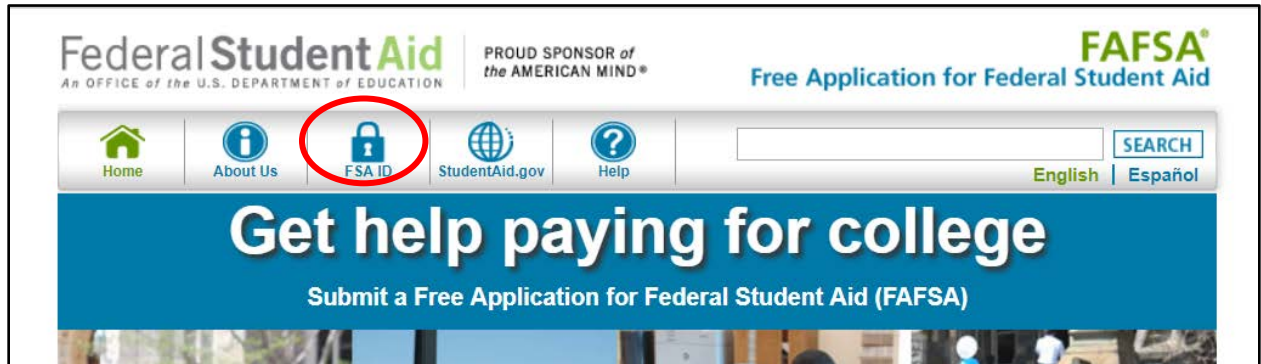


3. Enter Sheridan College e-mail (username@sheridan.edu), Hit **Enter** or **Tab**, Wait for redirection to inbox.

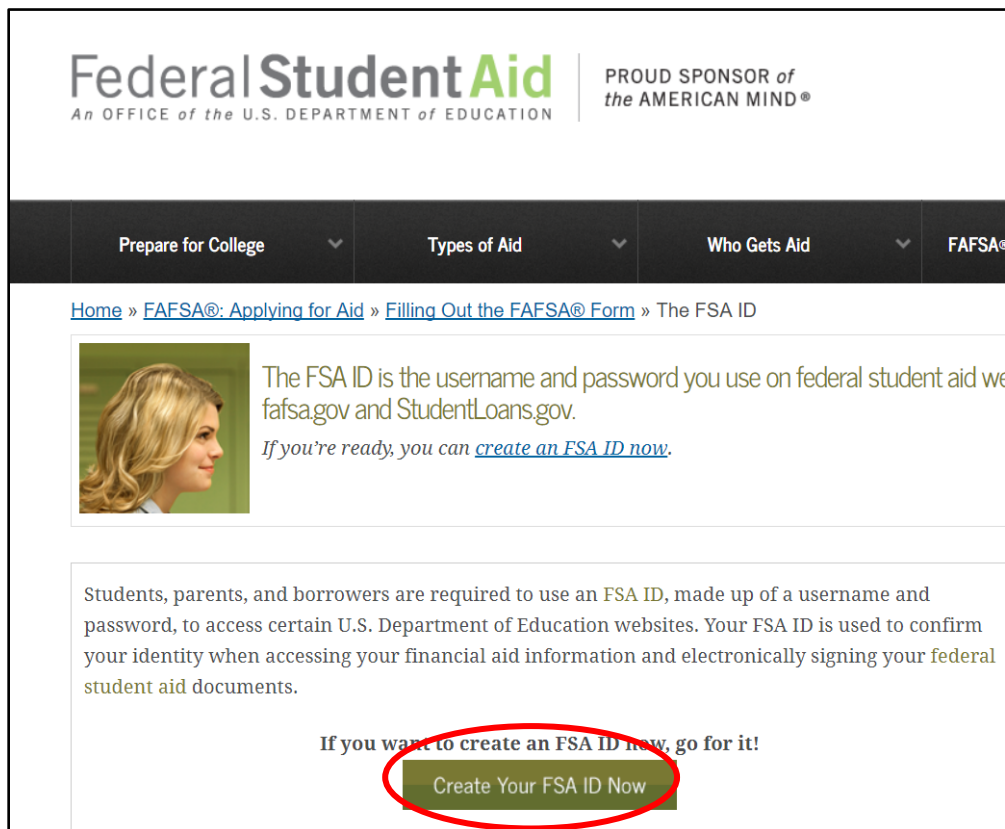


# How to Apply for Financial Aid

1. Go to <https://fafsa.ed.gov/>
2. Click on FSA ID



3. Click on Create Your FSA ID Now. NOTE: Parent of dependent student must create a parent FSA ID



4. Follow the steps to create your FSA ID.

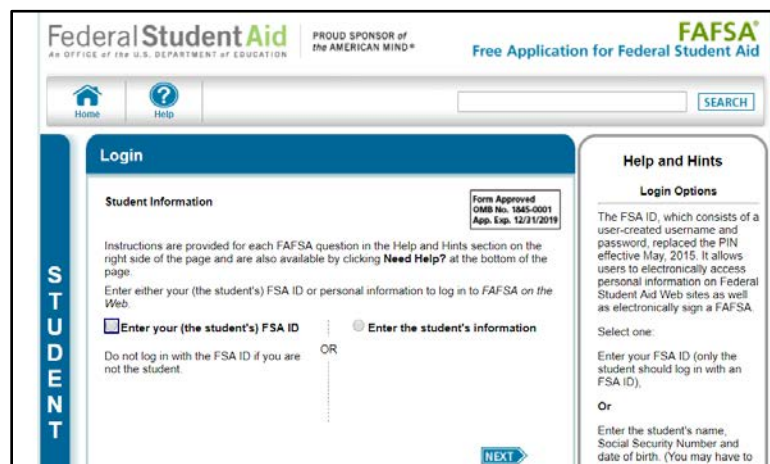


5. Once you have created your FSA ID, Fill out the Free Application for Federal Student Aid (FAFSA)



The image shows the FAFSA home page. At the top, it says "Federal Student Aid" and "FAFSA® Free Application for Federal Student Aid". Below this is a navigation bar with links for Home, About Us, FSA ID, StudentAid.gov, and Help. A search bar is also present. The main heading is "Get help paying for college" with the subtext "Submit a Free Application for Federal Student Aid (FAFSA)". Below this is a banner image showing four diverse college students. Under the banner, there are two columns. The left column is titled "New to the FAFSA?" and contains a green button labeled "Start A New FAFSA" which is circled in red. The right column is titled "Returning User?" and contains a list of links: "Make a correction", "Add a school", and "View your Student Aid Report (SAR), and more...". To the right of this list is a green button labeled "Login".

6. Login with your FSA ID and follow the steps to completing your application.



The image shows the FAFSA login page. At the top, it says "Federal Student Aid" and "FAFSA® Free Application for Federal Student Aid". Below this is a navigation bar with links for Home and Help. A search bar is also present. The main heading is "Login". Below this is a section titled "Student Information" with instructions: "Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking **Need Help?** at the bottom of the page." Below the instructions are two radio buttons: "Enter your (the student's) FSA ID" and "Enter the student's information". Below these is a "NEXT" button. To the right of the login section is a "Help and Hints" section titled "Login Options" which explains the FSA ID and provides instructions for logging in.

7. TIPS:

- Add Sheridan College as a school; school code **003930**
- Utilize the IRS Data Retrieval Tool to transfer the correct tax year on to the FAFSA application



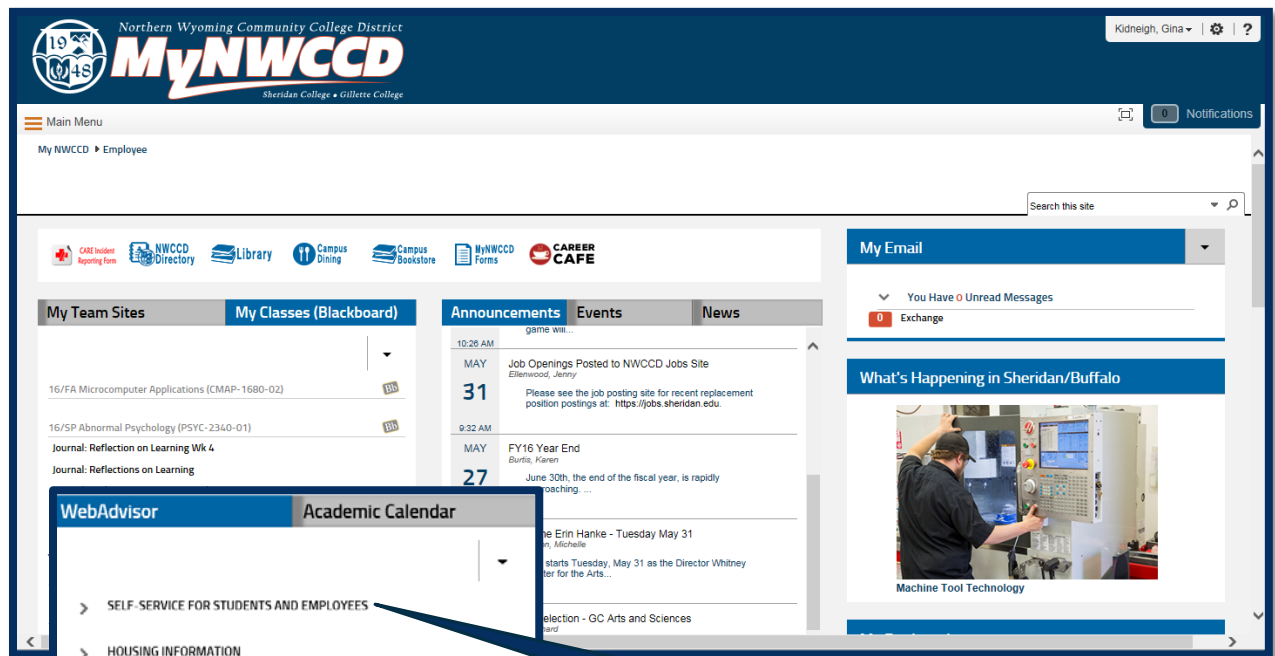
## Financial Aid Checklist

1. Apply for federal financial aid by completing the **Free Application for Federal Student Aid (FAFSA)** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - a. Create your FSA ID (username and password), parent of dependent student must create a parent FSA ID
  - b. Add Sheridan College as a school; school code **003930**
  - c. Utilize the IRS Data Retrieval Tool to transfer the correct tax year on to the FAFSA application
2. Check out Sheridan College's **Cost of Attendance** page <http://www.sheridan.edu/admissions/tuition-fees/>.
3. Utilize **Net Price Calculator** <https://sheridan.studentaidcalculator.com/survey.aspx> to get an estimate of what you might be paying out of pocket.
4. Activate your **@sheridan.edu email** on MyNWCCD to ensure you receive all forms of communication from the Financial Aid Office.
5. Log onto your **Financial Aid Self-Service** to view if you will be required to submit any additional financial aid documents. See instructions on pg. 32.
6. Visit NWCCD's **scholarship** page <http://www.sheridan.edu/admissions/financial-aid/scholarships/>.
7. View **Student Employment** jobs on your MyNWCCD portal. See instructions on pg. 55.
8. Take advantage of these free financial aid resources:
  - a. [www.studentaid.gov](http://www.studentaid.gov)
  - b. [www.studentloans.gov](http://www.studentloans.gov)
9. Contact the Sheridan College Financial Aid Office to schedule an appointment or come to the walk-in hours (Monday – Friday 9am – 11am)!

Office Hours:  
Monday – Friday  
8am to 5pm  
307-675-0200

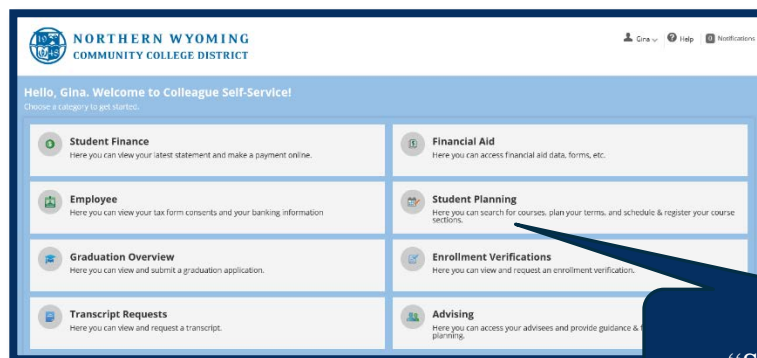
# How to Utilize Student Planning

Log in to MyNWCCD – Your one log in for all your student needs.



Click “Self-Service for Students and Employees”  
Enter your username and password again.

## Colleague Self Service – Home page



Click on  
“Student Planning”

## Student Planning – Home page

Switch between pages with the options on this drop down menu.

Click on “My Progress” to check your degree requirements.

## My Progress - Navigation

The My Progress page will show your current degree program. If you are pursuing more than one degree or certificate, you can arrow between them.

You can also explore other programs by clicking “View a New Program.”

To make an official degree change, please see the Advising office.

## Check your degree requirements and your progress toward completing them

General Education Requirements

Complete all of the following items. 0 of 7 Completed. [Hide Details](#)

**A. Writing**  
Requirements: English I plus an approved advanced writing course  
Complete all of the following items. 0 of 2 Completed. [Hide Details](#)

1. Basic Writing Fully Planned 0 of 1 Courses Completed. [Hide Details](#)

Status	Course
<span>Planned</span>	ENGL-1010 English I

2. Select Advanced Writing from approved list 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade
<span>Not Started</span>			

**B. Communication**  
Requirements: Public Speaking  
Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade
<span>Not Started</span>	COUM-1010 Intro Public Speaking		

**C. Cultural Studies**

Scroll down to review your degree requirements. You will see yellow markers indicating that the required course is planned, green for completed, and red for not started. **Beware of the term referenced** – if you plan and/or register for a course that you do not complete, it will still show here as planned, even if the term is in the past.

## Go to Plan & Schedule from the “Student Planning” dropdown menu

### Plan & Schedule - Navigation

NORTHERN WYOMING  
COMMUNITY COLLEGE DISTRICT

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Fall 2016 +

Filter Sections > Save to iCal Print

ACCT-1010: Accounting I  
> View other sections

ART-1115: Intro to Digital Photography  
> View other sections

Four tabs:

**Schedule** – This view allows you to see one semester, to choose active sections during registration period, and to build a class schedule on a weekly calendar grid. When you have an acceptable schedule, you can register for all classes with the button in the upper, right corner.

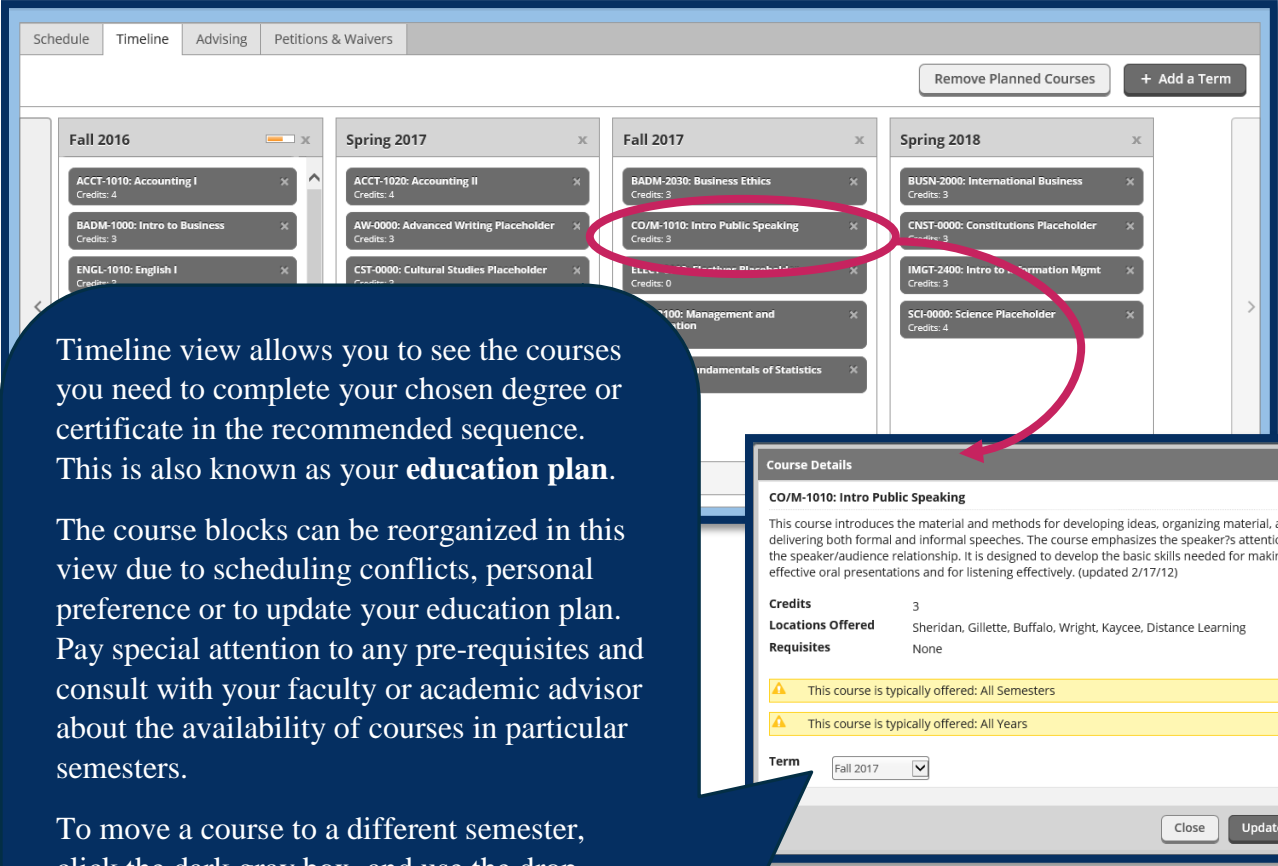
**Timeline** – Your education plan by semester, with the recommended courses in a semester-by-semester sequence.

**Advising** – a place for you to read messages to and from your advisor, or leave notes about changes or choices on your degree plan.

**Petitions & Waivers** – a place for you to review any course substitutions or waivers on your account.

**Review any advising notes on the Advising tab**

**Check your education plan on the timeline**



Timeline view allows you to see the courses you need to complete your chosen degree or certificate in the recommended sequence. This is also known as your **education plan**.

The course blocks can be reorganized in this view due to scheduling conflicts, personal preference or to update your education plan. Pay special attention to any pre-requisites and consult with your faculty or academic advisor about the availability of courses in particular semesters.

To move a course to a different semester, click the dark gray box, and use the drop down arrow to choose the semester you'd like to move it to, then click the "Update Course" button.

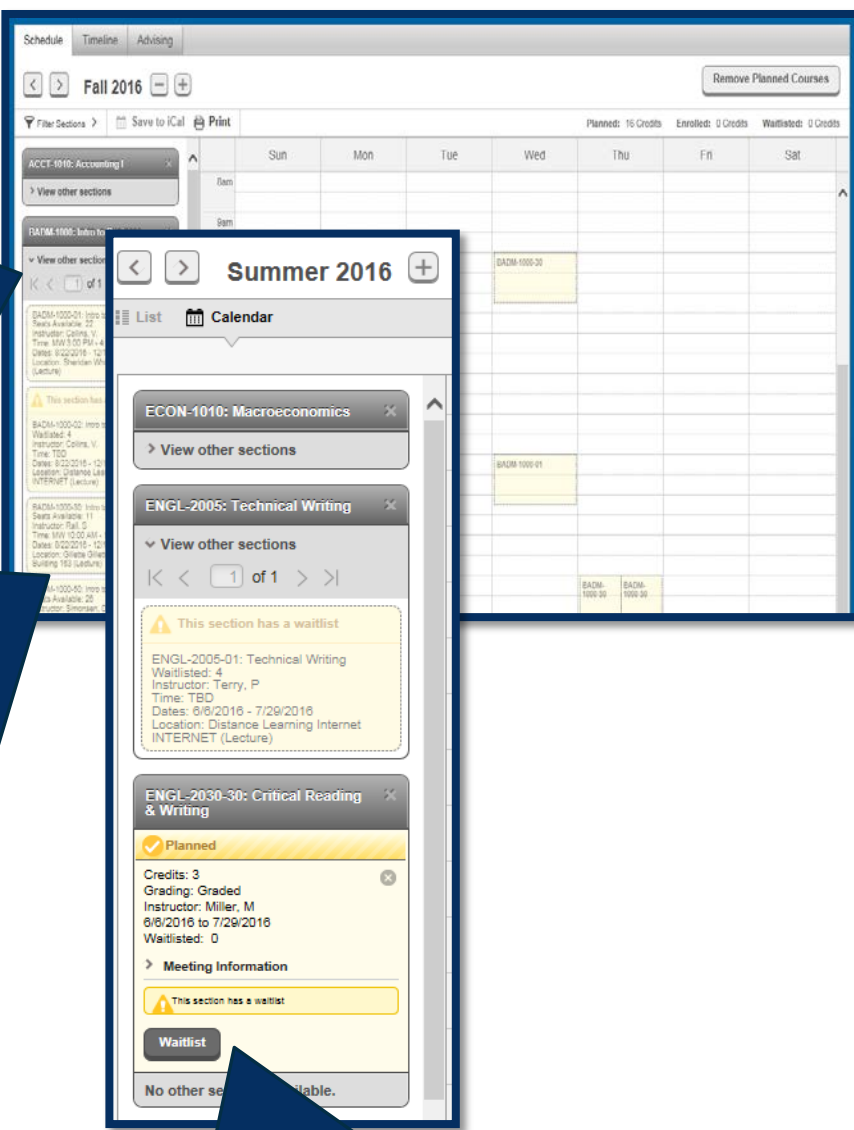
Click the "Schedule" tab to build a schedule and register for classes.

## Building a class schedule

View available sections for each course in the left side course menu. The class options show in light yellow on the weekly grid.

Hover over each section to see it darken on the calendar grid. Be careful to check the location to be sure you are looking at a course on your local campus.

To place one of the classes on your calendar, click the yellow box and a window will open. At the bottom of the window, click “Add section to schedule” (even on a waitlisted class).



The buttons here will have different options, but in the end, when the class box is green for you, that means you are actually enrolled in the class, **even when there is a yellow waitlist warning.**

Planned classes, those in yellow, can easily be removed by clicking the “X” in the gray circle.

NOTE: If you want to move a course to a different semester, you must first remove any planned (yellow) class selected here, then go to Timeline to move the course. Remember a yellow selection is only tentative and you are not enrolled in the class until you register and the box turns green.

## Adding classes from the Course Catalog to fulfill the requirements for placeholders in the education plan.

Search by course department and number, PSYC 1000 for example, here.

Course description and prerequisites are found here. Be careful about the “terms offered” as they are not always correct.

To try the course in your schedule, you need to add it to the plan. Do one of the following:

1. Add Course to Plan (you have to choose the term in the pop-up box)

-OR-

2. Add Section to Schedule.

View available sections to look for courses currently active on the schedule, and to check if there is still room in the course.



## Register or Waitlist on classes:

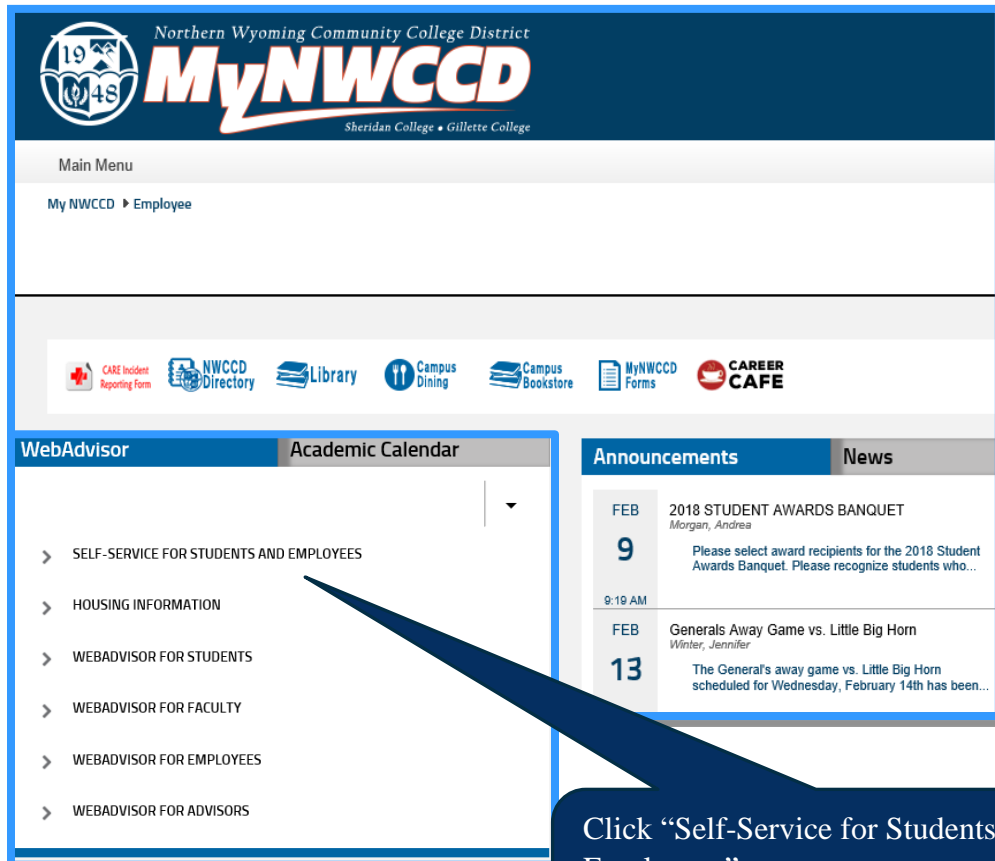
## Payment Responsibility and Waitlists – READ this to understand your responsibilities

**A payment option must be established by the first day of the semester!**

**You have 72 hours to register after email notification of an open seat.**



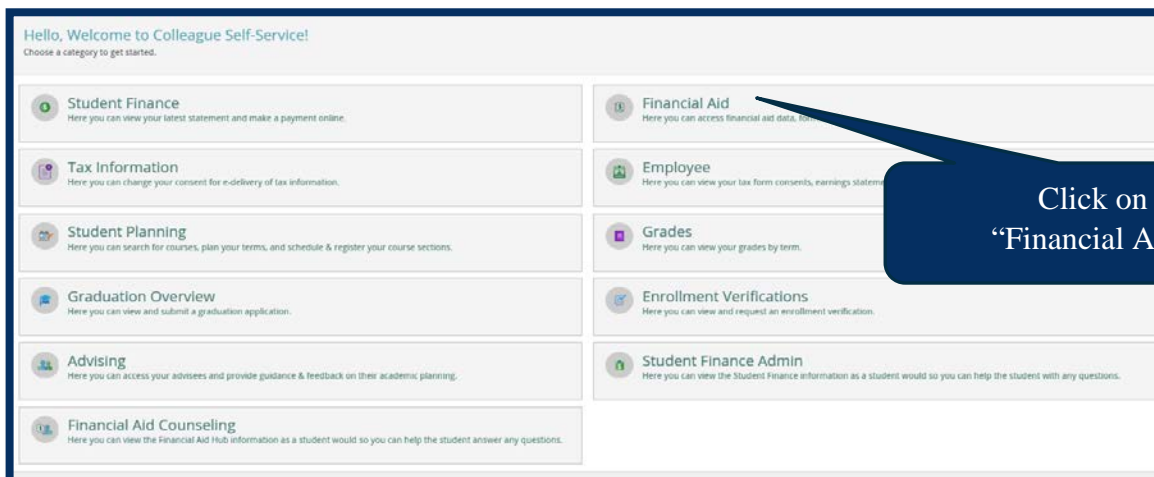
# How to Navigate Financial Aid in Student Self-Service



Click “Self-Service for Students and Employees”

Enter your username and password again

## Student Self-Service Home Page



Click on  
“Financial Aid”

# Self-Service Financial Aid Home Page

**Welcome to Financial Aid!**  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017-2018 Financial Aid ☒

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.

**You have missing documents!**  
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.  
[Complete required documents](#)

**Student Finance /**  
Amount Due 2/14/21  
Amount Overdue  
**Total Amount Due:**  
[Go to Account Summary](#)

**Checklist**

✓	Completed	
⚠	Action Needed	
	Not Available	
	Not Available	
	Not Available	

**Checklist**

✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠	Action Needed	<a href="#">Complete required documents</a>
	Not Available	Your application is being reviewed by the Financial Aid Office
	Not Available	<a href="#">Review and accept your Financial Aid Award Package</a>
	Not Available	<a href="#">Review and sign your Financial Aid Award Letter</a>

Click to view and print to complete required financial aid documents.

**Welcome to Financial Aid!**  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017-2018 Financial Aid ☒

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status.

You have missing documents!

**Checklist**

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	<a href="#">Complete required documents</a>
Not Available	Your application is being reviewed by the Financial Aid Office
Not Available	<a href="#">Review and accept your Financial Aid Award Package</a>
Not Available	<a href="#">Review and sign your Financial Aid Award Letter</a>

**Review current financial aid award package, with the option of accepting Federal Direct loans from the FAFSA**

**Welcome to Financial Aid!**  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017-2018 Financial Aid ☒

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status.

You have missing documents!

**Student Finance Account Summary**

Amount Due 2/15/2018	\$0.00
Amount Overdue	<b>\$1,250</b>
<b>Total Amount Due</b>	<b>\$1,250</b>

[Go to Account Summary](#)

**Detail into Account Summary to view charges in detail, financial aid applied and remaining balance. If the remaining balance is a credit, this**

**Welcome to Financial Aid!**  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017-2018 Financial Aid

Select an Award Year: 2017-2018 Financial Aid

✓ [Your most recent Satisfactory Academic Progress \(SAP\) evaluation](#)

**Checklist**

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	<a href="#">Complete required documents</a>

**Student Finance /**  
Amount Due 2/14/20  
Amount Overdue  
**Total Amount Due**  
[Go to Account Summary](#)

Review your Satisfactory Academic Progress status at the end of each semester to determine if you are maintaining the Federal requirements of a 2.0 GPA and completing at least 67% of your credits attempted.

**Welcome to Financial Aid!**  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017-2018 Financial Aid

✓ [Your most recent Satisfactory Academic Progress \(SAP\) evaluation has a\(n\) Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.](#)

**You have missing documents!**  
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.  
[Complete required documents](#)

**Checklist**

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	<a href="#">Complete required documents</a>
Not Available	Your application is being reviewed by the Financial Aid Office
Not Available	<a href="#">Review and accept your Financial Aid Award Package</a>
Not Available	<a href="#">Review and sign your Financial Aid Award Letter</a>

**Student Finance /**  
Amount Due 2/14/20  
Amount Overdue  
**Total Amount Due**  
[Go to Account Summary](#)

Review your Financial Aid Award Letter.

# How to Apply for Housing

Log in to MyNWCCD (<http://www.sheridan.edu/mynwccd/>)– Your one log in for all your student needs.

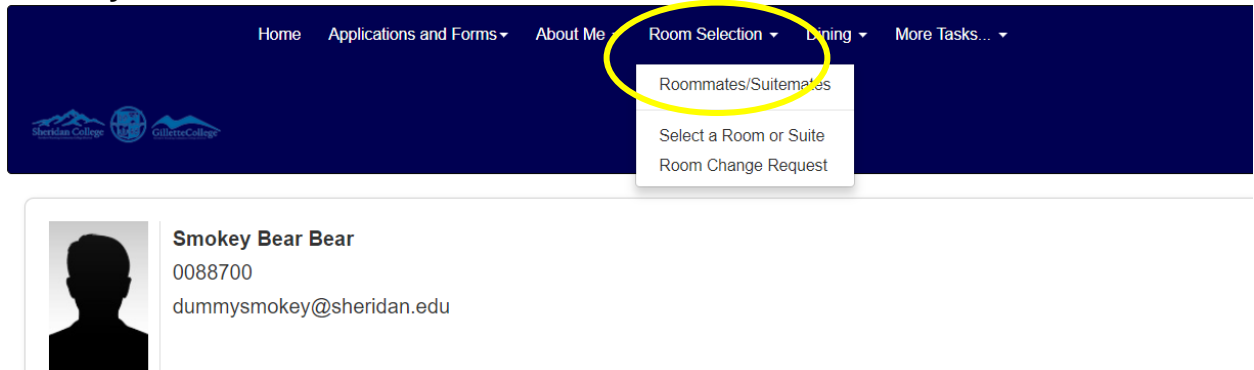
The screenshot shows the MyNWCCD website for the Northern Wyoming Community College District. The user is logged in as 'Kidneigh, Gina'. The main navigation bar includes links for 'Main Menu', 'My NWCCD', and 'Employee'. Below this, there are icons for various services like 'CARE Incident Reporting Form', 'NWCCD Directory', 'Library', 'Campus Dining', 'Campus Bookstore', 'MyNWCCD Forms', and 'CARE CAFE'. The 'My Team Sites' section lists '16/FA Microcomputer Applications (CMAP- 1680-02)' and '16/SP Abnormal Psychology (PSYC- 2340-01)'. The 'Academic Calendar' section is highlighted, showing a list of links: 'SELF-SERVICE FOR STUDENTS AND EMPLOYEES', 'HOUSING INFORMATION', 'WEBADVISOR FOR STUDENTS', 'WEBADVISOR FOR FACULTY', 'WEBADVISOR FOR EMPLOYEES', and 'WEBADVISOR FOR ADVISORS'. A callout box points to the 'HOUSING INFORMATION' link with the text 'Click "Housing Information"'. The right sidebar contains 'My Email' (0 unread messages) and 'What's Happening in Sheridan/Bufalo' with a photo of a person working on a machine.

Click on Applications and Forms

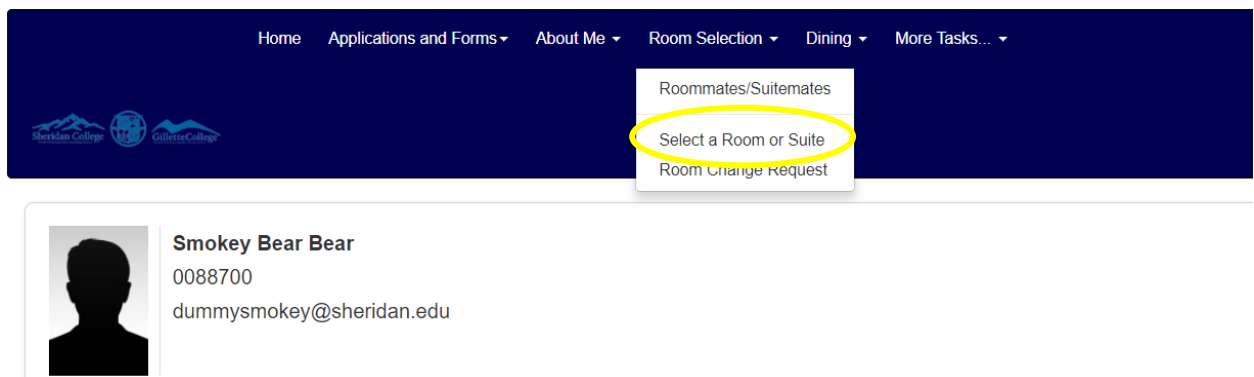
The screenshot shows the MyNWCCD website interface. The top navigation bar includes links for 'Home', 'Applications and Forms', 'About Me', 'Room Selection', 'Dining', and 'More Tasks...'. The 'Applications and Forms' link is highlighted with a callout box. Below the navigation bar, there is a user profile section for 'Smokey Bear Bear' with the ID '0088700' and email 'dummismokey@sheridan.edu'. A 'Messages' section is also visible. The bottom of the page shows a footer with the same navigation links and a link to 'SC\_New\_Student\_Application (Fall 2018)'.

## Steps to complete your housing

1. Fill out the housing application and sign the contract (see instructions on pg. 34).
2. Submit the \$150 refundable deposit (until July 1) and \$50 non-refundable administration fee.
3. Select your roommate.



4. Select your room. You will receive an email with your room selection date. **You must be registered for classes before you will be allowed to select a room.**

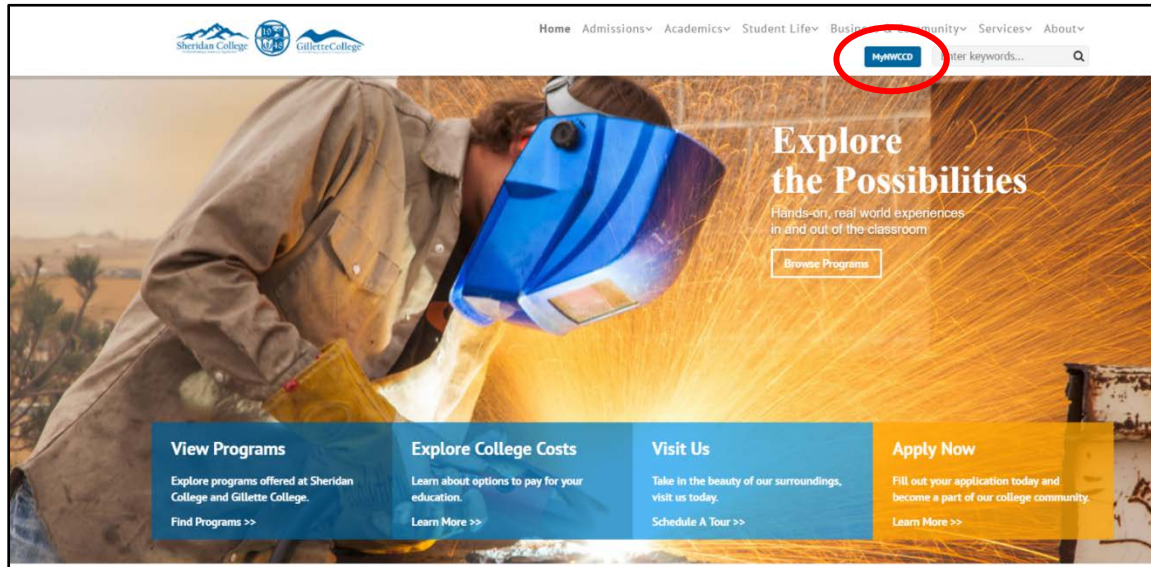


5. If you change your mind about living on campus you need to cancel your housing application by **July 1** in order to receive a full refund on your \$150 deposit.

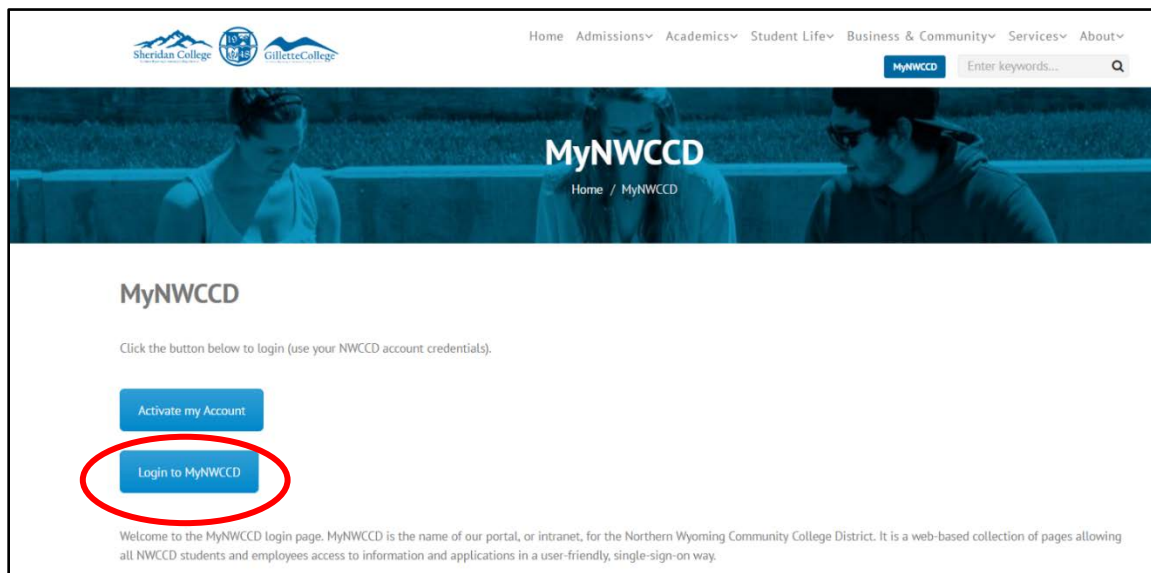


# How to Access Online Orientation

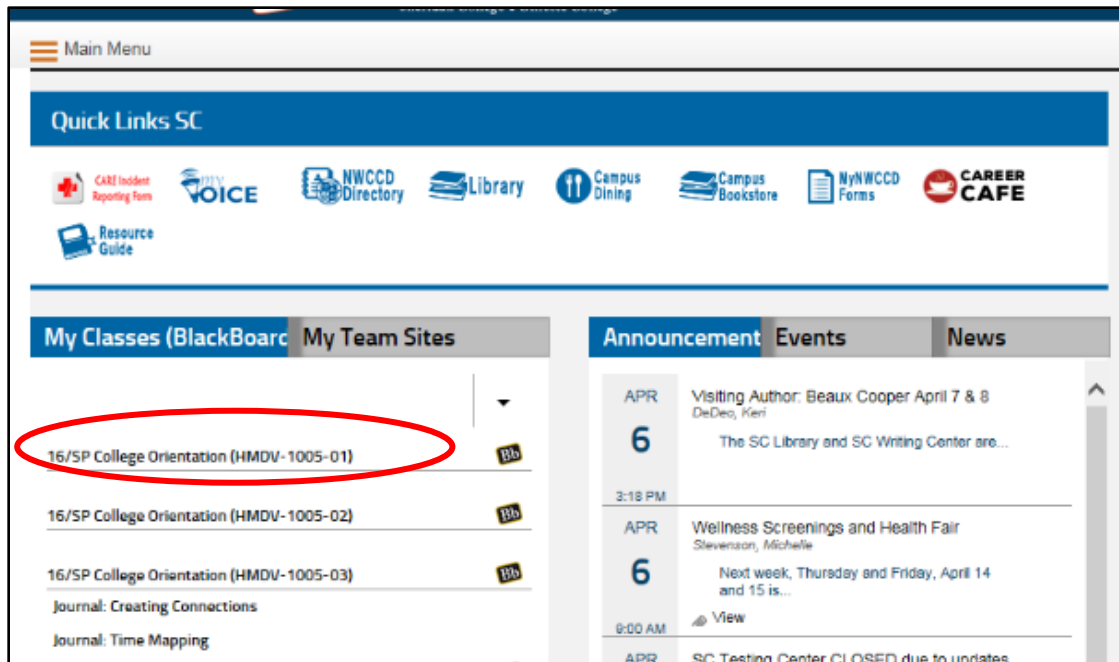
1. Go to [www.sheridan.edu](http://www.sheridan.edu) and click on the MyNWCCD button located in the upper right hand corner of your screen.



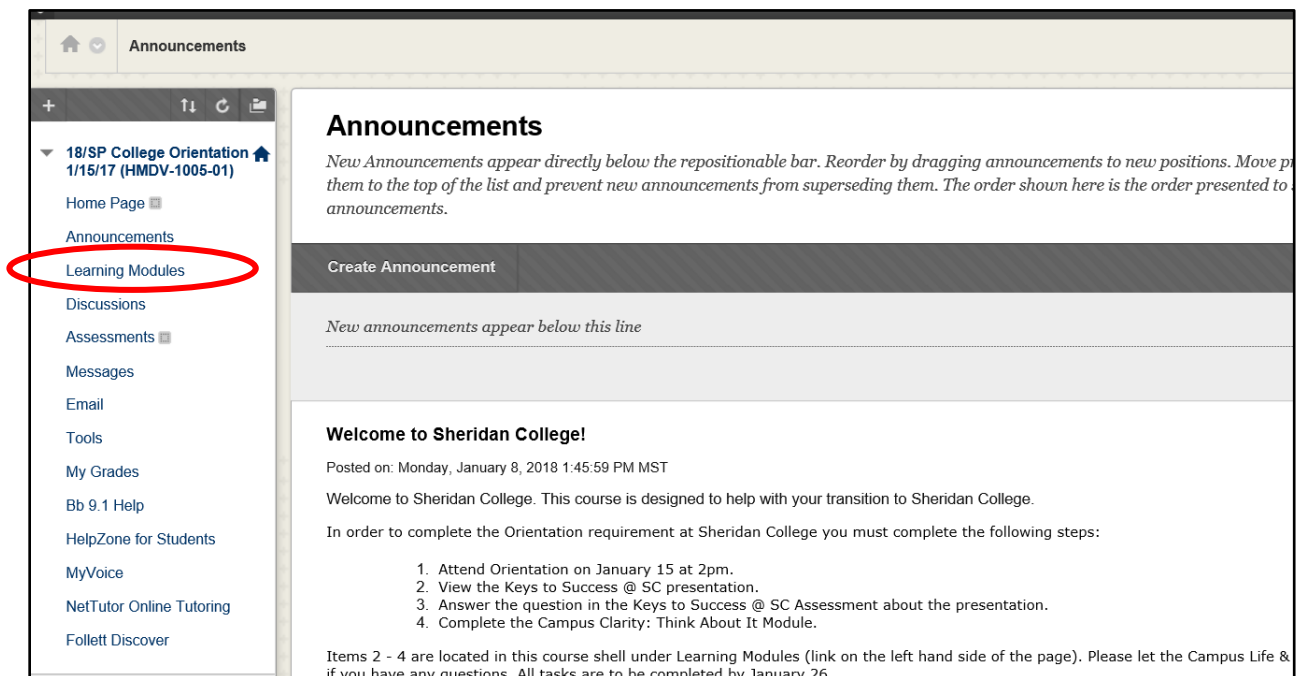
2. Login to MyNWCCD



3. Under the My Classes (BlackBoard) section of the page click on the class labeled 18/FA College Orientation



4. In the class shell on Blackboard, click on Learning Modules (located on the left hand side of the page). You must complete the online modules in order to complete the Orientation requirement.



5. Click on each individual learning module to complete the task. Be sure to read the instructions before starting.

Learning Modules

18/SP College Orientation 1/15/17 (HMDV-1005-01)

Home Page

Announcements

Learning Modules

Discussions

Assessments

Messages

Email

Tools

My Grades

Bb 9.1 Help

HelpZone for Students

MyVoice

NetTutor Online Tutoring

Follett Discover

Learning Modules

Build Content Assessments Tools Partner Content

**Keys to Success @SC**

Attached Files: [Keys to success @ sc.pdf](#) (327.912 KB)

**Keys to Success @ SC Assessment**

Click the True answer and hit submit to receive credit for orientation.

**Campus Clarity: Think About It**

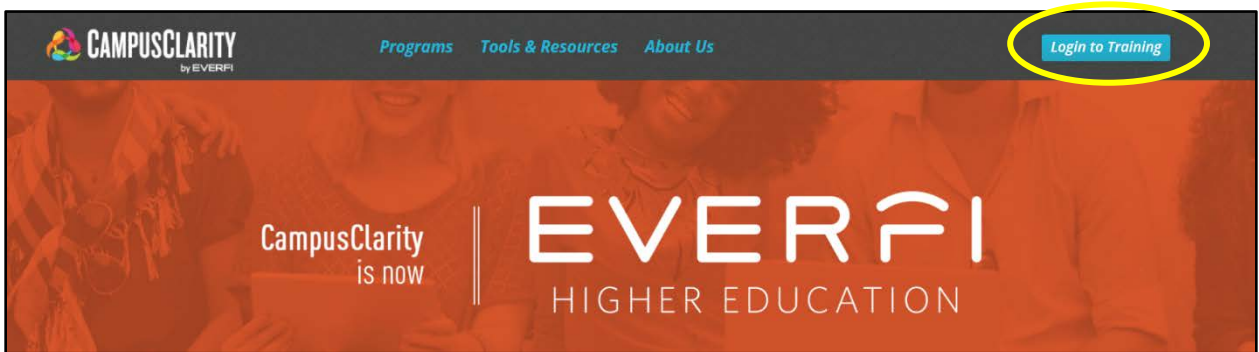
You must complete this online course by Friday, January 26. Failure to do so will result in a hold placed on your account.

\*\*\*If you have any issues with the Learning Modules contact Campus Life & Housing at 307-675-0510.

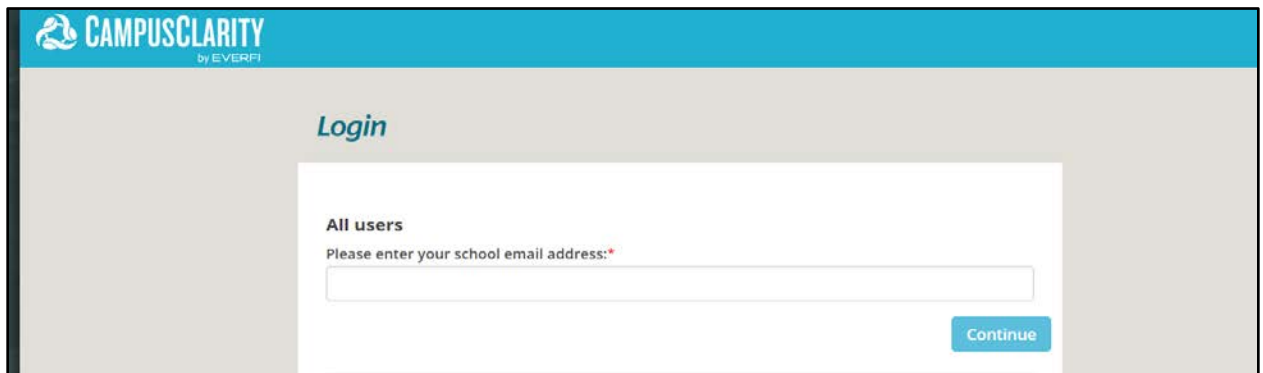
**NOTE:** HMDV 1005 will be your only course in Blackboard and must be completed by July 31. All of your other courses will be in Canvas starting in August. You will want to familiarize yourself with Canvas. This is where most instructors will communicate with you and where most class information will be. Speak with each instructor to see how they will be communicating and using technology.

# How to Complete Campus Clarity: Think About It

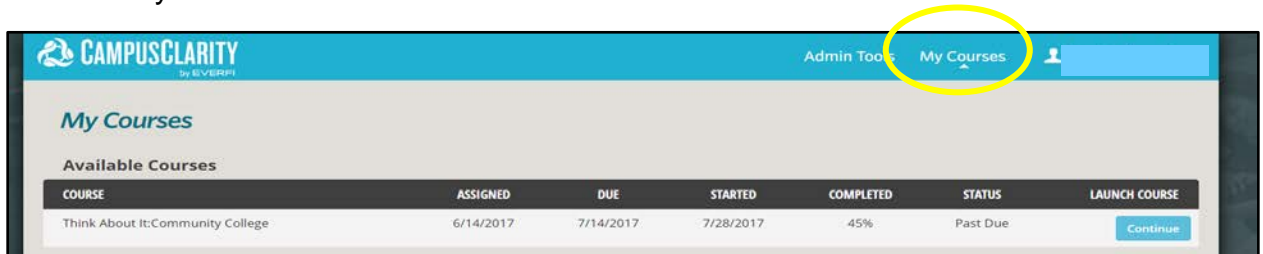
1. Go to <https://home.campusclarity.com/>
2. Click on the Login to Training Button



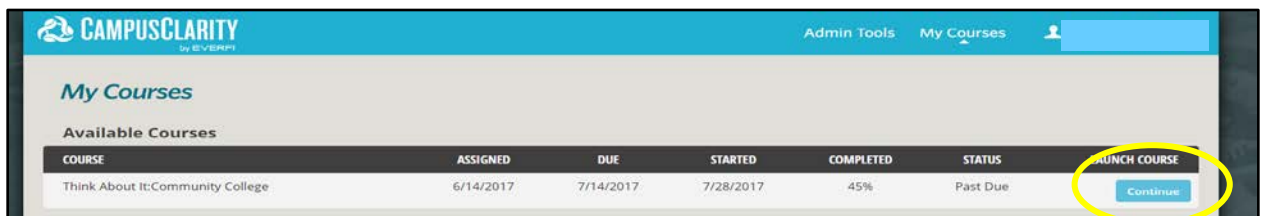
3. Enter your college email address, then click Continue



4. Follow the instructions to create your account.
5. Click on My Courses



6. Click on Start Launch Course



# How to Research Your Textbooks

## 1. What info do I need?

Course prefix, number and section (e.g. ENGL 1010-05) for each class

## 2. Where do I find it?

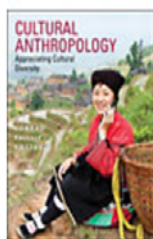
At the bookstore website - <https://www.bkstr.com/sheridanstore/home/en>

Click on the 'Books' link to enter the information about your courses.

Remember that Distance Learning = online.

## 3. Make your selection.

**Search on  
ISBN if  
compariso  
n shopping**



Author: Kottak  
Edition: 16th  
ISBN: 9780077861537

	Type	Buy/Rent	Option	Rental Period	Provider	In Stock ?	Your Price
<input type="checkbox"/>	PAPERBACK	BUY	NEW			✓	\$271.25
<input type="checkbox"/>	PAPERBACK	BUY	USED			✓	\$203.50
<input type="checkbox"/>	PAPERBACK	RENT	NEW	Due: 5/11/18		✓	\$217.00
<input checked="" type="checkbox"/>	PAPERBACK	RENT	USED	Due: 5/11/18		✓	\$108.50
<input type="checkbox"/>	Digital	RENT		180 Days	McGraw-Hill	✓	\$82.19

## Your Sheridan College Bookstore



Convenient  
Book buyback  
School supplies  
Charge against your excess  
financial aid awards

Buy at the bookstore or order online at  
<https://www.bkstr.com/sheridanstore/home/en>.

Have them shipped to your door or saved to  
pick up in the store.

**Books are expensive – Shop smart!**





# Access and purchase all your course materials in one place

Save your brain for the tough stuff and buy or rent your materials easily and simply.

1

On [www.sheridan.edu](http://www.sheridan.edu)  
Log into [MyNWCCD](#)  
account. Under My  
Courses select the  
**Follett Discover** link.

2

Select **Purchase**  
and choose from  
rental, used, digital  
or new textbooks.

3

Select **FREE in-**  
**store pick-up or**  
**ship directly to**  
**you**

Follett Discover will not be accessible through [www.sheridan.edu](http://www.sheridan.edu) website until **August 15<sup>th</sup>**.

Textbooks are also listed by course at the Bookstore site, [www.sheridancshop.com](http://www.sheridancshop.com)

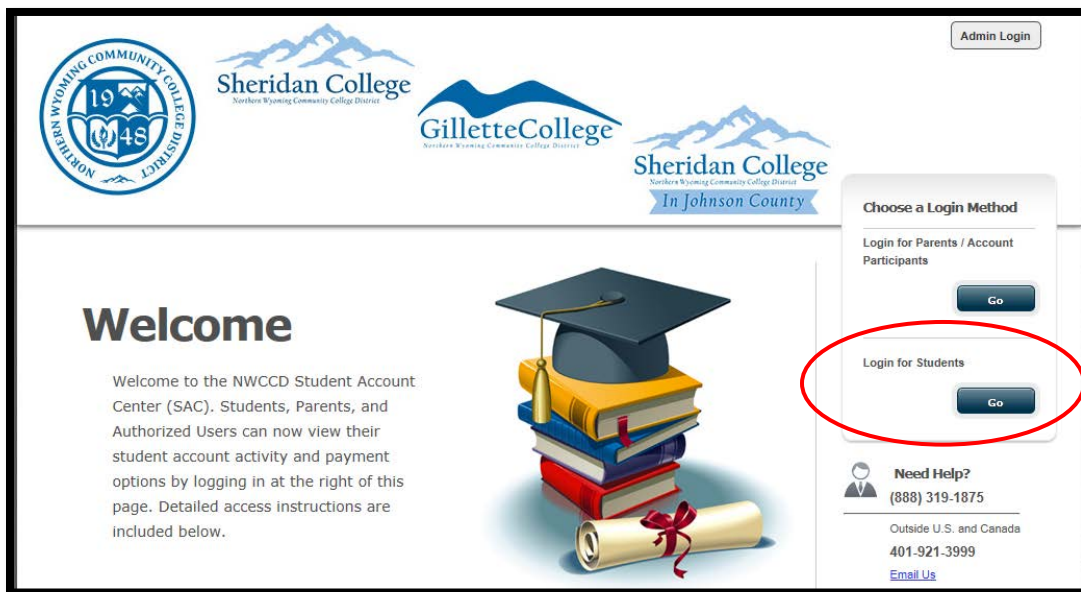
If you have questions, please contact the bookstore at [1290mgr@follett.com](mailto:1290mgr@follett.com) or 307-675-0241.

## **How to Access your Student Account Center (SAC) and Manage Your Student Finance Information**

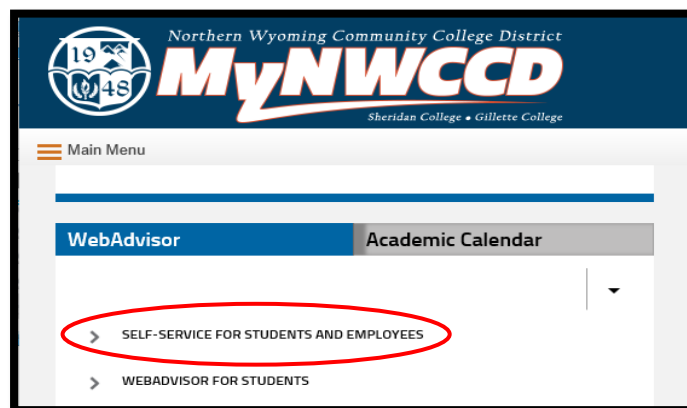
NWCCD does not mail statements, so be sure to check your Student Account Center (SAC) or Self-Service for Students to get up to date information regarding your student account.

Your Student Account Center (SAC), provided by Tuition Management Systems (TMS), allows you make one-time manual payments and create and manage automated payment plans. You can access your SAC directly or through MyNWCCD. See below for information on how to do this.

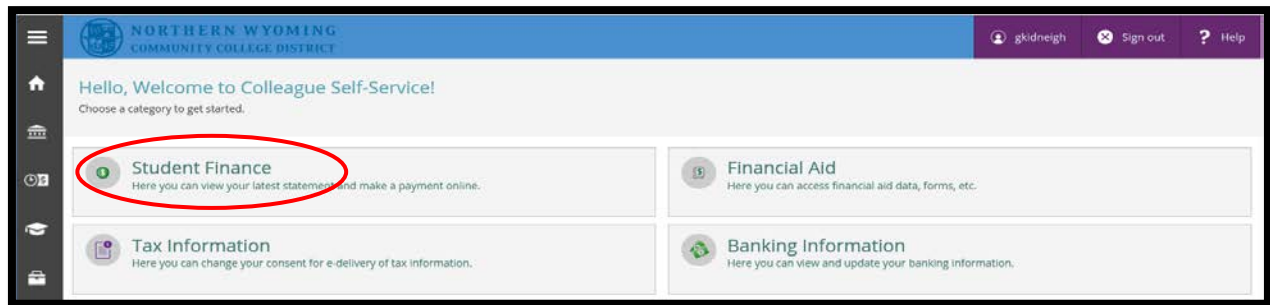
1. Access SAC directly by logging into <https://nwccd.afford.com> with your college username and password.



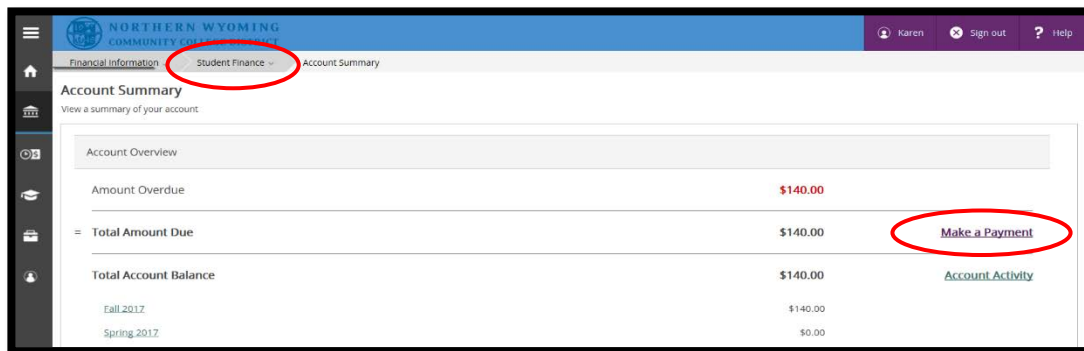
2. To log into SAC through MyNWCCD, scroll down on the home page and click the "Self-Service for Students and Employees" link, located on the left side of the page.



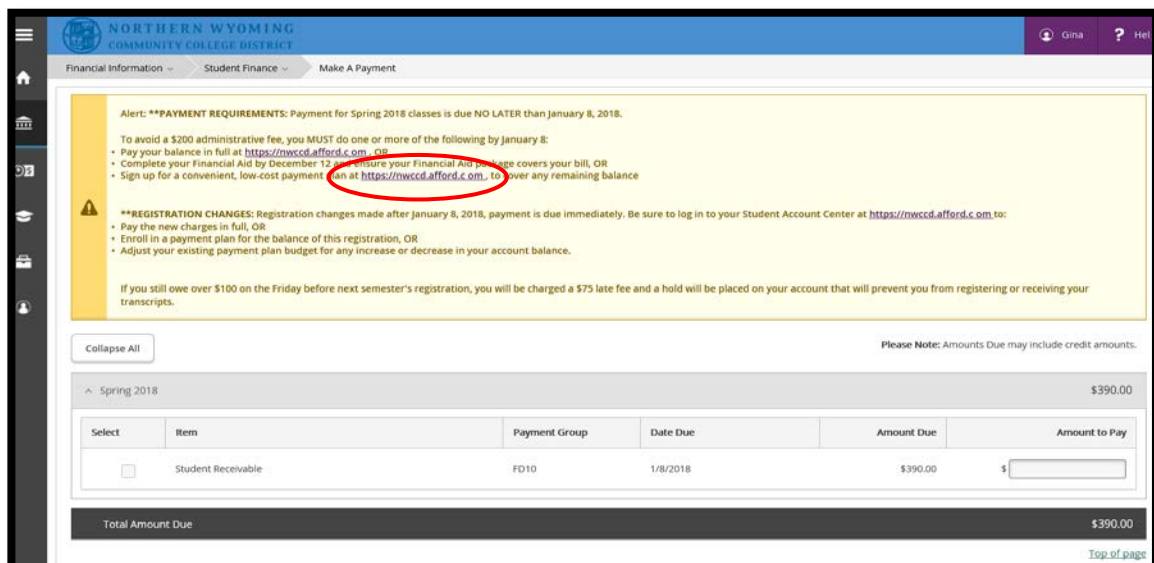
Log in with your username and password. Here you can manage your account, plan & register for classes, check your financial aid, update your user profile, and many other things. Click on “Student Finance” to see your account summary.



- a. This page shows your account summary by terms. You can click on any term to get the detail of all of your account activity (see “C” below for an example), or you can click “Make a Payment” from this page.

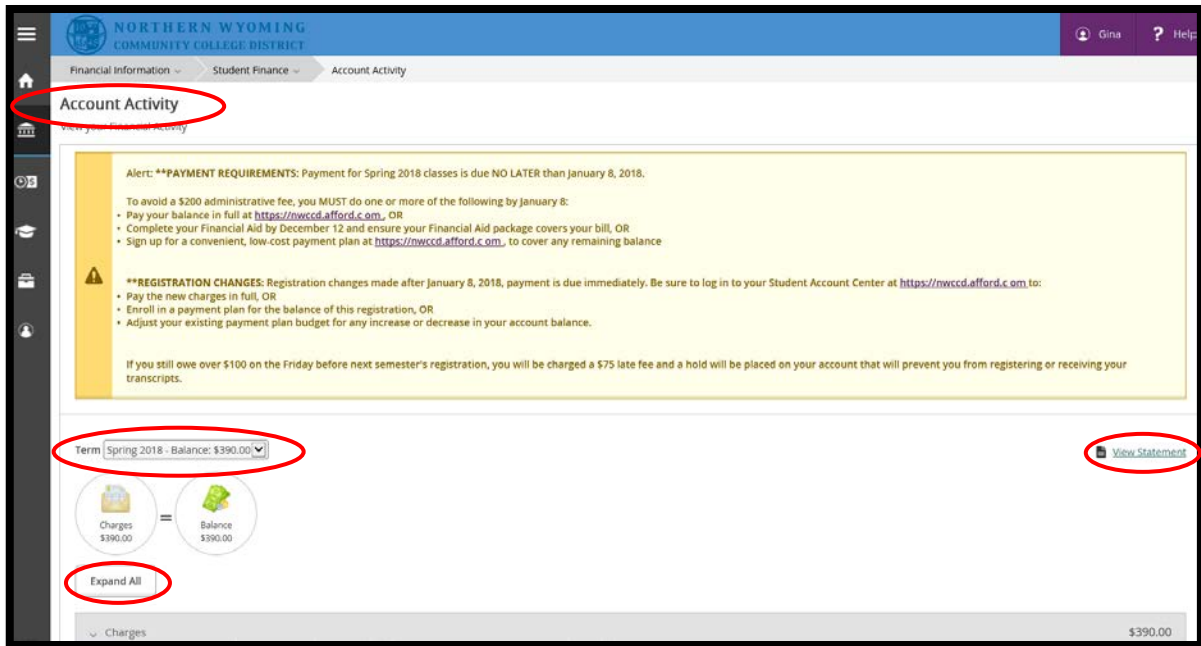


- b. On the Make a Payment page, you will see Business Office alerts regarding **payment deadlines**, **late fees** and **restrictions**. To pay your balance or set up/manage a payment plan in your Student Account Center (SAC), click on any one of the web links in the Alert box.





- c. On the Account Activity page you can view detailed information regarding charges (tuition, fees, housing, etc.), payments, financial aid, sponsor billing, class schedule, etc. Select the term from the drop down window and click on Expand All for the details. If you need to print your statement, click on View Statement.



If you have any questions or need assistance, please contact the friendly staff in the Business Office. We are always...

*At Your Service!*

Sheridan Campus  
Whitney Building, 133F  
(307) 675-0336

# **Paying Your College Bill**

Welcome to NWCCD – Sheridan College!

Your success at NWCCD is important to us! We hope that you are ready to make the most of your educational experience by taking full responsibility for your role in the teaching/learning process. Whether you are taking classes for personal enrichment or career advancement, you will, undoubtedly, benefit from the countless opportunities a college education can open up for you!

A commitment to your college education also involves a financial obligation to cover the cost of your classes. Charges for tuition and fees are made to your student account at the time of registration. We are here to help you find a way to afford college!

**\*\*PAYMENT OPTIONS:** For your convenience, NWCCD now offers three options to help you pay your college bill:

- Complete your FAFSA application and other Financial Aid requirements to determine all of the Financial Aid and scholarships you are eligible for. Check in with our helpful Financial Aid Counselors early, and check your status through your Self-Service account, and/or
- Sign up for a convenient, low-cost payment plan for any remaining balance at <https://nwccd.afford.com>. This option allows you to take advantage of a short-term, no interest, automatic payment plan service. Enroll early for the smallest payments over the longest period of time, or
- Pay your balance in full in the Business Office, or online at <https://nwccd.afford.com>.

**\*\*REGISTRATION CHANGES:** For registration changes made after classes start, payment is due immediately. These options are available for covering your increased bill:

- See our friendly Financial Aid Counselors to have your aid adjusted.
- Enroll in a convenient payment plan at <https://nwccd.afford.com>.
- Adjust your existing payment plan budget for any increase or decrease in your account balance.
- Pay the new charges in full at the Business Office or online through <https://nwccd.afford.com>.

Insufficient Funds Fee - You will be charged a \$30 fee if your paper or electronic check payment is rejected due to insufficient funds.

Late Fee – Students who have not signed up for a payment plan or paid their balance in full by September 17, 2018, will be charged a non-refundable late fee of \$145.

# How to Get Connected/Involved on Campus

You have many options when it comes to getting involved with your campus community. We encourage you try something new or expand on a current interest.

## **Attend an on-campus event:**

With nearly 500 activities throughout the year you are sure to find something that catches your interest.



Magicians, laser tag, comedians, dances and more!  
We offer something fun for everyone.



Open Gym up to five nights every week, tournaments and off campus events.  
Everyone is welcome no matter what skill level.



We offer day trips, educational activities and gear rental.



The voice of our resident students, this group is all about making our campus feel a bit more like home. Hosting events such as Trick or Treating on campus and the annual Super Bowl Party.

## **Leadership Opportunities:**

**Student Government Association (SGA):** Your voice to the administration. A great leadership opportunity. All students are welcome.

**Student Employment:** Learn new skills and meet new people. Working on campus is a great way to not only earn some extra cash but to make connections all over the school.

**National Society of Leadership and Success (NSLS):** Become part of the nation's largest leadership honor society. NSLS is an organization that helps people discover and achieve their goals.

**Phi Theta Kappa (PTK):** Specifically for students at two-year colleges PTK provides opportunities for students to grow as scholars and leaders.

## **Join a Club:**

**Student Clubs and Organizations:** There are a variety of clubs on campus based on shared interests whether it be academic or just for fun. We also accept new club applications if you want to start your own.

# ***ADD US ON SNAPCHAT!***

**THROUGH SNAPCODE**



***OR*** @ ***sccampuslife***

FIND OUR EVENTS AT



SC Campus Life



sheridancollegewy

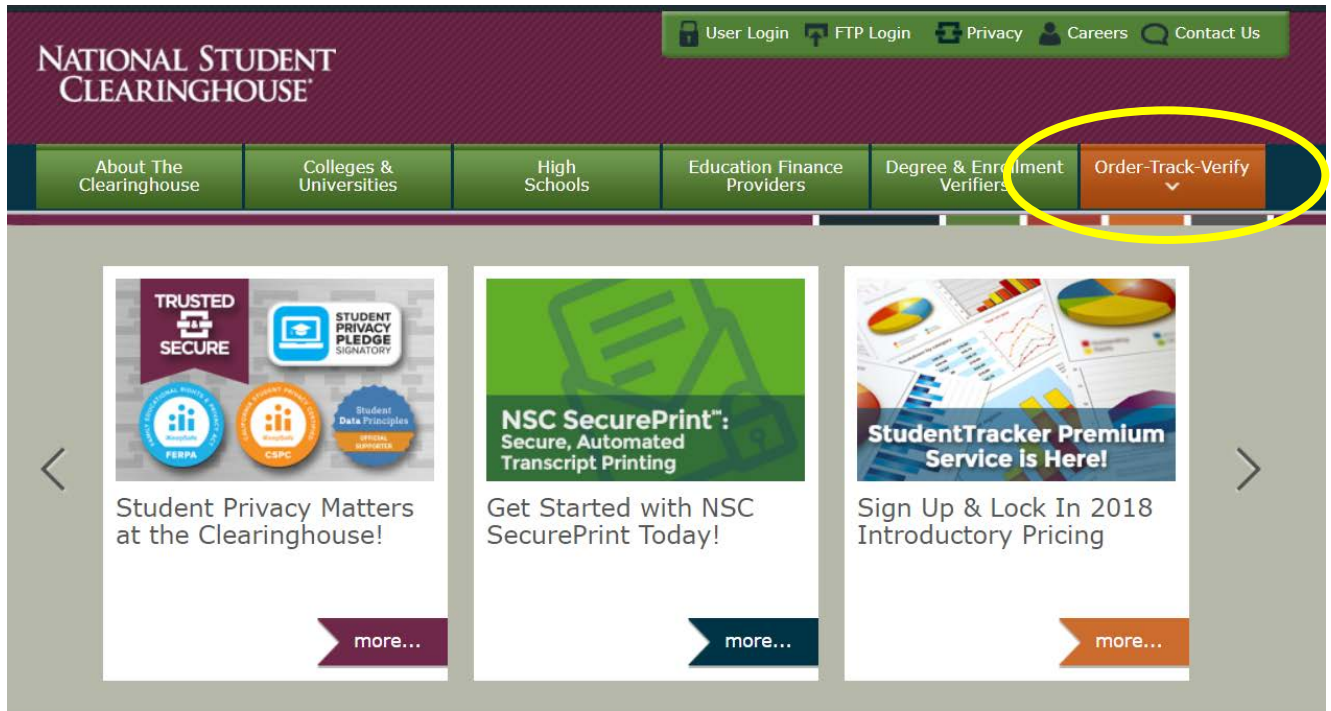


sccampuslife



# How to Request Your Official NWCCD Transcript

1. Access <http://studentclearinghouse.org>
2. Click the orange Order-Track-Verify button on the toolbar.






3. Select Order or Track a transcript from the drop down menu.
4. Select Northern Wyoming Community College District from the drop down menu.

The image shows the 'Transcript Ordering Center' page. At the top, there is a dark purple header with the logo on the left and a green navigation bar on the right containing links for Accessibility, Help, Contact, and Home. Below this is a dark blue banner with the text 'Transcript Ordering Center'. Underneath the banner is a 'System Messages' section with a message: 'Important Information : Due to high volume of transactions in January your transcript order may take additional time to process.' Below the system messages is a section titled 'Order or Track a Transcript'. It contains the text: 'Ordering and tracking a transcript has never been so quick and easy. On the list below, select the college or university from which you want to order a transcript or track an existing transcript order, then select Submit.' At the bottom of this section is a form with a label '\* I want to order a transcript from:' followed by a dropdown menu showing 'Northern Wyoming Community College District' and a green 'Submit' button.

5. Follow the instructions on the screen to complete your order. The cost is \$5 for electronic and \$10 for mail effective June 1, 2017. Mail will be limited to 3 copies. A debit or credit card may be used.

Transcript Ordering Center



[Accessibility](#) [Help](#) [Log Out](#)

System Messages

**Important Information** : Due to high volume of transactions in January your transcript order may take additional time to process.

Welcome to Transcript Ordering

Northern Wyoming Community College District – Sheridan College and Gillette College – is pleased to offer transcript ordering services through National Student Clearinghouse.

Sending your transcript to another college? Send it electronically. A list of receiving colleges will be provided to you. Electronic delivery is faster and preferred.

Sending your transcript to an employer or other individual? Send it electronically. Provide a receiving email address and the recipient can download your transcript the same day.

Effective June 1: Paper transcripts \$10, Electronic transcripts \$5.

Track Your Order

Your Transcript Order #:

[Help](#)

Your Email Address:

[Help](#)

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

You can pay for your transcript order, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank. Order updates will be sent to you via email and, if you choose, text messages. You can also track your transcript order online.

**The following may be required to order a transcript online:**




- ✓ A major credit or debit card
- ✓ An email account
- ✓ Your signed consent

[Start](#)

Questions? Check [FAQs and Transcript Ordering Help \(select here\)](#).



Transcript Ordering Center

[Accessibility](#)
[Help](#)
[Log Out](#)

System Messages

*Important Information* : Due to high volume of transactions in January your transcript order may take additional time to process.

Enter Personal Info

Select Recipient

Enter Recipient Details

Review Order

Enter Payment Info

Sign Consent

Enter Your Personal Information

Items marked with \* are required.

Enter Your Information

Current Name:

\* First Name:

Middle Name:

\* Last Name:

\* Date of Birth:

Name While Attending School:

(if different from current name)

First Name:

Middle Name:

Last Name:

mm/dd/yyyy (with or without slashes)

Your school requires one or the other of the following personal identifiers.

Student ID (7 digits) :

Social Security Number:

You can enter the SSN either with or without dashes.  
Example: 123-45-6789 or 123456789

Confirm Social Security Number:

The Records Office is no longer printing transcripts.

# How to Make an Appointment Using Appointment Assistant

Follow the link inside your MyNWCCD account  
for online appointment scheduling



## Create an Account:

- Click Register. You must use your Sheridan.edu email address and password.

**On Appointment Assistant, you can make appointments for:**

- ❖ Advising
- ❖ Financial Aid
- ❖ Testing Center
- ❖ Veterans Center
- ❖ Writing Center

t:

- Use the drop down menu to select the office you need to visit.
- Select the week by using the arrows or click on the calendar icon.
- Click a white “available” box for the person you want to see. Complete and submit.

**Create a New Account**

Fill out the form below in order to create a new account on this system. Questions marked with a \* are required.

Email Address:	testitstudent@live.sheridan.edu
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
What is your student ID number?	<input type="text"/>

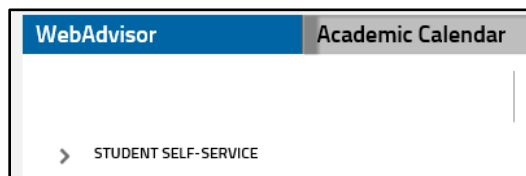
**Email Options**

Send an Email:	When I make an appointment. <input type="button" value="Yes"/>
	When I modify an appointment. <input type="button" value="Yes"/>
	When I delete an appointment. <input type="button" value="Yes"/>
	When an announcement or mass email is sent. <input type="button" value="Yes"/>
	To remind me of my upcoming appointment. <input type="button" value="Yes"/>
Include iCal Link? ⓘ	<input type="button" value="No"/>
Text Message Options:	<p>You have the <b>option</b> of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit cell phone number and select your carrier below.</p> <p><b>Charges may be incurred by sending text messages to your cell phone.</b> You are agreeing to be responsible for such charges by using this optional feature.</p> <p>CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY): <input type="text"/></p> <p>CELL PHONE CARRIER: <input type="button" value="-- select carrier --"/></p>

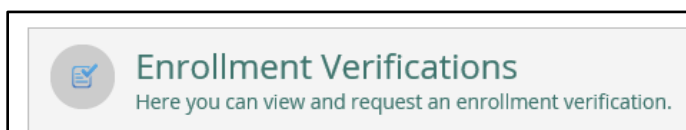
# How to Request Your Enrollment Verification

When do you need an enrollment verification? Anytime you need to provide proof of enrollment. This includes health insurance coverage, car insurance, scholarship, etc.

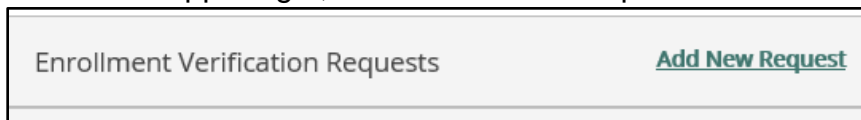
1. Log into your MyNWCCD account (<http://www.sheridan.edu/mynwccd/>).
2. Under WebAdvisor, select Student Self-Service.
3. You will need to log in again to the Self-Service link.

A 'Sign In' form with a title 'Sign In'. It contains two input fields: 'User name' with a person icon and 'Password' with a lock icon. Below the fields is a green 'Sign In' button.

4. Once in the portal, select the Enrollment Verifications Tab.



5. Next in the upper right, select Add New Request.



You may also view your previous requests and the status of these requests on this screen.

6. Enter the information regarding where to send the enrollment verification.

Please complete the form below to request an enrollment verification. For more information please contact the Registrar.

Recipient \*


Address \*

☐ Outside US/Canada

Address Line 1 \*

Address Line 2

City \*

State/Province \*  

ZIP/Postal Code \*

Copies \*

Comments

[Cancel](#)

7. Click Submit.

Enrollment Verifications are processed the next business day of submission of the request.

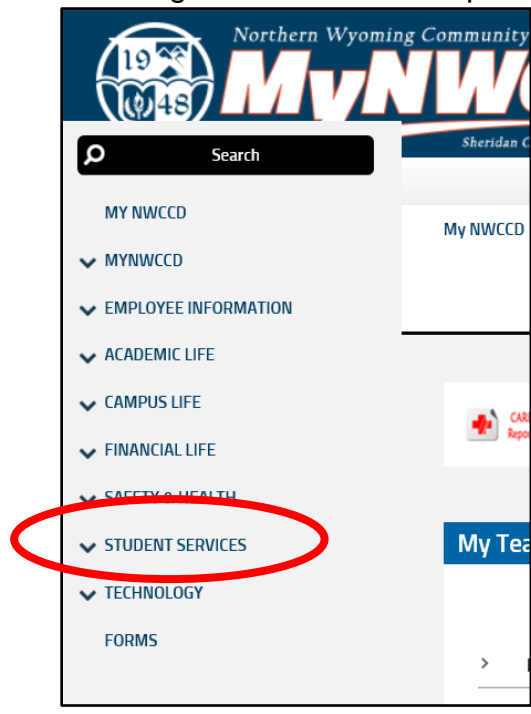
# How to Apply for Jobs on Campus

Sheridan College offers students the opportunity to work on-campus or off-campus as positions are available while attending college. Student Employment is funded by approved college budgets or by the Department of Education through the Federal Work Study Program. All students enrolled in 6 credits or more with a cumulative GPA of 2.0 or greater are eligible for employment on the Sheridan Campus. To view positions and apply, go to the Student Employment Information Site on MyNWCCD.

1. Once logged into MyNWCCD, hover over the three lines (called the hamburger) in the upper left hand corner. This is the Main Menu.

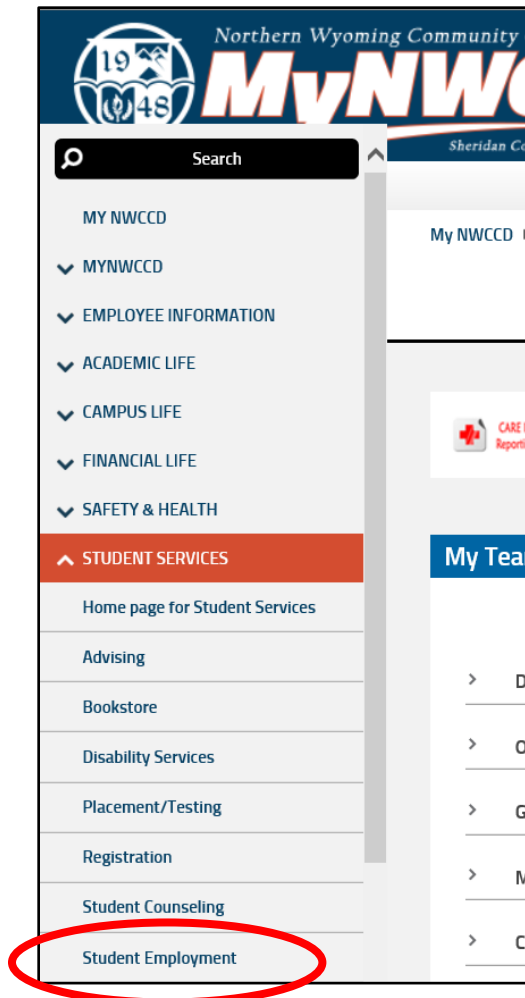


2. Hovering over the lines will open the menu. Click on Student Services



*2017/2018  
Posted 35 Campus  
Positions  
Posted 6 Off-Campus  
Positions  
Hired 160 Students  
Paid \$200,000 in Student  
Wages*

3. Click on Student Employment



**REQUIREMENTS FOR  
EMPLOYMENT**  
*Students must complete  
the form  
I-9, prior to starting. The  
form requires current and  
original forms of  
identification.*

4. To view the job description click on the name of the job. This will open the job description in a Microsoft Word Document.

**Welcome to the NWCCD Student Employment Program**

The Student Employment Program is designed to help students pursue their educational goals by providing employment opportunities. Northern Wyoming Community College District (NWCCD) offers students the opportunity to work on-campus or off-campus while attending the college of their choice, Gillette College or Sheridan College.





- Students must be enrolled in at least six (6) credit hours.
- Students must be in Good Conduct and Academic Standing with the college.
- Students cumulative GPA is 2.0 or greater.
- Students when eligible will be employed through the Federal Work Study Program.

The **Federal Work Study Program** is federally subsidized through the Department of Education. The program provides employment opportunities to eligible undergraduate students with financial need. The Financial Aid Office determines the eligibility for Federal Work Study based on the students Financial Aid record including the completion of the FAFSA.

Sheridan Campus Job Descriptions			
✓	NAME	MODIFIED	MODIFIED BY
✓	SC Math Tutor	August 17, 2017	Stevenson, Michelle
✓	SC Writing Center	April 12, 2017	Stevenson, Michelle





Please check with Financial Aid to determine if you qualify before applying for these Sheridan Campus positions listed below.

Related Links		
✓	EDIT URL	NOTES
✓	Career Cafe	The Career Cafe lists off-campus employment opportunities, while providing tools to assist students in producing resumes, cover letters and pursuing skill development towards career decisions.
✓	Student Employment Application Procedures	From the job search, to submitting an application, through the interview process, to hiring and starting your on-campus position, what you

Sheridan On Campus and Off Campus Positions				
✓	FILE	NAME	MODIFIED	MODIFIED BY
		SC Gallery Assistant SP	... December 18, 2017	Stevenson, Michelle
		SC Scene Shop SP	... December 18, 2017	Stevenson, Michelle
		SC YMCA Afterschool Group Leader	... 6 days ago	Richards, Chanda
		SC YMCA Preschool Teacher Assistant	... 6 days ago	Richards, Chanda

5. To apply for a position, click on the Student Application under Related Links. You have to print out the application and email, fax or mail it in to Human Resources.

Mail to: Human Resources  
 Sheridan College  
 1 Whitney Way  
 Sheridan, WY 82801

Related Links		
✓	EDIT	URL
		Career Cafe
		Student Employment Application Procedures
		Student Employment Application
		Student Employee Responsibilities

**Questions  
 Contact:  
 Michelle Stevenson  
 Human Resources Specialist  
 mstevenson@sheridan.edu  
 307-675-0572**



## How to Sign Up for NWCCD Alert

# Our Campus is Protected by



**NWCCD Alert**

## *Safety in Your Hands!*



- ◆ **DIRECTLY CONNECT**  
to campus safety forces
- ◆ **SEND TEXT, PHOTO OR VIDEO**  
of security concerns
- ◆ **CAMPUS SAFETY ALERTS**  
sent directly to you
- ◆ **DO YOUR PART**  
to help keep our campus safe

**DOWNLOAD the FREE app today!**



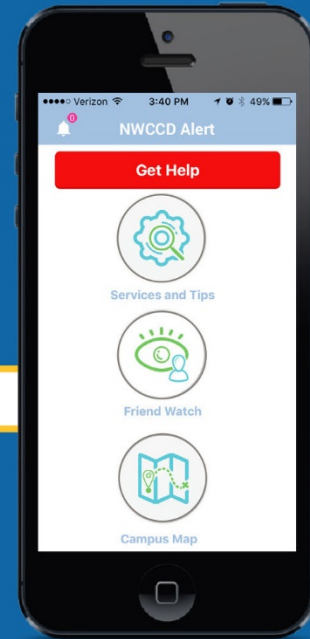
**Powered by 911Cellular**  
**[www.911Cellular.com](http://www.911Cellular.com)**



Our safe campus just got even safer!  
Access tons of safety tools by downloading  
the free 'NWCCD Alert' app.

Powered by 911Cellular

Download 'NWCCD Alert' today!



## Safety Made Mobile!

NWCCD Alert safety application links you directly to  
the campus safety forces.

### NWCCD Alert

1. Download the app from  
either iTunes or Google Play  
(search "NWCCD Alert")



2. Select your institution and  
appropriate group  
(i.e. student, faculty, staff, etc.)

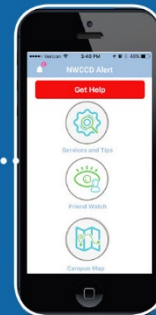


3. Accept terms and allow all  
functions of the application  
for best safety results



4. Fill in profile information  
(only fields marked with \* are required)

5. Explore the app!  
(for best results connect  
to your institution's Wi-Fi)



# How to Respond in an Emergency

## *'At a Glance'* EMERGENCY INFORMATION SHERIDAN COLLEGE

### Emergency Contacts

Emergency ..... 911  
Campus Police ..... 307-675-0250  
City of Sheridan Police ..... 307-672-2413

**IF YOU SEE SOMETHING,  
SAY SOMETHING!**

### AED LOCATIONS (Automated External Defibrillators)

AgriPark — Left of Main Entrance  
Broadway Center — Main Entrance, West Side  
Dome — Left of NW Entrance  
Farrier Barn — South Wall (by restrooms)  
Griffith Mem. Bldg. — SW Entrance (on right)  
Mars Ag. Center — South Entrance (across from restrooms)  
Science Center — SE Entrance (across from restrooms)  
Spear-O-Wigwam Main Lodge — Kitchen Entrance  
Tech Center — Left of Classroom TC 125  
TRCC Downstairs — Right of Information Desk  
TRCC Upstairs — Across from Police Office (by rm. 110)  
Whitney Bldg., Dental Wing — Dental Clinic (left of ramp)  
Whitney Bldg., Main Entrance — Across from Info. Desk  
Whitney Center for the Arts — N. Entrance (right of restrooms)

## VIOLENT THREAT

1. Evacuate if Possible
2. Hide if Necessary
3. Fight if Must

### Emergency Reminders

Employees should feel free to provide appropriate emergency care such as CPR or First Aid.

Do not transport injured students. Call an ambulance!



### **MEDICAL EMERGENCY**

1. Call 911.
2. Provide FIRST AID if you feel comfortable doing so.

### **FIRE ALARM / FIRE or EXPLOSION**

1. Stop all activity.
2. Evacuate the room and relocate.
3. Follow the evacuation plan posted in each room.

### **BIAS-RELATED INCIDENT**

1. Call 911 or Campus Police 307-675-0250.
2. Preserve all evidence (where applicable).

### **SEXUAL ASSAULT**

1. Call 911 or Campus Police 307-675-0250.
2. To report anonymously, call (307) 672-7471.
3. Preserve all evidence (where applicable).

### **BOMB OR SUSPICIOUS DEVICE**

1. Evacuate the area and relocate.
2. Follow the evacuation plan posted in each room.

### **CHEMICAL SPILL and/or GAS LEAK**

1. Call 911.
2. Evacuate the area and relocate.
3. Follow the evacuation plan posted in each room.

### **VIOLENT THREAT**

1. Evacuate if possible.
2. Hide if necessary.
3. Fight if must.

**IF YOU SEE SOMETHING,  
SAY SOMETHING!**

### **Sign up for NWCCD Alert mobile app!**

1. Go to the App Store or Google Play
2. Download the App "NWCCD Alert"
3. Once downloaded, open the app
4. Follow prompts to create profile
5. Explore resources



## **Section 3: Forms to Complete**

- FERPA Release
- Release of Information
- Direct Deposit
- Goal Setting Worksheet





**Authorization of Release**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**  
**(FERPA)**



Last Name **(PLEASE PRINT)**

First Name, MI

Student ID

As a Federal law, the Federal Educational Rights and Privacy Act of 1974 (formerly known as the Buckley Amendment) protect the privacy of student education records. To release information not identified as directory information, written permission from the eligible student is required in order to release any information from a student's education record.

**SECTION A. Education records to be released (check all that apply):**

- ☐ **Financial Aid Information** (awards, application data, disbursements, eligibility, financial aid academic progress status)
- ☐ **Loan Information** (University-maintained loan disbursements, billing and repayment history [including credit reporting history], communication history, balances, collection activity)
- ☐ **Billing Information** on my student account (i.e. cost of tuition, fees, room & board, and any payments made and amounts still due)

**SECTION B. Person(s) to whom access to education records may be provided:**

Name of individual/organization	Relationship to student
Name of individual/organization	Relationship to student
	<i>Program Participant</i>
Student Support Services (TRiO)	Relationship to student

**SECTION C. Duration of release (check one):**

- ☐ **One-Time Use:** This authorization can be used only once.
- ☐ **Limited Use:** This authorization expires on:

**SECTION D. Purpose of release (check one):**

- ☐ **Family Communications**
- ☐ **Employment**
- ☐ **Admission to an Educational Institution**
- ☐ **Other** (please specify):

I understand that by signing this release, I am waiving my right to keep this information confidential under the Family Education Rights and Privacy Act (FERPA). I certify that my consent for disclosure of this information is entirely voluntary. I understand this consent for disclosure of information can be revoked by me in writing at any time, but will not affect the information released under my previous consent. If I wish to make any changes to my consent for release, I understand I will need to submit a new form.

Student's Signature

Date

**Return This Form:**

**By Mail:**  
Sheridan College  
Financial Aid Office  
1 Whitney Way  
Sheridan, WY 82801

**By Fax:**  
(307) 675-0678  
*Attention: Financial Aid*

**By Mail:**  
Gillette College  
Financial Aid Office  
300 West Sinclair  
Gillette, WY 82718

**By Fax:**  
(307) 681-6595  
*Attention: Financial Aid*

# Release of Information

Sheridan College  
PO Box 1500  
Sheridan, WY 82801  
(307) 674-6446



Gillette College  
300 W. Sinclair Street  
Gillette, WY 82718  
(307) 686-0254

## Release of Information

Name: \_\_\_\_\_ ID # \_\_\_\_\_ Date: \_\_\_\_\_

I give my permission to release directory information which includes name, address, e-mail, telephone number, campus, program of study, dates of attendance, degrees and awards, date and place of birth, previous schools attended, participation in officially recognized sports and activities, and weight and height of members of athletic teams.

Yes \_\_\_\_\_ No \_\_\_\_\_

(Initials) (Initials)

*"No" for Release of Information means information pertaining to you will not be acknowledged, published, or released to anyone who is not affiliated with the college. (Policy 5035.1)*

*A Student Directory is not published. Student information is not sold or given to businesses for private use.*

Verified \_\_\_\_\_



## Northern Wyoming Community College District Business Office Direct Deposit Form

Please complete all of the information below.

Employee/Student Information	
Employee/Student Name:	
Employee/Student ID#:	
Mailing Address:	
City/State/Zip:	
Email Address:	

Financial Institution Information	
Bank Name:	
Bank Address:	
Bank Phone Number:	
Name on Account:	
Routing Number:	
Account Number:	
Checking/Savings:	

I hereby authorize Northern Wyoming Community College District to initiate Business Office payments through automatic bank deposits, and if necessary, adjustments to my account made in error.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Completed form can be dropped off at the Business Office or mailed to:

Sheridan College Business Office  
1 Whitney Way

Sheridan, WY 82801



**Part One: What do you want to achieve?**

**1<sup>st</sup> Semester Goal:**

**Career Goal:**

**Part Two: Are your goals SMART?**

S Be <b>SPECIFIC</b> about what you want to focus on.	M How will you be able to <b>MEASURE</b> progress?	A Is your goal <b>ACHIEVABLE?</b>	R Is your goal <b>REALISTIC?</b>	T What is your <b>TIMELINE</b> to accomplish this?

**Part Three: How will you know when you have achieved your goal?**

I know I have achieved my goal when:

**Part Four: Identify two resources (people, places, etc) that could help you achieve your goals:**

# Goal Setting



## **Section 4: Campus Resources**

- Advising Services
- TRiO/College Success Program
- Math Center
- Writing Center
- Tutoring Center
- Counseling Services
- Disabilities Services
- Veteran's Center
- NWCCD Policies and Procedures

## **Advising Services**

**Review Your Education Plan**  
**Schedule & Register for Classes**  
**Career Exploration/Change Major**  
**Testing Services**  
**Transfer Information**

**Visit With Your Advisor Once per Semester**



**Convenient walk-in hours  
to visit an advisor**

**Monday - Friday**

**9 am - 11 am**

**Schedule at  
Appointment Assistant**

**[www.sheridan.edu/appointment](http://www.sheridan.edu/appointment)**

**or**

**307-675-0100**



## **College Success Program**

*Engaging students in their success*



### **Our Mission**

TRIO is a federally funded program of the U.S. Department of Education that is designed to be a comprehensive support system for students. TRIO as part of the College Success Program (CSP) at NWCCD, assists participants with enhancing academic skills, increasing retention and graduation rates, and transferring to four-year institutions from community colleges by fostering a climate supportive of student success.

### **TRIO Eligibility**

A student may be eligible for the TRIO program if he or she is a U.S. citizen who is working towards completing a degree, who demonstrates an academic need, and if one or more of the following applies:

- **First generation college student** neither parent has completed a bachelor's degree
- **Limited income** based on current federal guidelines for eligibility
- Documented disability

### **CSP Eligibility**

Any NWCCD student may be eligible for the College Success Program if he or she demonstrates:

- Academic or Personal Need
- Under-Resourced

<b>Program Services</b>	
<b>Academic</b>	<b>Financial</b>
Individual tutoring & academic plans	Financial aid/FAFSA assistance
Supplemental academic advising	Financial literacy training
Study skills development	Recommendation for scholarships
Priority registration	
Academic intervention & advocacy	<b>Career</b>
Academic success workshops	Four-year college visits
	Transfer planning
<b>Personal &amp; Professional</b>	Employment preparation
One-on-one mentoring	Networking opportunities
Community service opportunities	
Access to on/off – campus resources	
Student enrichment opportunities	

### How to apply for TRIO

1. Complete the TRIO CSP application online at [www.sheridan.edu/trio](http://www.sheridan.edu/trio) or on your MyNWCCD portal page under Bookmarks.
2. The CSP staff will verify your eligibility and contact you to schedule an interview.
3. We will notify you of your acceptance status based on the information provided in your application and interview.



### What students say about TRIO:

**“My mentor explained and answered my questions thoroughly. She kept in contact with me and made me feel like she cared.”**

**“Thank you so much. If it wasn’t for this program I would have literally probably lost funding and self-confidence. I’m so very thankful for the people and employees here. Thank You.”**

The TRIO, Student Support Services Program is offered through a federal grant of \$232,265 for the fiscal year 2017-18 from the U.S. Department of Education, with facilities and administrative support provided by The Northern Wyoming Community College District.

Northern Wyoming Community College District  
**Sheridan College**  
**Whitney 168**  
**(307) 675-0141**



## **Math Center**



# **MATH CENTER**

## **W201**

**Monday – Thursday 8am – 6pm  
Friday 9am – 3pm**

Stop by the Math Center upstairs in the Whitney Building for help successfully completing your math course. Staffed with friendly faculty and student tutors to help you with math from MATH 0900 through Calculus and Statistics.

No appointment necessary.

There are computers available for your use to work on your homework with tutors available to answer any questions you have.

**Math Help**

---

**No Appointment  
Needed**

---

**Computers  
Available**

---

**Tutors for All  
Math Courses**

---

**MATH CENTER  
COORDINATOR**

Jennifer Nichols

307-675-0724

[jnichols@sheridan.edu](mailto:jnichols@sheridan.edu)

Office: W204J

# Sheridan College Writing Center

Writing Center Consultants are here to help you during every step of the writing process!



**Sheridan College  
Appointment Assistant**

First visit? [Register for an account.](#)  
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to stay logged in: ☐ [?](#)

**Welcome to the Sheridan  
College Appointment  
Assistant!**

To get started, register for an account by  
"Register for an account" link to the left.

Writing Center Consultants can help with: thesis development, brainstorming, MLA and APA citations, essays, lab reports, proposals, scholarships, and more!

**Schedule an appointment with us at  
sheridan.edu/appointment  
or  
Stop by the Writing Center Desk in W161**

## Sheridan College Tutoring Center



**Need extra help in your classes? Don't hesitate!**  
**Contact the Tutoring Center now! We have free,**  
**subject-area tutors ready to help you succeed!**

**Fill out an application for a tutor in  
Kooi Library in the Griffith Memorial Building!**

# **Counseling Services**

Amy Browning, MSW, LCSW  
Counselor/Coordinator of ADA Services  
Whitney 156  
307-675-0122  
[abrowning@sheridan.edu](mailto:abrowning@sheridan.edu)

Sheridan College offers free counseling and referral services to all students. Counseling assists you to manage personal and situational crises, and counseling can help you learn strategies to manage challenges and meet your goals.

We seek to provide and connect students to holistic mental health services by educating, empowering, and supporting students in meeting their goals.

Counseling with a trained professional can help you manage:

- Stress
- Test Anxiety
- Depression
- Social Phobias
- Obsessive Thinking
- Loneliness
- Self-Injury and Cutting
- Experiencing/Witnessing a Traumatic Event
- Alcohol/Drug Abuse
- Relationship Problems
- Suicidal Thinking
- Gender Identity
- Sexual Assault
- Anger Management
- Parent/Family Issues
- Excessive Worrying
- Perfectionist Thinking
- Grief/Loss
- Panic Attacks

## **How to make an appointment**

1. **Call** 307-675-0122
2. **Email** [abrowning@sheridan.edu](mailto:abrowning@sheridan.edu)
3. **Visit** Whitney 156

# **Disability Services**

Amy Browning, MSW, LCSW  
Counselor/Coordinator of ADA Services  
Whitney 156  
307-675-0122  
[abrowning@sheridan.edu](mailto:abrowning@sheridan.edu)

The Sheridan Disability Services facilitates inclusion and equal access for all students and provides accommodations to students with disabilities.

The Sheridan College Disability Services assists students by providing reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504, the Rehabilitation Act of 1973, and its amendments.

All accommodations at NWCCD are based on appropriate documentation, initial paperwork, the initial meeting, the student's needs, and recommendations from a qualified health care provider. The process is unique to each student; one student's accommodations may be different from those of another student.

Allow plenty of time for the accommodation process. Although some accommodations can take less than a week to set up, others can take as long as three to six weeks.

## **Steps to Request Accommodations**

### **Step 1: Self Identifications**

Contact Disability Services if you have a disability and want to request accommodations and/or classroom modifications. If you want, you can complete the Disability Services Intake Form and bring it to your appointment with the Disability Services office.

### **Step 2: Appropriate Documentation**

Disability Services must receive appropriate documentation from a qualified health care provider. This documentation should include a formal diagnosis that identifies specific functional limitations created by the diagnosed disability. It should also include recommendations for academic accommodations. Documentation should be current within three years; however, there are a few exceptions.

### **Step 3 and 4: Eligibility and Accommodations**

Documentation will be reviewed (along with information received in the initial appointment) to help determine eligibility. Once eligibility is determined, a meeting will be scheduled with the student to explore academic challenges and reasonable accommodations that can help equalize learning opportunities. To best help with

accommodations, students should bring their documentation and upcoming course schedule with them to their initial Disability Services appointment.

### **Step 5: Notification/Accommodation Letter**

Accommodation letters are written by Disability Services and given to students to give to their instructors. These letters clearly state which accommodations are to be implemented in the classroom. Students are advised to meet with their instructors as soon as possible to discuss their accommodations. Instructors will be asked to contact the Disability Services office to let us know the accommodation letter was received. Students need to come to the Disability Services office each semester for new accommodations letters.

#### **Sample Accommodations (not a complete list)**

- Extended Testing Time
- Distraction-Reduced Testing Environment
- Digital Books
- Priority Seating
- Digital Recorders or Smart Pens
- Copy of Instructor Notes
- Sign Language Interpreter

#### **How to make an appointment**

1. **Call** 307-675-0122
2. **Email** [abrowning@sheridan.edu](mailto:abrowning@sheridan.edu)
3. **Visit** Whitney 156



**The Marna M. Kuehne Veterans Center is open to all Veterans, current military, and their dependents.**

- Computer Lab
- Free Printing
- TV/XBOX
- Kitchenette
- Study Tables
- Conference Room



Veterans Services offers academic, social, personal, and job readiness workshops each semester for current students. We also offer technology equipment loans for students to use during the semester.

Tyler Jensen is our Veterans Advisor, dedicated to working with veterans, current military, and their dependents. He can assist students with academic advising, as well as processing benefits.



Contact Tyler at (307) 675-0777 or [tjensen@sheridan.edu](mailto:tjensen@sheridan.edu) to learn more!



## **Section 5: Appendix**

- Academic Code of Conduct
- Student Code of Conduct
- Sexual Misconduct Procedure
- Glossary of Terms Used in Higher Education & at NWCCD

# **NWCCD Academic Code of Conduct**

## **Academic Integrity at NWCCD**

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at NWCCD, and all members of the NWCCD community are expected to act in accordance with this principle. Consistent with this expectation, the college's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the college community not to engage in or tolerate acts of falsification, misrepresentation or deception, or to disrupt the learning environment. Such acts of dishonesty violate the fundamental ethical principles of the college community and compromise the worth of work completed by others.

The Academic Code of Conduct serves to provide accountability to principles of academic integrity. Administration of the Academic Code of Conduct is the responsibility of the District Chief Academic Officer, the Vice President of Academic Affairs (VPAA). Administration also involves Associate Vice Presidents of Academic Affairs (AVPAA), Deans, Chairs, Directors and Faculty members. The purpose of the Academic Code of Conduct is to provide a clear and fair process for addressing incidents of academic dishonesty and student-initiated instructional complaints. At any point within Academic Code of Conduct procedures where a conflict of interest exists, the VPAA will appoint a suitable party to perform relevant duties within the procedure.

All matters concerning the Academic Code of Conduct, including academic dishonesty proceedings and instructional complaints, will be kept on record within the Administrative Coordinator's office on each campus.

## **Student Academic Rights & Responsibilities**

NWCCD students are responsible for knowing the information, policies, and procedures outlined in this document. NWCCD email is NWCCD's primary means of communication with students. Students are responsible for all communication delivered to their NWCCD email address.

NWCCD Students' Rights and Responsibilities enumerate the essential provisions for students' freedom and NWCCD's expectations for students to participate responsibly in the College community. NWCCD has established expectations designed to maximize the learning environment. Each student enrolling in the College assumes an obligation as a responsible member of the NWCCD community to demonstrate conduct compatible with statements of students' rights and responsibilities as follows:

## **Students' Rights**

- Freedom of student participation in institutional governance. The student body will have clearly defined means to participate in the formulation and application of institutional policy (i.e. student government).
- Freedom of access. The facilities and services of the college will be open to all of its enrolled students in accordance with policies and procedures established for use of NWCCD facilities.
- Protection of freedom of inquiry and expression. The College recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of federal or state constitutions. Students are free to engage in peaceful and orderly protest, demonstration, and picketing which does not disrupt the regular and essential operations of the College.
- Freedom of association. Students will be free to organize and join associations to promote their common interests in accordance with policies and procedures for the establishment of organized NWCCD teams and clubs.
- Freedom of student publications. Student editors and managers will be free to develop their own editorial policies and news coverage. The advisor does not review copy unless requested to do so by a staff member. This separation helps protect the institution from legal actions relating to obscenity, criminal or civil libel, or copyright infringement. In addition, the advisor offers ethics training as well as ongoing education to ensure the student newspaper is in compliance with the canons of journalism and journalistic ethics. Specific student publication rights will follow those contained in the current student publication policy and procedures.
- Notification of Rights under FERPA. Students will be informed annually of their right to privacy under the Family Educational Rights and Privacy Act.
- Be informed of course requirements through a written syllabus.
- Be evaluated solely on academic performance as required and outlined by an instructor.
- Experience competent instruction and academic advisement.
- Take exception, in a scholarly manner, to the data or views presented and reserve judgment about matters of opinion.
- Expect protection against an instructor's improper disclosure of a student's views, beliefs, and political associations, which may surface because of the instructor's teaching or advising.
- Be informed with regard to resources and support services available as well as college policies and procedures.
- Expect protection, through established procedures, against prejudiced or capricious evaluation.
- Expect protection against any form of prohibited harassment.
- Be afforded due process, as defined within these procedures, prior to the imposition of serious sanctions including suspension or expulsion.

### **Students' Responsibilities**

- Inquire about program, course, and College requirements if there is a lack of understanding about them or is in doubt about them.

- Adhere to the standards of academic performance established for individual courses and for programs of study.
- Satisfactorily learn the content of any course of study.
- Make up missed assignments in accordance with the course syllabus.
- Understand and meet graduation and other program requirements by reading the catalog and making reasonable efforts to obtain academic advising.
- Fulfill academic responsibilities in an honest and forthright manner.
- Respect and foster the academic and personal endeavors of others.
- Respect the integrity of NWCCD academic and administrative records.
- Know and abide by the behavioral expectations outlined in the Code of Student Conduct.
- Adhere to federal, state, and local laws, along with College regulations, which govern individual actions and relationships among community members.
- Protect and support the personal safety of self and others.
- Demonstrate respect for others in all actions and interactions.
- Show respect for personal, College, and NWCCD Foundation property.
- Contribute to a safe environment within College and NWCCD Foundation property.
- Assist the College in fulfilling its administrative procedures (i.e. registering for classes, checking NWCCD email, obtaining a College ID card, paying bills, etc.).

### **General Misconduct and Academic Dishonesty**

In the event that the conduct of a student violates both the General Code of Conduct as well as the Academic Code of Conduct, the Vice President of Student Affairs (VPSA) and the VPAA shall jointly agree as to which disciplinary process will be used.

### **Examples of Misconduct**

The following list contains examples of academic misconduct, and is not intended to be complete. Note that, although the examples refer to written assignments and exams, the same rules apply to assignments and exams that are administered or presented orally or by some other non-written means.

- Copying from another student's exam or assignment
- Allowing another student to copy from your exam or assignment
- Allowing another student to see your exam or to see part or all of your assignment before you hand it in, unless authorized by an Instructor
- Collaborating on assignments or take-home exams when instruction (or the syllabus) calls for independent work
- Providing or receiving answers to an exam using a system of signals or other means of communication with another student
- Bringing unauthorized materials to an exam without placing them where they cannot be used during an exam
- Altering the answers to, or otherwise tampering with, exams or assignments after they have been handed in, without consent of the Instructor
- Taking an exam or completing part or all of an assignment for another student
- Having another person take an exam for you or complete part or all of one or more of your assignments

- Hiring a ghostwriter to write part or all of an assignment
- Submitting all or part of a purchased term paper as your own
- Using course materials, including lecture notes and excerpts from textbooks, in written assignments without proper citation
- Downloading text, drawings, images, and other materials from the Internet and using these in written assignments without proper citation of the sources
- Copying material without proper citation
- Feigning illness to avoid taking an exam or handing in an assignment on time
- Submitting the same term paper for credit to more than one course without permission
- Reviewing a copy of the regularly scheduled exam prior to taking a make-up exam
- Reviewing a stolen copy of an exam prior to taking the exam
- Providing questions from a test given in one section of a course to students in another
- Receiving questions from a test given in one section of a course from another student in another section before you have taken the test
- Altering or forging an official document
- Disrupting the learning environment in any way
- Refusing to sit in assigned seats for roll or tests
- Plagiarizing
- Cheating or misrepresenting one's self in the online class environment
  - Hiring another person to take an online class in which you are the enrolled student
  - Using banned materials while taking a quiz or test (class notes, textbooks, cellular phone, another browser window, etc.)
- Trafficking in academic material; both distributing and accepting these materials

### **Sanctions for Academic Dishonesty**

The college district may act upon any violation of academic dishonesty within the Academic Code of Conduct. Breaches of academic dishonesty may result in the administration of Lesser or Greater Sanctions. At the point of a student's second Lesser Sanction, the procedure for Greater Sanctions shall be followed:

#### ***Lesser Sanctions***

If a faculty member suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student, the faculty member may elect to require the student to redo the assignment correctly, in accordance with academic standards, or reduce the grade on the assignment. If the assignment grade is lowered to a 'D' or higher, and if the faculty feels no further punitive action is necessary, the incident will be considered a "teachable moment." The faculty member should then document the resolution using the Academic Code of Conduct Violation & Resolution Form that will be kept on file in accordance with the records retention policy.

If, after discussing the matter with the student and the academic supervisor, a faculty member decides to give the student a *failing grade for the assignment*:

- A notice of failure is sent to the student in writing.
- The faculty member will then report the student using the Academic Code of Conduct Violation & Resolution Form.

If, after discussing the matter with the student, department lead, Chair/Director, and others who are deemed appropriate because of academic misconduct, a faculty member decides to give the student a *failing grade for the course*:

- A notice of failure is sent to the student in writing.
- The faculty member will then report the student using the Academic Code of Conduct Violation & Resolution Form.
- A notice of failure is given verbally to the student in person in a meeting with the faculty member and the academic supervisor. The notice should outline the findings of the faculty member issuing the notice of failure and the given grade of "F".
- This notice is copied to the Registrar's office (if a grade of F for the class). The notice of failure makes the student aware of academic standards as well as puts them on notice that further violations of academic misconduct could lead to permanent separation from the college. The Registrar will enter a grade of F for the course regardless of whether a W has already been submitted.

### **Greater Sanctions**

Greater sanctions concern academic dishonesty that is of greater significance than plagiarizing or cheating on a single assignment. Such sanctions may include, but are not limited to, academic trafficking, the accumulation of multiple lesser sanctions, and disruption of the learning environment. Greater sanctions include the following:

- Dismissal from a course
- Dismissal from a program in which a student was seeking a degree
- College suspension
- College expulsion

If a student receives Lesser or Greater Sanctions and is not satisfied with the written decision of the Instructor, s/he may proceed to Step Two of the Academic Dishonesty Procedure, an Informal Hearing with the Academic Supervisor.

If determined to be a student discipline issue, see Student Code of Conduct.

### **Academic Dishonesty Procedure (Student, Staff or Faculty Initiated)**

If academic misconduct is suspected, the faculty member should proceed to Step One: Informal Hearing with Instructor. Student conduct files will be reviewed in every instance of academic dishonesty. The following parties have access to student conduct files: VPAA, AVPAA, Deans, Chairs, Directors, and Administrative Coordinators for Academic Affairs. Students, faculty and staff are also able to bring misconduct complaints regarding students to faculty members with direct instructional responsibility and their Chairs/Directors. Any student, staff or faculty who does not have direct instructional responsibility for a student may submit a written complaint to the affected Instructor if academic dishonesty is suspected. A written description of the violation

must be submitted to the Instructor within five working days of the incident. The affected Instructor will review the complaint. Any previous violations of the Academic Code of Conduct will be taken into consideration. The affected Instructor must make a determination to pursue academic dishonesty proceedings within two working days. If the Instructor decides to proceed, the Instructor will begin with Step One: Informal Hearing with Instructor and have 10 working days to meet with the student after consultation with the Chair/Director.

### ***Step One: Informal Hearing with Instructor***

The Instructor must first speak with the student prior to any action taken to help determine whether the suspicion is warranted within 10 working days of the incident. Before the meeting, the faculty should then confer with their academic supervisor for advisement or clarification of Lesser or Greater Sanctions. The academic supervisor should research prior violations of conduct to determine whether the student has a record of similar misconduct on file to seek further guidance. After review of the incident and consultation with the academic supervisor, the Instructor and academic supervisor will meet with the student to issue Lesser or Greater Sanctions (described above).

If at any point a student has admitted guilt, the student cannot appeal the sanction. If the student is dissatisfied with the decision of the Instructor, s/he may request a formal hearing with the academic supervisor within two working days.

### ***Step Two: Informal Hearing with Academic Supervisor***

If the student is not satisfied with the decision of the Instructor at Step One, s/he may file an appeal within five working days to the Instructor's academic supervisor. The student must submit a written response to the Instructor's decision from Step One, detailing why the student is appealing. The student may also give the academic supervisor any supporting material. The affected Instructor will provide a concise written statement of the offense including any supporting material.

In reviewing the appeal, the academic supervisor may request additional information from the Instructor or anyone else involved. These individuals will have five working days to submit this and any other written information they wish to be considered. The academic supervisor also may conduct face-to-face interviews with the student, the Instructor, and anyone else involved. The academic supervisor will provide a written decision within five working days following receipt of all pertinent information (including the interviews, if conducted). The academic supervisor will send a copy of his/her written decision to the student and the Instructor.

If the student or the Instructor is not satisfied with the written decision of the academic supervisor, then s/he proceeds to Step Three within two working days of the decision.

### ***Step Three—Formal Hearing with Vice President of Academic Affairs (VPAA)***

The VPAA initiates formal hearing procedures in response to an appeal from Step Two. When the VPAA acts on a case, the intent is to handle it in a hearing using discussion,



persuasion, and mediation.

If a student or Instructor initiates the hearing as an appeal from Step Two, then s/he will file the appeal with VPAA within five working days of the academic supervisor's decision in Step Two. The appeal must include a written statement explaining why the decision from Step Two dissatisfies him/her, copies of supporting material from Steps One and Two, the Instructor's written decision from Step One, the academic supervisor's written decision from Step Two, and any new supporting material.

If an Instructor is initiating the hearing in order to impose a greater sanction, then s/he will send the case in writing to the VPAA within five working days of the alleged violation. The written referral from the Instructor will contain a concise statement of the offense (including dates, places, witnesses, and others involved) and a justification for the proposed sanction. Within the same time frame, the respective academic supervisor will supply the VPAA with a written document that indicates his/her degree of support for the proposed sanction. The VPAA will request a written statement from the student(s) charged with the violation or anyone else involved. These individuals have five working days after receiving the VPAA's request to submit any written statements they wish to be considered. The VPAA has the right to request additional information.

The VPAA must conduct the hearing within 10 working days of receiving a request. At the hearing, the student receives in writing the charges and evidence against him/her. The student has the opportunity to offer verbal and additional written information on his/her behalf. The VPAA may impose all sanctions including expulsion and/or recommend changes in the instructional area relating to grading, testing, or other instructional procedures. The VPAA may uphold, rescind, or decrease sanctions given by the Instructor and/or academic supervisor. The VPAA sends a written decision to the student, the Instructor, and the academic supervisor within five working days of the hearing.

For the Instructor and the student, the matter ends with the written decision of the VPAA.

### **Instructional Complaint Procedure (Student-initiated)**

Disagreements between students and faculty may occur over instructional incidents. Such concerns may be related to a contested final grade, violation of the Academic Code of Conduct, instructional design or delivery or matters of free speech. The district's instructional complaint procedure encourages informal solutions to rectify human error, bias, and misunderstandings of intellectual viewpoints. The instructional complaint process is an internal process, so neither Instructor nor student will be accompanied by an attorney. If the complaint involves sexual harassment, then the student must consult the Office of Human Resources.

#### ***Step One: Informal Hearing with Instructor and/or Academic Supervisor***

The informal complaint procedure is a verbal process that the student must start within 10 working days of the alleged incident or disagreement. The student should meet

initially with the concerned faculty member. During this initial meeting, the student is responsible for explaining why he/she believes an incident has occurred, detailing the problem, and presenting supporting materials, if appropriate. The student is welcome to bring an advocate to the meeting (e.g., a person associated with the college). The Instructor is responsible for considering the complaint presented by the student and for striving to resolve the difficulty. The student has the obligation of listening to and considering the Instructor's viewpoint.

In the event a student is uncomfortable interacting with an Instructor, s/he may pursue the informal complaint with the appropriate Chair/Director. The Chair/Director may meet privately with the student and subsequently with the Instructor, or the Chair/Director may schedule and attend a joint meeting with both. The aim of the Chair/Director's involvement is to facilitate informal resolution of the problem. If the student has a complaint specifically about the conduct of a Chair/Director, the student is encouraged to discuss the point with the Chair/Director during office hours or other agreed upon time. In the event a student is uncomfortable interacting with the Chair/Director, the AVPAA will refer the student to another Chair/Director.

At the beginning of the information hearing, the concerned Instructor or academic supervisor must initiate the Instructional Complaint Tracking Form and submit it to the AVPAA. The informal process ends with either the Instructor or the Chair/Director notifying the student of the problem's resolution within 10 days of the initial informal meeting. The AVPAA will not hear an informal complaint about an instructional disagreement or incident unless the complaint is against the Chair/Director. The informal process can resolve most misunderstandings and problems. If the outcome of Step One dissatisfies the student, then s/he proceeds to Step Two.

### ***Step Two: Written Complaint to Instructor***

If the student cannot resolve a complaint or problem concerning an instructional incident using the informal complaint process described in Step One, the student may file a formal complaint. The formal complaint begins with the student filing a written statement with the Instructor within five working days after the failure to resolve the complaint informally (the day the Instructor or academic supervisor notified the student of his/her resolution). The written statement must contain the following:

- A concise statement of the complaint
- An explanation of why an instructional incident or disagreement has occurred
- Evidence that supports the argument, including copies of corrected papers, examinations, projects, etc.
- The outcome sought by the student

The Instructor will have five working days to respond to the formal complaint in writing. If the student is satisfied with the result, then the process is done. If not, s/he proceeds to Step Three.

### ***Step Three: Written Appeal to Academic Supervisor***

If the student is not satisfied with the written decision of the Instructor at Step Two,

he/she may file an appeal within five working days to the Instructor's Chair/Director. The student submits the following in Step Three:

- The written statement of the complaint and copies of the supporting materials at Step Two
- The written response from the Instructor at Step Two
- A written statement explaining why the decision at Step Two dissatisfies the student, with copies of any new supporting material

In reviewing the complaint, the Chair/Director may request a written statement from the Instructor or anyone else involved. These individuals will have five working days to submit this and any other written information they wish to be considered. The Chair/Director will provide a written decision within five working days following receipt of all pertinent information (including face-to-face interviews if necessary) but no longer than 15 working days following the receipt of the complaint. The Chair/Director will send copies of his/her written decision to the student and the Instructor.

If the student and Instructor are satisfied with the result, then the process is done. If not, then either party may proceed to Step Four.

#### ***Step Four: Written Appeal to Vice President of Academic Affairs***

If the written decision at Step Three dissatisfies the student or the Instructor, then either party may file an appeal to the VPAA within five working days. The complainant must submit the following in Step Four:

- The written statement of the complaint and copies of the supporting materials at Step Two and Step Three
- The written response from the Instructor at Step Two
- The written response from the Chair/Director at Step Three
- A written statement explaining why the decision at Step Three dissatisfies the student or the Instructor, with copies of any new supporting material

In reviewing the complaint, the VPAA may request all materials gathered by the Chair/Director and may conduct face-to-face interviews with any or all parties involved with the complaint. The VPAA must receive any requested statements within five working days. The VPAA may use additional time if necessary to gather and review pertinent information; unless otherwise notified of the reason in writing, the student or the Instructor may expect to receive a written decision from the VPAA within 10 working days following the receipt of all pertinent information. The VPAA sends copies of his/her written decision to the student, the Instructor, and the Chair/Director.

For the all involved parties, the matter ends with the written decision of the VPAA.

#### **Annual Review of Dishonesty Proceedings and Instructional Complaints**

Within two weeks of final commencement ceremonies at the end of the academic year, the VPAA, AVPAAs, Deans and Academic Chairs/Directors will review the year's dishonesty proceedings and instructional complaints. Maxient reports will be made available to the review team. All complaints and proceedings will be reviewed for the

purpose of making further improvements to processes and policies. Process and policy proposals will be submitted at the beginning of the following academic year.

**Attachments Below:**      **Academic Code of Conduct Violation & Resolution Form**  
   **Instructional Complaint Tracking Form**  
   **Academic Year Tracking Spreadsheet**

## Academic Code of Conduct Violation & Resolution Form

### To be Filled Out by Administrative Coordinator for Academic Affairs:

Date of Incident: 3/27/2018      Is Incident within Appropriate Timeframe?   ☐ Yes   ☐ No  
(Academic Dishonesty Procedure must be initiated within five working days of the incident)

Does student have previous violations?   ☐ Yes   ☐ No

Description of Current Violation: [Click or tap here to enter text.](#)

### To be Filled out by Faculty

☐ Lesser Sanction

**Action**   ☐ Submit CARE Report

**Sanction**   ☐ Teachable Moment   ☐ Failing Grade: Assignment   ☐ Failing Grade: Course

**Follow-up**   ☐ Written Notice sent to Student  
                         ☐ Written Notice sent to Registrar (only if student failed course)  
                         ☐ Complete Conduct Violation Form and submit all materials to AVP for review

☐ Greater Sanction

**Action**   ☐ Submit CARE Report

**Sanction**   ☐ Course Dismissal   ☐ Program Dismissal   ☐ Suspension or Expulsion

**Process**   ☐ Completed Step One: Informal Hearing with Instructor (student has 48 hours to proceed)  
                         ☐ Completed Step Two: Informal Hearing w/Academic Supervisor (student has 48 hours to proceed)  
                         ☐ Completed Step Three: Formal Hearing w/VPAA (student has 48 hours to proceed)

**Follow-up**   ☐ Written Notice sent to Student  
                         ☐ Written Notice sent to Registrar (only if student failed course)  
                         ☐ Complete Conduct Violation Form and submit all materials to AVP for review

### To be Filled Out by VPAA:

**Hearing Date** 3/27/2018

**Follow-up**   ☐ Written Notice sent to Student  
                         ☐ Complete Conduct Violation Form and submit all materials to AVP for review

### To be Reviewed by AVP:

**Action**   ☐ Submit in Academic Affairs Student File on each campus.  
                         ☐ Log violation and outcome summary in Academic Year Tracking Spreadsheet

X

# Instructional Complaint Tracking Form

**To be Filled Out by Chair/Director:**

Date of Incident: 3/27/2018  
(incident)

Is Incident within Appropriate Timeframe? ☐ Yes ☐ No  
(Instructional Complaints must be initiated within 10 working days of the incident)

Does student have previous academic code of conduct violations? ☐ Yes ☐ No

Description of Current Complaint: Click or tap here to enter text.

**Action**

- ☐ Completed Step One: Informal Hearing with Instructor and/or Chair/Director  
(student has 5 working days to proceed)
- ☐ Completed Step Two: Formal Written Appeal to Instructor  
(student has 5 working days to proceed)
- ☐ Completed Step Three: Formal Written Appeal to Academic Supervisor  
(student has 5 working days to proceed)
- ☐ Completed Step Four: Formal Written Appeal to VPAA

Resolution of Complaint: Click or tap here to enter text.

☐ Complete Instructional Complaint Form and submit all materials to AVP for review

**To be Reviewed by AVP:**

X

Associate Vice President, Academic Affairs

**To be Reviewed by Administrative Coordinator for Academic Affairs**

**Action** ☐ File in Instructional Complaint File for Academic Year  
☐ Log violation and outcome summary in Academic Year Tracking Spreadsheet

X

Administrative Coordinator, Academic Affairs

Academic Year Tracking Spreadsheet

Dishonesty Instructional Proceeding		Date of Complaint Incident	Process Start Date	Brief Description of Incident	Date of Resolution	Resolution Summary	AVP Review Date	AVP Initials



## **NWCCD Student Code of Conduct (5075.2)**

It is the policy of Northern Wyoming Community College District (NWCCD) not to discriminate against any applicant, matriculated student, employee or prospective employee on account of age, race, color, religion, ethnic or national origin, sex, gender expression, gender identity, pregnancy status, sexual orientation, being differently abled, Veteran status, predisposing genetic characteristic, or any other status protected by law. Such policy is in compliance with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and all other applicable federal, state, and local statutes, ordinances and regulations.

**NWCCD students are responsible for knowing the information, policies and procedures outlined in this document. The NWCCD reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online [\[http://www.sheridan.edu/site/assetlibrary/nwccd/offices/president/5000.nwc.pdf\]](http://www.sheridan.edu/site/assetlibrary/nwccd/offices/president/5000.nwc.pdf) for the updated versions of all policies and procedures. To report an offense by a faculty or staff member, students should contact Jennifer McArthur, Director of Human Resources.**

Jennifer McArthur, MBA, SPHR  
Director of Human Resources  
Northern Wyoming Community College District  
1 Whitney Way  
Griffith Memorial Building 141  
Sheridan, WY 82801  
(307) 675-0571  
[jmcarthur@sheridan.edu](mailto:jmcarthur@sheridan.edu)

*The NCHERM Group Model Code Project (2014): The Northern Wyoming Community College District (NWCCD) Code of Student Conduct is adapted from The NCHERM Group Model Development Code of Student Conduct and is used here with permission.*

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Core Values of Student Conduct at Northern Wyoming Community College District  
(NWCCD)

- ***Respect:*** Treat everyone with dignity. Embrace diversity of people, ideas, and experiences.
- ***Integrity:*** Be honest, fair, and trustworthy. Communicate responsibly and honor commitments.
- ***Excellence:*** Maintain high standards and clear expectations. Innovate and create.
- ***Learning:*** Take responsibility for learning and growth.

## **SECTION 1: MISSION AND PHILOSOPHY STATEMENT**

**Mission:** To foster a learning environment which embodies respect, integrity, excellence, and learning while allowing individuals to reflect on their choices and the effects on the community.

**Philosophy:** The NWCCD community is committed to fostering a campus environment that is conducive to academic inquiry, personal growth, thoughtful study, and discourse. The student conduct program is committed to an educational and developmental process that balances the interests of individual students with the interests of the NWCCD community.

A community exists based on shared values and principles. Student members of the NWCCD community are expected to uphold and abide by standards of conduct included in the *Code of Student Conduct*. These standards are based on the community's shared values including: respect, integrity, excellence, and learning.

Each member of the NWCCD community bears responsibility for their conduct (choices and behaviors) and assumes reasonable responsibility for the behavior of others. When members of the community do not adhere to College policies and procedures, campus conduct proceedings are used to assert and uphold the *Code of Student Conduct*.

The NWCCD student conduct process is an educational process utilized to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies.

When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. The student conduct system procedures have been established to ensure due process and fundamental fairness, as encompassed in these procedures, to all individuals and organizations involved. The evidentiary standard that guides the student conduct system is the preponderance of the evidence and provides the standard of proof required to determine if a student violated the *Code of Student Conduct*. The standard is met when the information brought forth shows that a policy violation is more likely than not to have occurred.

## **SECTION 2: STUDENTS' RIGHTS AND RESPONSIBILITIES**

NWCCD students are responsible for knowing the information, policies, and procedures outlined in this document.

NWCCD email is NWCCD's primary means of communication with students. Students are responsible for all communication delivered to their NWCCD email address.

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### **Students' Rights**

1. Freedom of student participation in institutional governance. The student body will have clearly defined means to participate in the formulation and application of institutional policy. (i.e. student government)
2. Freedom of access. The facilities and services of the college will be open to all of its enrolled students in accordance with policies and procedures established for use of NWCCD facilities.
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8. Be evaluated solely on academic performance as required and outlined by an instructor.
9. Experience competent instruction and academic advisement.
10. Take exception, in a scholarly manner, to the data or views presented and reserve judgment about matters of opinion.
11. Expect protection against an instructor's improper disclosure of a student's views, beliefs, and political associations, which may surface because of the instructor's teaching or advising.
12. Be informed with regard to resources and support services available as well as college policies and procedures.

13. Expect protection, through established procedures, against prejudiced or capricious evaluation.
14. Expect protection against any form of prohibited harassment.
15. Be afforded due process, as defined within these procedures, prior to the imposition of serious sanctions including suspension or expulsion.

### **Students' Responsibilities**

1. Inquire about program, course, and College requirements if there is a lack of understanding about them or is in doubt about them.
2. Adhere to the standards of academic performance established for individual courses and for programs of study.
3. Satisfactorily learn the content of any course of study.
4. Make up missed assignments in accordance with the course syllabus.
5. Understand and meet graduation and other program requirements by reading the catalog and making reasonable efforts to obtain academic advising.
6. Fulfill academic responsibilities in an honest and forthright manner.
7. Respect and foster the academic and personal endeavors of others.
8. Respect the integrity of NWCCD academic and administrative records.
9. Know and abide by the behavioral expectations outlined in the *Code of Student Conduct*.
10. Adhere to federal, state, and local laws, along with College regulations, which govern individual actions and relationships among community members.
11. Protect and support the personal safety of self and others.
12. Demonstrate respect for others in all actions and interactions.
13. Show respect for personal, College, and NWCCD Foundation property.
14. Contribute to a safe environment within College and NWCCD Foundation property.
15. Assist the College in fulfilling its administrative procedures (i.e. registering for classes, checking NWCCD email, obtaining a College ID card, paying bills, etc.).

### **SECTION 3: JURISDICTION**

Students at NWCCD are provided a copy of the *Code of Student Conduct* annually in the form of a link on the NWCCD website. Hard copies are available upon request. Students are responsible for reading and abiding by the provisions of the *Code of Student Conduct*.

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students and all NWCCD-affiliated student organizations. For the purposes of student conduct, NWCCD considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in NWCCD.

NWCCD retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the

leave, withdrawal, or graduation. If sanctions are imposed, a hold may be placed on the student's ability to re-enroll and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the responding student has graduated, NWCCD may invoke these procedures; and should the former student be found responsible, NWCCD may make a notation on the student's transcript.

A responding student facing an alleged violation of the *Code of Student Conduct* is not permitted to formally withdraw from the College until all allegations are resolved. A leave of absence may be arranged as outlined below. Withdrawal, like admission, requires an administrative action. While a student may choose to stop showing up, an administrative hold will be placed on the student's account preventing withdrawal, transcript access, or re-enrollment until the conduct process has been resolved.

The *Code of Student Conduct* applies to behaviors that take place on the campus, at NWCCD-sponsored events, and may also apply to off-campus locations or events when the Vice President for Student Affairs (VPSA) or designee determines that the off-campus conduct has a nexus to the campus or affects a substantial NWCCD interest. A substantial NWCCD interest is defined to include:

- Any situation where it appears that the student conduct may present a danger or threat to the health or safety of self or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of NWCCD;

The *Code of Student Conduct* may be applied to behavior conducted online, via email, or other electronic media. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. NWCCD does not regularly search for this information but may take action if such information is brought to the attention of NWCCD officials. However, most online speech by students, not involving NWCCD networks or technology, will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, is defined as a threat that a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals; and
- Speech posted online about NWCCD or its community members that causes a significant on-campus disruption.



The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers, and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of NWCCD may use these procedures to seek resolution of violations of the *Code of Student Conduct* by members of NWCCD community.

There is no time limit on reporting violations of the *Code of Student Conduct*. However, the longer someone waits to report an offense, the harder it becomes for NWCCD officials to obtain information and witness statements to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit NWCCD's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Title IX Coordinator, VPSA Office or to Campus Police.

#### **SECTION 4: RULES & VIOLATIONS OF THE LAW**

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. When an offense occurs over which NWCCD has jurisdiction, the NWCCD conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. A short delay may be undertaken in incidents that fall under Title IX (sexual misconduct) to allow for law enforcement evidence collection to be completed.

NWCCD reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined within). Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed or NWCCD may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, NWCCD will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will typically be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the reporting individual or Title IX Coordinator to allow the criminal investigation to proceed before the NWCCD process.

Students accused of crimes may request to take a leave from NWCCD until the criminal charges are resolved. In such situations, the NWCCD procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

### **Behavioral Expectations**

NWCCD considers the behavior described in the following sub-sections as inappropriate for the NWCCD community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. NWCCD encourages community members to report to NWCCD officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 5: CONDUCT PROCEDURES.

1. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
2. **Academic Dishonesty.** Acts of academic dishonesty as outlined in the *NWCCD Academic Code of Conduct*.
3. **Unauthorized Access.** Unauthorized access to any NWCCD building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any college/NWCCD building or failing to timely report a lost NWCCD identification card or key.
4. **Collusion.** Action or inaction with another or others to violate the *Code of Student Conduct*.
5. **Dishonesty.** A fraudulent or deceitful act; violations of positions of trust within the community.
6. **Election Tampering.** Tampering with the election of any NWCCD-recognized student organization (minor election code violations are addressed by the Student Senate).
7. **Taking of Property.** Intentional and unauthorized taking of NWCCD property or the personal property of another, including goods, services and other valuables.
8. **Stolen Property.** Knowingly taking or maintaining possession of stolen property.
9. **Disruptive Behavior.** Substantial disruption of NWCCD operations including obstruction of teaching, research, administration, other NWCCD activities, and/or other authorized non-NWCCD activities which occur on campus. Additionally, this includes any behavior, which impedes the educational experience of other community members.

- 10. Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damages and/or destruction of property.
- 11. Unauthorized Entry.** Misuse of access privileges to NWCCD premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a NWCCD building.
- 12. Trademark Infringement.** Unauthorized use (including misuse) of NWCCD or organizational names and images.
- 13. Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of NWCCD property or the personal property of another.
- 14. Misuse of NWCCD Technology.** Violating NWCCD Acceptable Use and Computing Policy, including file sharing.  
[https://mynwccd.sheridan.edu/Technology/ITS/Documents/NWCCD\\_Network\\_Rules\\_of\\_Acceptable\\_Use.pdf#search=Rules%20of%20acceptable%20use](https://mynwccd.sheridan.edu/Technology/ITS/Documents/NWCCD_Network_Rules_of_Acceptable_Use.pdf#search=Rules%20of%20acceptable%20use)
- 15. Gambling.** Gambling as prohibited by the laws of the State of Wyoming.
- 16. Weapons.** It is unlawful for any person to bear, concealed or otherwise, any rifle, pistol, or revolver on NWCCD property. It is also unlawful to bear on or about one's person any concealed slingshot, bludgeon, or knife with a blade over four (4) inches in length. The carrying in vehicles of any weapons listed above is also prohibited on campus, as is the discharge of any firearm, gun, or other weapon. This excludes military personnel on official duty and law enforcement officers. Weapons (including bows, crossbows, and bb guns) and reloading materials may not be stored in student housing. Students violating this policy will be evicted. Residence Hall students may have access to weapons storage through the Campus Police.
- 17. Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
  - a. Intentionally or recklessly causing a fire, which damages NWCCD or personal property or causes injury.
  - b. Failure to evacuate a NWCCD-controlled building during a fire alarm.
  - c. Improper use of NWCCD fire safety equipment.
  - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on NWCCD property. Such action may result in a local fine in addition to NWCCD sanctions.
- 18. Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by NWCCD.
- 19. Unauthorized Animals.** Animals, with the exception of service dogs and approved emotional support animals, as outlined in the Residence Life Handbook, are not permitted on campus except as permitted by the ADA and the Fair Housing Act.
- 20. Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles, hover boards, and similar wheeled devices are not permitted inside NWCCD buildings or residence halls. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to NWCCD property caused by these activities.

- 21. Drones.** The use of drones on campus must be authorized in advance by the Chief of Campus Police.
- 22. Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from NWCCD's educational program or activities.
- 23. Harassment.** Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to resolve reported incidents on behalf of the victim and community.
- a.** Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from NWCCD educational or employment program or activities<sup>1</sup>.
- 24. Retaliatory Discrimination or Harassment.** Any material adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under the *Code of Student Conduct* because of that involvement in protected activity.
- 25. Bystanding.**
- a.** Complicity with or failure of any student to appropriately address known or obvious violations of the *Code of Student Conduct* or law;
- b.** Complicity with or failure of any organized group to appropriately address known or obvious violations of the *Code of Student Conduct* or law by its members.
- 26. Abuse of Conduct Process.** Abuse of, interference with, or failure to comply with the NWCCD conduct processes. This may include processes of both conduct and academic integrity hearings. Such behavior is defined by but not limited to:
- a.** Falsification, distortion, or misrepresentation of information;
- b.** Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c.** Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- d.** Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- e.** Failure to comply with the sanction(s) imposed by the campus conduct system;
- f.** Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

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<sup>1</sup> This policy attempts to balance the need of the community to create a civil climate while also embracing the 1<sup>st</sup> Amendment protection that attaches to most harassing speech that is simply offensive.

- 27. Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
- 28. Threatening Behaviors:**
- a. Threat. Threat is defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
  - b. Intimidation. Intimidation is defined as implied threats or acts that cause a reasonable fear of harm in another.
- 29. Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
- 30. Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that 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. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene, failing to report, or discouraging to report those acts may also violate this policy.
- 31. Intimate Partner/Relationship Violence.** Physical violence or emotional abuse by a person who is in or has been in an intimate relationship with another. These include domestic violence, stalking, or relationship/dating violence. More detailed definitions are found in the sexual misconduct policy.
- 32. Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation. More detailed definitions are found in Section 8.
- 33. Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
- 34. Tobacco.** Smoking is prohibited in all campus buildings and in/on all College property, including College vehicles and residence halls. At the discretion of a college in the District, designated smoking space can be provided; however, it must be placed in such a way to eliminate environmental smoke hazards to non-smokers. Smoking is permitted in personal automobiles when parked on campus. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, and cultural events using NWCCD facilities, are required to abide by the College's Smoke-Free Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy. For the purposes of this policy, smoking is defined as burning any type of tobacco product including vape pens and e-cigarettes.
- 35. Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and NWCCD's Alcohol Policy (see *Community Standards* for further information).
- 36. Drugs.** The possession and/or use of narcotics and other controlled substances, commonly referred to as illegal drugs, is prohibited on campus. Use or possession of illegal drugs (controlled substances) on NWCCD premises or during working hours, including break or meal periods, or working under the influence of illegal drugs, is strictly prohibited.

- 37. Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
- 38. Failure to Comply.** Failure to comply with the reasonable directives of NWCCD officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 39. Failure to Meet Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- 40. Failure to Report Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) within seventy-two (72) hours of release.
- 41. Other Policies.** Violating other published NWCCD policies or rules, including all housing policies.
- 42. Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through NWCCD's conduct process.

## **SECTION 5: OVERVIEW OF THE CONDUCT PROCESS**

This overview gives a general outline of the NWCCD campus conduct proceedings. It should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to a college official of a potential violation of law, NWCCD *Code of Student Conduct*, or NWCCD policies.

NOTICE: Once notice is received from any source (victim, RA, 3<sup>rd</sup> party, online, etc.), NWCCD proceeds with a preliminary inquiry with the responding student to explain the conduct process and gather information.

All parties are entitled to an advisor of their choosing to guide and accompany them through the conduct process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them. NWCCD maintains a pool of trained (non-attorney) advisors who are available to the parties. The parties may choose advisors from outside the pool, or outside the campus community, but those advisors may not have the same level of insight and training on the campus process as do those trained by NWCCD.

### **STEP 1: Preliminary Inquiry**

The College conducts a preliminary inquiry into the nature of the incident, complaint or notice, available evidence, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation because the behavior alleged, even if proven, would not violate the *Code of*



*Student Conduct* (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);

2. A more comprehensive investigation when it is clear more information must be gathered (see detailed procedures below);
3. A formal notice of a violation when there is reasonable cause to believe policy has been violated.
4. A formal notice of a violation and an educational conference with the responding student

**When a preliminary inquiry is held, the possible outcomes include:**

1. A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate.
2. A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation.
3. A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the *Code of Student Conduct*, the process will end. The reporting party may request that the VPSA or the Title IX Coordinator reopen the investigation and/or grant a hearing. This decision will be in the sole discretion of the VPSA or the Title IX Coordinator and will only be granted for extraordinary cause.

If the NWCCD finding is that the responding student is in violation *and* the responding student accepts this finding within three days, NWCCD considers this an “uncontested allegation.” The administrator conducting the preliminary inquiry will determine the sanction(s) for the misconduct. The responding student may accept or reject the sanction(s) imposed. If accepted, the process ends. In cases of minor misconduct this all can be accomplished in one meeting.

If student accepts the findings but rejects the sanction(s), NWCCD will conduct a sanction-only meeting conducted by the VPSA or his/her designee. The sanction is then finalized by the VPSA and is subject to appeal (see *Appeal Review Procedures* below) by any party to the misconduct. Once the appeal is decided, the process ends.

The administrator will inform the parties of the final determination within five (5) business days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official NWCCD records; or emailed to the parties' NWCCD-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the NWCCD is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the NWCCD is permitted to share under state or federal law. The



notice will also include information on when the results are considered by the NWCCD to be final, any changes that occur prior to finalization, and any appeals options that are available.

If the administrator conducting the preliminary inquiry determines that it is more likely than not that the responding student is in violation *and* the responding student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.

## **STEP 2: Formal Hearing**

In a contested allegation, there may be additional investigation and/or a hearing held when there is reasonable cause to believe that have been violated. A formal notice of the complaint will be issued, and a hearing will be held before a panel. Formal hearing procedures are described below. A finding will be determined and is subject to appeal. In allegations that involve Title IX or other discrimination allegations, the hearing results will serve as a recommendation to the VPSA and where appropriate the Title IX Coordinator who reviews and finalizes the findings. (Note: The findings of the hearing should only be overturned or modified when necessary to conform to Title IX and/or repair error that would result in appeal.) If the finding is that the responding student is not responsible, the process ends. Applicable appeals options are described below.

## **STEP 3: Review and Finalize Sanction(s).**

If the student is found in violation(s) either through the preliminary inquiry or hearing, sanctions will be recommended to the VPSA (and Title IX Coordinator when applicable) who will review and finalize the sanctions, subject to the NWCCD appeals process by any party to the complaint.

## **SECTION 6: STUDENT CONDUCT AUTHORITY**

### **Authority**

The Vice President for Student Affairs (VPSA) is vested with the authority over student conduct by the President of NWCCD. The VPSA appoints a conduct officer to assist with the student conduct process. The VPSA and conduct officer may appoint administrative hearing officials, preliminary inquiry officers, investigators, and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The conduct officer (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit. This investigation may be coordinated with the Campus Police. All administrators functioning in a Title IX capacity will be appropriately trained for their roles. The Title IX Coordinator acts with independence and authority, free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the NWCCD President, Dr. Paul Young.

Dr. Paul Young, Ph.D.  
President Northern Wyoming Community College District  
1 Whitney Way  
Whitney Building 145A  
Sheridan, WY 82801  
(307) 675-0800  
[pyoung@sheridan.edu](mailto:pyoung@sheridan.edu)

To raise concerns regarding a potential conflict of interest with any other administrator involved in this process, please contact the VPSA or Title IX Coordinator, as appropriate.

### **Gatekeeping/Threshold**

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or statement from the reporting party. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

### **Conflict Resolution Options**

The conduct officer has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The conduct officer may also suggest that complaints that do not involve a violation of the *Code of Student Conduct* be referred for mediation or other appropriate conflict resolution.

### **Conduct Hearing**

The conduct officer will be responsible coordinating the hearing process according to the following guidelines:

The hearing officer is selected from trained members of the college community. The hearing officer is responsible for assuring that NWCCD procedures are followed throughout the process.

The conduct officer has responsibility for training the hearing officers, investigating or designating an individual to investigate the situation, and ensuring a fair process for the reporting party and responding student.

### **Appeals Panel**

Appeals will be heard by a three member appeals panel, with the only requirement being that members did not serve on the panel for the initial hearing. The appeals panel

will most often include the VPSA and two members of the faculty or staff; however, this will not always be the case. If an all non-student panel was used for the hearing, the appeals panel will also be comprised of non-students.

Members of the appeals panel will be selected from a pool of trained individuals.

The VPSA will have final authority to approve all those serving on the appeals panel. The non-voting advisor to the panel is the conduct officer with responsibility for training the panel, conducting the preliminary inquiry and/or investigation, and ensuring fair process for the reporting parties and responding student. In the event of a resignation from the panel, the conduct officer will solicit a replacement. Decisions made and sanctions imposed by the appeals panel are final. At the discretion of the VPSA, implementation of sanctions may be stayed pending review.

### **Interpretation and Revision**

The conduct officer will develop procedural rules for the administration of hearings that are consistent with provisions of the *Code of Student Conduct*. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The conduct officer may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The conduct officer may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code of Student Conduct* will be referred to the Vice President for Student Affairs, whose interpretation is final. The *Code of Student Conduct* will be updated annually under the direction of the with a comprehensive revision process being conducted every three years.

## **SECTION 7: FORMAL CONDUCT PROCEDURES**

### **A. College as Convener**

The College is the convener of every action under this *Code*. Within that action, there are several roles. The responding student is the person who is alleged to have violated the *Code*. The reporting party, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. Witnesses may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the College has obtained regarding the allegations.

### **B. Group Violations**

A student group or organization and its officers and membership may be held collectively or individually responsible when violations of this *Code* by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be held collectively and individually and will be proportionate to the involvement of each individual and the organization.

### **C. Amnesty**

#### **1. For Reporting Parties**

NWCCD provides amnesty to reporting parties who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored but no conduct proceedings will result.

#### **2. For Those Who Offer Assistance**

To encourage students to offer assistance to others, the College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the conduct officer, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational opportunities may be considered, but no conduct proceedings will result.

#### **3. For Those Who Report Serious Violations**

Students who are engaged in minor violations but choose to bring related serious violations by others to the attention of the College, are offered amnesty for their minor violations. Educational opportunities may be considered, but no conduct proceedings will result.

Abuse of amnesty requests can result in a decision by the conduct officer not to extend amnesty to the same person repeatedly.

#### **4. Safe Harbor**

The College uses the Safe Harbor concept for students. The College believes that students who have a drug and/or addiction problem deserve help. If any student brings personal use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection, and campus conduct processes will be initiated.

## **D. Notice of Alleged Violation**

Any member of NWCCD community, visitor or guest may allege a policy violation(s) by any student for misconduct under this *Code* through submission of a CARE Incident Report or by reporting to the Office of the Vice President for Student Affairs.

Notice may also be given to the conduct officer and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by the reporting party or a third party, and should be submitted as soon as possible after the offending event occurs. NWCCD has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The conduct officer (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

## **E. Advisors**

All parties are entitled to an advisor of their choosing to guide and accompany them throughout the campus resolution process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses. An advisor cannot be anyone affiliated with the case. The NWCCD maintains a pool of trained (non-attorney) advisors who are available to the parties. The parties may choose advisors from outside the pool, or outside the campus community, but those advisors may not have the same level of insight and training on the campus process as do those participating in NWCCD-sponsored training. Outside advisors are not eligible to be trained by NWCCD.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. NWCCD cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, NWCCD is not obligated to provide one. Additionally, accused individuals may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>),

Reporting parties may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>), or the
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting, interview or hearing unless invited to or a sidebar is requested. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for brief breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the NWCCD an opportunity to clarify the role the advisor is expected to take. Advisors are expected to refrain from interference with the NWCCD investigation and resolution. Any advisor who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator or a deputy will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

NWCCD expects that the parties will wish to share documentation related to the allegations with their advisors. NWCCD provides a consent form that authorizes such sharing. The parties must complete this form before NWCCD is able to share records with an advisor. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3<sup>rd</sup> parties, disclosed publicly, or used for purposes not explicitly authorized by NWCCD. NWCCD may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by NWCCD privacy expectations.

NWCCD expects an advisor to adjust their schedule to allow them to attend scheduled meetings. NWCCD does not typically change scheduled meetings to accommodate an advisor's inability to attend. NWCCD will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout. However, a change in advisor cannot elongate the process without permission by the other party.

## **F. Investigation**

Investigation is referenced in Section 5, with detailed investigation procedures described in this sub-section. The VPSA or conduct officer will appoint an investigator(s) for allegations under this Code and will work with the Title IX Coordinator for any



complaint that falls under Title IX (sexual misconduct). The investigator(s) will take the following steps, if not already completed by the conduct officer or designee:

Initiate any necessary remedial actions on behalf of the reporting party (if any).

Determine the identity and contact information of the reporting party.

Provide notification to the parties that a preliminary inquiry has been initiated and review the process with both the reporting party and the responding student.

1. Conduct an immediate preliminary inquiry to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint.
  - a. If the reporting party is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the reporting party.
  - b. Notify the reporting party of whether NWCCD intends to pursue the complaint regardless of their involvement, and inform them of their rights in the process and option to become involved if they so choose.
  - c. Preliminary inquiry usually takes between 1-7 business days to complete.
2. If indicated by the preliminary inquiry and authorized by the VPSA, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated NWCCD policy, and to determine what specific policy violations should serve as the basis for the complaint.
  - a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action.
  - b. A comprehensive investigation may take up to 15 business days to complete, or longer in some cases.
3. Meet with the reporting party to finalize their statement, which will be drawn up by the investigator or designee as a result of this meeting.
4. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview.
  - a. Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which is typically delivered prior to (but could be delivered during or after) the responding student's interview, at the discretion of the investigator(s).
5. Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy.
6. Obtain all documentary evidence and information that is available.
7. Obtain all physical evidence that is available.
8. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline.
9. Share the report with the parties in draft form for their feedback and any clarifications they wish to provide.



10. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).
11. Present the investigation report and findings to the responding student, who may do one of the following:
  - a. accept the findings,
  - b. accept the findings in part and reject them in part, or
  - c. or may reject all findings.
12. Update the parties on the status of the investigation at appropriate intervals.
13. Share the findings and outcome with the parties.

## G. Findings

The following three options describe how to proceed depending on whether the responding student is found responsible and whether the responding student accepts or rejects the findings and/or the sanctions either in whole or in part.

1. The Responding Student is Found *Not Responsible*
  - a. Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The reporting party, if any, may request that the Title IX Coordinator or the Vice President for Student Affairs (VPSA) as applicable, review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Title IX Coordinator or the VPSA in these cases, and is granted only on the basis of extraordinary cause.
2. The Responding Student Accepts a Finding of *Responsible*. (The responding student has three business days to accept or reject the finding when the resolution becomes final.)
  - a. The Responding Student Accepts a Finding of *Responsible* and Accepts the Recommended Sanctions.
    - i. Should the responding student accept the finding that they violated NWCCD policy, the Investigator will recommend appropriate sanctions for the violation, having consulted with the VPSA and/or Title IX Coordinator, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and NWCCD community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the conduct officer and the process ends. This outcome is not subject to appeal.
  - b. The Responding Student Accepts a Finding of *Responsible* and Rejects the Sanctions Recommended.
    - i. If the responding student accepts the *Responsible* findings, but rejects the recommended sanctions, there will be an administrative conference

on the sanction, only. Administrative conference procedures are detailed below.

3. Responding Student Rejects the Findings Completely or in-part
  - a. Responding Student Rejects the Findings Completely
    - i. Where the responding student rejects the finding that they violated NWCCD policy, a formal hearing will be convened within seven business days, barring exigent circumstances.
    - ii. At the hearing, the investigator(s) will present their report to the administrative hearing officer or a panel. The officer or panel will hear from the parties, and any necessary witnesses. The investigation report will be considered, which renders an independent and objective finding. Full panel procedures are detailed below.
    - iii. If the panel or administrative hearing officer finds the responding student not responsible for all violations, the conduct officer will timely inform the parties of this determination and the rationale for the decision in writing. This determination is subject to appeal by any party to the complaint. Appeal review procedures are outlined below.
    - iv. If the panel or hearing officer finds a violation, a sanction/responsive action will be recommended to the conduct officer, who will confer with the Title IX Coordinator as necessary and, render a decision within 10 working days of the hearing and timely notify the parties in writing. An appeal may be filed by any party to the complaint as detailed below.
  - b. Responding Student Accepts the Findings in Part and Rejects in Part
    - i. Where the responding student rejects in part the finding that they violated NWCCD policy, there will be a panel hearing solely on the disputed allegations within seven business days, barring exigent circumstances. For all findings holding a responding student responsible for a violation, NWCCD will use the sanctioning options outlined in section M. If the Panel finds the responding student *Not Responsible* on any of the contested allegations.

#### **H. Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature**

All hearings under this sub-section will be conducted by an administrative hearing officer drawn from the pool of trained panelists. For sexual misconduct, discrimination and other complaints of a sensitive nature, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the parties to testify from another room via audio or audio/video technology. While these options are intended to help make the parties more comfortable, they are not intended to work to the disadvantage of any party, and are entirely voluntary.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. The past history between the parties is typically relevant to showing context. All other history information sought to be admitted by a party or NWCCD will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The parties will be notified in writing of the outcome of the hearing. The administrator will inform the parties of the final determination within five (5) business days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official NWCCD records; or emailed to the parties' NWCCD-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the NWCCD is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the NWCCD is permitted to share under state or federal law. The notice will also include information on when the results are considered by the NWCCD to be final, any changes that occur prior to finalization, and any appeals options that are available.

## **I. Notice of Hearing**

Once a determination is made that reasonable cause exists for the conduct officer or designee to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the conduct officer or designee; mailed to the local or permanent address of the student as indicated in official NWCCD records; or emailed to the NWCCD-issued student email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

1. Include the alleged violation(s) and notification of where to locate the *Code of Student Conduct* and NWCCD procedures for resolution of the complaint; and
2. Direct the responding student to meet with the conduct officer at a specific time or contact the conduct officer or designee within a specified period of time to respond to the complaint. This time period will generally be no less than two business days from the date of delivery of the notice of hearing.

A meeting with the conduct officer or designee may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may

indicate, either verbally or in writing, to the conduct officer or designee, whether they admit to or deny the allegations of the complaint.

## **J. Interim Action**

Under the *Code of Student Conduct*, the VPSA or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve NWCCD property and/or to prevent disruption of, or interference with, the normal operations of NWCCD. Interim actions can include separation from the institution or restrictions on participation in the community for a reasonable time period pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct*. A student who receives an interim suspension may request a meeting with the VPSA or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, NWCCD may still proceed with the scheduling of a campus hearing.

During an interim suspension, a student may be denied access to NWCCD housing and/or NWCCD campus/facilities/events. As determined appropriate by the VPSA or designee, this restriction may include classes and/or other NWCCD activities or privileges for which the student might otherwise be eligible. At the discretion of the VPSA or designee and with the approval of, and in collaboration with, the appropriate college official, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

## **K. Hearing Options & Preparation**

The following sub-sections describe the NWCCD conduct hearing processes. Except in a complaint involving failure to comply with the summons of the VPSA or designee, no student may be found to have violated the *Code of Student Conduct* solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the conduct officer or panel presiding over the hearing.

Where the responding student admits to violating the *Code of Student Conduct*, the conduct officer or designee may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an *administrative conference*. In an administrative conference, complaints will be heard and determinations will be made by the conduct officer or designee.

Where the responding student denies violating the *Code of Student Conduct*, a formal hearing will be conducted. The hearing can be an administrative hearing or a panel hearing. The decision for the type of hearing will be at the discretion of the conduct officer or designee or at the request of one or more of the parties to the complaint. The

students involved will be given a minimum of five working days to prepare unless all parties wish to proceed more quickly. Preparation for a the hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing and the type of hearing will be in writing and may be delivered by one or more of the following methods: in person by the conduct officer or designee; mailed to the local or permanent address of the student as indicated in official NWCCD records; or emailed to the NWCCD-issued student email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.
2. The reporting party may serve as the party bringing the complaint or may elect to have NWCCD administration serve as the party bringing the complaint forward. When there is no reporting party or the reporting party is not participating, NWCCD administration will serve as the party bringing the complaint forward.
3. If a responding student fails to respond to notice from the conduct officer or designee, the conduct officer or designee may initiate a complaint for failure to comply with the directives of a NWCCD official and give notice of this offense. Unless the student responds to this notice within two business days by answering the original notice, an administrative conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their NWCCD account, deeming them ineligible to register for courses or NWCCD housing until such time as the student responds to the initial complaint or fulfills sanctions.
4. At least three (3) business days before any scheduled formal hearing, the following will occur:
  - a. The responding student will deliver to the conduct officer or designee a written response to the complaint if such has not already been provided to the investigator(s);
  - b. The responding student will deliver to the conduct officer or designee a written list of all witnesses for NWCCD to call at the hearing;
  - c. The responding student will deliver to the conduct officer or designee all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the conduct officer can arrange for its presence;
  - d. Reporting party will deliver to the conduct officer or designee a written list of all witnesses for NWCCD to call at the hearing;
  - e. The reporting party will deliver to the conduct officer or designee all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the conduct officer or designee can arrange for its presence;
  - f. The party bringing the complaint and the responding student will notify the conduct officer or designee of the names of any advisors/advocates who may be accompanying the parties at the hearing.

5. The conduct officer or designee will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) business days before any scheduled hearing. In addition, the parties will be given a list of the names of the administrative hearing officer or the panelists in advance. Should any party object to the hearing officer or any panelist, that party must raise all objections, in writing, to the conduct officer or designee immediately. Hearing officers will only be unseated if the conduct officer concludes that their bias precludes an impartial hearing of the complaint. Additionally, panelists who feel they cannot make an objective determination must recuse from the proceedings.

## **L. Hearing Procedures**

The conduct officer will appoint an administrative hearing officer or a panelist as the chair of the hearing to preside over the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a party cannot attend the hearing, it is that party's responsibility to notify the conduct officer or designee no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the reporting party fails to appear, the complaint may be dropped unless NWCCD chooses to pursue the allegation on its own behalf, as determined by the conduct officer.

The administrative hearing officer or the chair will conduct panel hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. The conduct officer may attend as an observer and to assist with procedural navigation.
3. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the conduct officer.
4. In hearings involving joint misconduct by more than one responding student, the standard procedure will be to hear the complaints jointly; however, the conduct officer may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student. In hearings where more than one reporting party alleges a pattern of similar conduct by the same responding student, the College will typically hear the complaints jointly, making separate determinations for each complaint, unless the conduct officer determines that separate hearings will be used.
5. The parties have the right to an advisor/advocate of their own choosing, including attorneys. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair, and suggest questions to their advisee.
6. The chair or administrative hearing officer will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. The chair or



administrative hearing officer will be the only person to directly ask questions to the responding party, reporting individual or witnesses. Questions can be submitted in writing in advance of the hearing, or suggested during the hearing by whatever method the chair prefers. Unduly repetitive witnesses can be limited at the discretion of the chair.

7. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the panel and the conduct officer or designee. Formal rules of evidence are not observed. The chair, conduct officer, or designee may limit the number of character witnesses presented or may accept written affidavits of character instead.
8. All procedural questions are subject to the final decision of the chair.
9. After a hearing, the panel will deliberate and determine, by majority vote, or the administrative hearing officer will determine whether it is more likely than not that the responding student has violated the *Code of Student Conduct*. The conduct officer or designee will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The conduct officer or designee is responsible for informing the administrative hearing officer or panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The administrative hearing officer will prepare a written deliberation report and deliver it to the conduct officer, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information that was excluded from consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the conduct officer within three (3) days of the end of the hearing.
10. The conduct officer will consider the recommendations of the administrative hearing office, may make appropriate modifications to the report, and will then render a decision and inform the parties of the final determination within five business days of the hearing. The conduct officer will inform the parties of the final determination within five (5) business days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official NWCCD records; or emailed to the parties' NWCCD-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the NWCCD is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the NWCCD is permitted to share under state or federal law. The notice will also include information on when the results are considered by the NWCCD to be final, any changes that occur prior to finalization, and any appeals options that are available.
11. There will be a single record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of NWCCD and maintained according to disciplinary records procedure noted in section R.



## M. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

- a. *Warning*: An official written notice that the student has violated NWCCD policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at NWCCD.
- b. *Restitution*: Compensation owed for damage caused to NWCCD or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- c. *Fines*: Reasonable fines may be imposed.
- d. *Fees*: Cost of educational activities.
- e. *Community/NWCCD Service Requirements*: For a student or organization to complete a specific supervised service to NWCCD or the community.
- f. *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
- g. *Confiscation of Prohibited Property*: Items whose presence is in violation of NWCCD policy will be confiscated and will become the property of NWCCD. Prohibited items may be returned to the owner at the discretion of the conduct officer and/or Campus Police.
- h. *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- i. *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- j. *Restriction of Visitation Privileges*: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
- k. *NWCCD Housing Probation*: Official notice that should further violations of housing or NWCCD policies occur during a specified probationary period, the student may be immediately removed from NWCCD housing. Regular probationary meetings may also be imposed.
- l. *NWCCD Housing Reassignment*: Reassignment to another NWCCD housing facility. Housing personnel will determine reassignment details.
- m. *NWCCD Housing Suspension*: Removal from NWCCD housing, for a specified period of time, after which the student is eligible to return. Conditions for re-admission to NWCCD housing may be specified. Under this sanction, a student is required to vacate NWCCD housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Campus Life & Housing. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for NWCCD housing,

the student must gain permission from the Director of Campus Life & Housing or designee. This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension.

- n. *NWCCD Housing Dismissal*: The student's privilege to live in or visit any NWCCD housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- o. *NWCCD Conduct Probation*: The student is put on official notice that should further violations of NWCCD policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
- p. *Eligibility Restriction*: The student is deemed to be "not in good standing" with NWCCD for a specified period of time. Specific limitations or exceptions may be granted by the VPSA, and terms of this conduct sanction may include, but are not limited to the following:
  - i. Ineligibility to hold any office in any student organization recognized by NWCCD or hold an elected or appointed office at NWCCD; or
  - ii. Ineligibility to represent NWCCD to anyone outside NWCCD community in any way including: participating in the study abroad program, attending conferences, or representing NWCCD at an official function, event, or intercollegiate competition as a player, manager or student coach, etc.
- q. *NWCCD Suspension*: Separation from NWCCD for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to and at the discretion of the VPSA. During the suspension period, the student is banned from NWCCD property, functions, events, and activities without prior written approval from the VPSA. This sanction may be enforced with a trespass action if deemed necessary. This sanction may be noted as a *Conduct Suspension* on the student's official academic transcript.
- r. *NWCCD Dismissal*: Permanent separation from NWCCD. The student is banned from NWCCD property and the student's presence at any NWCCD-sponsored activity or event is prohibited. This action may be enforced with a trespass action if deemed necessary. This sanction may be noted as a *Conduct Dismissal* on the student's official academic transcript.
- s. *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the VPSA or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Code of Student Conduct*.

1. One or more of the sanctions listed above.
2. Deactivation, de-recognition, loss of all privileges (including status as a NWCCD registered group/organization) for a specified period of time.

## **N. Parental Notification**

NWCCD reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. NWCCD may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

#### **O. Notification of Outcomes**

In cases where NWCCD determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, NWCCD may release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and non-negligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offences
10. Non-forcible sex offences

#### **P. Failure to Complete Conduct Sanctions**

All students, as members of NWCCD community, are expected to comply with conduct sanctions within the timeframe specified by the conduct officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from NWCCD and may be noted on, or with, the student’s official transcript at the end of the semester. In such situations, resident students will be required to vacate NWCCD housing within 24 hours of notification by the conduct officer, though this deadline may be extended upon application to and at the discretion of the Director of Campus Life & Housing or the VPSA. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the VPSA.

#### **Q. Appeal Review Procedures**

Any party may request an appeal of the decision of the panel/by filing a written request with the conduct officer or VPSA, subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

## GROUND FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction.<sup>2</sup> A summary of this new evidence and its potential impact must be included;<sup>3</sup>
3. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.<sup>4</sup>

Appeals must be filed in writing with the Vice President for Student Affairs or conduct officer within three business days of the notice of the outcome of the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the conduct officer and, when appropriate, the Title IX Coordinator.

The VP/SA will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). The conduct officer will refer the request(s) to the VP/SA. The conduct officer will also draft a response memorandum to the appeal request(s), based on the determination that the

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<sup>2</sup> Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the hearing.

<sup>3</sup> The conduct officer is expected to consult with the chair of the original panel to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding or sanction.

<sup>4</sup> When the sanctions imposed are perceived as substantially outside the parameters or guidelines set by NWCCD for this type of offense or the cumulative conduct record of the responding student is such. These guidelines and parameters are NOT to be confused with precedent. Prior findings/sanctions in similar cases that are flawed should not create the basis for all future cases. Finally, appeals officers/committees (preference for committees) MUST discern the difference between a SANCTION and the IMPACT of a sanction. For a SANCTION to be disproportionate or inconsistent, it must be viewed as a “stand-alone” outcome. Simply put, where a one-year suspension is within the guidelines or has been issued by the Board and/or reviewed by the Student Conduct Office, it is, by default, proportionate. The other impacts on the student’s life are notwithstanding. This should alleviate the potential of subjective decision-making that will later be scrutinized as potentially arbitrary, capricious or pretextually (or actually) discriminatory. For example: A violation of the sexual misconduct policy where the sanction is a one-year suspension (with conditions for reinstatement) is not “disproportionate” because of the graduation status, time in the semester, pending internship/job/externship/graduate school application. Altering the suspension to allow for some personal situation that may appear academic on its face, or extending it for the same reasons, is not only inconsistent, but also puts the campus at both actual and litigation risk.

request(s) will be granted or denied, and why. All request-related documents are shared with all parties.

The VPSA will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the conduct officer and/or Title IX Coordinator on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the VPSA determines whether to refer the appeal to an Appeals Panel or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeals Panel are not permitted. Where new evidence is presented or the sanction is challenged, the VPSA will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeals Panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Panel must limit its review to the challenges presented.

On reconsideration, the Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the Appeals Panel are to be made within five (5) business days of submission to the Panel and are final, as are any decisions made by the original hearing body, conduct officer or Title IX Coordinator as the result of reconsideration consistent with instructions from the VPSA. Notification of the outcome of the appeal will occur in the same manor as all other notifications of outcome, above.

## **THE APPEALS PANEL**

Three-member Appeals Panels are drawn from the trained pool of faculty and staff, with the following requirements to serve.

1. The member did not serve on the Panel for the initial hearing;
2. The member was not involved in the investigation in any way; and
3. The member has been properly trained in appeals procedures.

The VPSA will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The VPSA will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the VPSA will solicit a replacement from the pool of panelists.

The conduct officer or designee serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.

The presumptive stance of NWCCD is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the conduct officer, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the VPSA and the conduct officer, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

## **OTHER GUIDELINES FOR APPEALS**

- All parties will be informed of the status of requests for appeal within five business days, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; witnesses may be called if necessary.
- Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

## **R. Disciplinary Records**

All conduct records, including recordings, are maintained by NWCCD for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

## **SECTION 8: SEXUAL ASSAULT & INTIMATE PARTNER VIOLENCE DEFINITIONS, RESOURCES & CONTACTS**



NWCCD is committed to educating students in an environment recognizing the worth and dignity of all people and the limitless value of their potential. To achieve this goal, the College is committed to providing an environment free of harassment and discrimination. Harassment and discrimination in all forms, including sexual harassment and sexual assault, are antithetical to the values of NWCCD, violations of College policy, and, in some instances, violations of state and federal law. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681 et seq., and its implementing regulations, 32 C.F.R. Part 106, prohibit discrimination on the basis of sex, gender identity, or gender expression in education programs or activities operated by recipients of federal financial assistance. NWCCD is required to comply with Title IX.

NWCCD Sexual Misconduct Policy is Procedure Number 5075.5 and lists all responsibilities and definitions as required by Title IX and the Violence Against Women Reauthorization Act of 2013.

### **Anti-Discrimination Statement**

Title IX of the Education Amendments of 1972 (discrimination based on sex), 20 U.S.C.A. §§ 1681-1688 (West Supp. 2006), prohibits discrimination on the basis of sex in programs and activities by colleges that receive federal financial assistance. Sex discrimination includes sexual harassment (which includes sexual assault and other forms of sexual misconduct).

The College complies with Title IX and does not discriminate on the basis of sex, gender identity, or gender expression in educational programs, admissions, or employment.

NWCCD will not tolerate sexual violence, dating violence, domestic violence, stalking, or sexually inappropriate conduct in any form. Other acts can also be forms of sex or gender-based discrimination and are also prohibited whether sexually based or not, including dating violence, domestic violence, and stalking.

### **Emergency Assistance & Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

Personal safety and well-being should be the first priority for any individual who is the victim or a survivor of sexual harassment, misconduct, or violence, including sexual assault. Victims should immediately seek assistance from 911, notify law enforcement, and/or seek immediate medical assistance at a medical facility. These options address concerns for the immediate safety and health of the assault victim. Additionally, these



are the best options to ensure preservation of evidence in order to prosecute now or at a later date.

Victims of sexual assaults should take every precaution to preserve all evidence of the assault and abstain from tampering with any items at the scene, changing clothing, or washing any area of their body. Upon receiving a report of a sex-related crime, a campus police officer(s) and/or local police officer will investigate the incident and assist the victim in obtaining support from the appropriate College and local resources. Students should preserve all phone call logs, emails, text messages, and any other forms of communication.

Campus Police, Counselors, or other designated NWCCD employees can assist a victim who is seeking out a Sexual Assault Nurse Examiner (SANE) at the local hospital. SANEs are trained to provide counseling, perform the examination to retrieve forensic evidence, and screen the victim for pregnancy and sexually transmitted infections (STI).

NWCCDD is committed to treating all members of the community with dignity, care, and respect. Any individual affected by sexual assault or harassment, whether as a Complainant, a Respondent, or a third party, will have appropriate access to support and counseling services through the College. NWCCD recognizes that deciding whether to make a report and choosing how to proceed can be difficult decisions. NWCCD encourages any individual who has questions or concerns to seek the support of campus and community resources.

## SEXUAL ASSAULT & INTIMATE PARTNER VIOLENCE ASSISTANCE & RESOURCES

Community Police	Community Hospital Emergency Room	Community Advocacy Resources
<p>911 (Emergency)</p> <p>Sheridan Police Department (307) 672-2413 45 W 12th St Sheridan, WY 82801</p> <p>Gillette Police Department (307) 682-5155 201 East 5th Street Gillette, WY 82716</p> <p>Buffalo Police Department (307) 684-5581 639 Fort Street Buffalo, WY 82834</p>	<p>911 (Emergency)</p> <p>Sheridan Memorial Hospital 1401 West 5th Street Sheridan, WY 82801 (307) 672-1000</p> <p>Campbell County Memorial Hospital 501 South Burma Avenue Gillette, WY (307) 688-1000</p> <p>Johnson County Healthcare Center 497 W Lott St Buffalo, WY 82834 (307) 684-5521</p>	<p><b>CONFIDENTIAL REPORTING</b></p> <p>Advocacy Resource Center 136 Coffeen Avenue Sheridan, WY 82801 (307) 672-7471</p> <p>Gillette Abuse Refuge Foundation 910 East 3rd Street Gillette, WY 82716 (307) 686-8071</p> <p>National Hotline 1-800-799-7233</p>
Campus Police	Office of Civil Rights	College Counseling
<p>911 (Emergency)</p> <p>SC Campus Police (307) 675-0250 TRCC 107 1 Whitney Way Sheridan, WY 82801</p> <p>GC Campus Police (307) 681-6050 GCMN 149 300 W. Sinclair St. Gillette, WY 82718</p>	<p>Office for Civil Rights <i>Denver Office</i> U.S. Department of Education Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582 Phone: (303) 844-5695 Fax: (303) 844-4303 <a href="mailto:OCR.Denver@ed.gov">OCR.Denver@ed.gov</a></p>	<p><b>CONFIDENTIAL REPORTING</b></p> <p>SC Counseling Services (307) 675-0122 Whitney Building 156 E 1 Whitney Way Sheridan, WY 82801</p> <p>GC Counseling Services (307) 681-6082 GCMN 206D 300 W. Sinclair St. Gillette, WY 82718</p>
Title IX Administrator	Title IX Deputy Coordinators	Additional Campus Resources for Assistance in Reporting
<p>Cheryl Heath, Vice President Administration and Finance Whitney Building 134 (307) 675-0811 <a href="mailto:cheath@sheridan.edu">cheath@sheridan.edu</a></p>	<p>Jennifer McArthur, Director Human Resources Griffith Memorial Building 141 (307) 675-0571 <a href="mailto:jmcarthur@sheridan.edu">jmcarthur@sheridan.edu</a></p> <p>Larissa Bonnet, Director Campus Life &amp; Housing Whitney Building 156C (307) 675-0511 <a href="mailto:lbonnet@sheridan.edu">lbonnet@sheridan.edu</a></p> <p>Jenni Winter, Director Intercollegiate Athletics Pronghorn Center 214 (307) 681-6511 <a href="mailto:jwinter@sheridan.edu">jwinter@sheridan.edu</a></p>	<p>SC Campus Life &amp; Housing TRCC 106 (307) 675-0510</p> <p>GC Campus Life &amp; Housing Inspiration Hall 114 (307) 681-6502</p> <p>On-line report: <a href="#">Anonymous on-line report:</a></p>

## **SECTION 9: ALCOHOL AND OTHER DRUGS POLICIES & RESOURCES**

BOARD POLICY NUMBER 5070 outlines the alcohol and other drug policy for the District.

The possession and consumption of drugs or alcohol at any District facility, program, or in any vehicle, regardless of location, is limited to circumstances and conduct expressly permitted by the laws of the State of Wyoming and District procedures.

In pursuant to the U.S. Department of Education Regulations implementing the Drug-Free Schools and Communities Act Amendments of 1989, Northern Wyoming Community College District establishes the following policy and regulations:

Northern Wyoming Community College District strives to establish for its students, faculty and staff an environment in which the misuse of alcohol and drugs is minimized, which encourages moderation, safety and personal accountability, and which provides an atmosphere free of coercion and peer pressure to abuse alcohol or use illegal drugs. The College strongly believes and encourages the use of treatment and educational programs as the most effective means to reduce and prevent substance abuse of any kind. All members of the NWCCD community should exercise sound judgment and be mindful of their personal health, safety and well-being, as well as that of their friends and guests, by observing all laws regulating drug and alcohol and the College rules expressed in this Policy.

### **The Drug-Free Schools & Communities Act**

The purpose of the Drug and Alcohol Abuse Prevention regulations is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program. The most recent NWCCD report can be found within the compliance section of the NWCCD website at: <http://www.sheridan.edu/wp-content/uploads/2015/12/DAAP-2015-2016.pdf>

## **SECTION 10: ANNUAL SECURITY REPORT**

Originally known as the Campus Security Act, the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))** is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most

institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

For more information on the Clery Act please visit <http://clerycenter.org/summary-jeanne-clery-act>.

The Annual Security Report can be found linked to the compliance section of the NWCCD website at <http://www.sheridan.edu/wp-content/uploads/2016/09/annual-security-fire-safety-report-nwccd.pdf>

## **SECTION 11: Approval and Implementation**

This *Code of Student Conduct* was approved on August 14, 2017 by the Vice Presidents for the NWCCD, and implemented on August 14, 2017. For incidents that occur before these revisions take effect, but are reported thereafter, the procedures in effect at the time of the report will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

# **Sexual Misconduct and Intimate Partner Violence**

## **(Procedure 5075.5)**

*Reference: ATIXA, Wyoming State Law*

### **Responsibility, authority, and accountability:**

- A. All members of the NWCCD community including students, staff, faculty members, contractors, patients, volunteers, affiliated entities, campus visitors and other third parties, regardless of sex, gender, sexual orientation, gender expression or gender identity are required to report acts of discrimination, sexual harassment, and sexual misconduct. The acts of misconduct applies to conduct that occurs on campus and off-campus, including on-line, or electronic conduct, if the conduct:
- occurred in the context of an employment or education program or activity of the District or
  - has continuing adverse effects on campus.

It is preferred but may not be likely in all cases of reporting, that the students' first report is made to the Title IX Coordinator, Title IX Deputy Coordinators, or Human Resources. The employees' first report is to Human Resources. In the event the report is made to another NWCCD representative, the institution is formally on notice and it is imperative that these individuals report to the Title IX coordinator immediately.

- B. NWCCD is committed to providing a safe environment for our employees and students. As part of this effort, we work to ensure there is no discrimination on the basis of sex/gender in the organization in compliance with Title IX. It is important that our faculty and staff are aware of actions that could violate Title IX and know how to report them. NWCCD considers all employees are responsible employees, except health professionals and those covered by statute (i.e. licensed mental health professional) and must report sexual misconduct within 24 hours to the Title IX Coordinator regardless of whether a formal complaint was filed.
- C. Equal Opportunity: Non-Discrimination Clause  
Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age disability, veteran status, sexual orientation, gender identity, or associational preference. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Vice President for Administration, Cheryl Heath, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Whitney Building, Room W145E, 1 Whitney Way., Sheridan, WY 82801; (307) 675-0811. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal

Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.

- D. NWCCD may make changes to this procedure on an as-needed basis in order to ensure compliance with federal and/or state regulatory updates, changes, and/or modifications.

### **DEFINITIONS OF TERMS OR CONCEPTS:**

For purposes of this Procedure, the various forms of prohibited Sexual Harassment are referred to as “Sexual Misconduct.”

This Procedure prohibits “Sexual Misconduct” and “Intimate Partner Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Intimate Partner Violence can be committed by anyone and can occur between people of the same or of a different gender. Sexual misconduct definitions are provided below.

- **Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, in person or electronically when:

#### **Employees:**

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

#### **Students:**

- Is reasonably perceived as creating an intimidating or hostile work, learning or living environment,
- Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from any educational program and/or activities, and
- Is based on power differentials, the creation of a hostile environment, or retaliation.

- **Sexual Assault:** Having or attempting to have sexual intercourse or oral sex, without consent. Sexual intercourse means penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol). Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Also included in the Sexual Assault category:

- **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

Wyoming Statute 6-2-302 through 6-2-304

(<http://legisweb.state.wy.us/LSOWEB/StatutesDownload.aspx>).

- **Coercion:** The use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force such that the application of pressure or oppression causes the recipient of the behavior to engage in unwanted sexual activity. Coercion includes administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.
- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of the Sexual Misconduct and Intimate Partner Violence Policy.
- **Exploitation:** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or video recording or streaming of sexual activity, prostituting another person, and allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties. **Sexual Exploitation is further defined in Wyoming Statute 6-4-303** (<http://legisweb.state.wy.us/LSOWEB/StatutesDownload.aspx>). When a person for any purpose, knowingly: 1. Causes, induces, entices, coerces or permits a child to engage in, or be used for, the making of child pornography; 2. Causes, induces, entices or coerces a child to engage in, or be used for, any explicit sexual conduct; 3. Manufactures, generates, creates, receives, distributes, reproduces, delivers or possesses with the intent to deliver, including through digital or electronic means, whether or not by computer, any child pornography; or 4. Possesses child pornography.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. (This falls under 3<sup>rd</sup> Degree Sexual Assault under Wyoming Statute 6-2-304 (<http://legisweb.state.wy.us/LSOWEB/StatutesDownload.aspx>).
- **Grooming:** An attempt to control victims through a systematic process which takes advantage of an individual's vulnerabilities using a combination of strategies to gain the individual's trust, lower inhibitions and gain cooperation and "consent."
- **Harm to Others:** Physical violence including (but not limited to) physical abuse, assault, threats of violence, striking, shoving or subjecting another person to unwanted physical contact.
- **Harassing Conduct:** Intentionally or recklessly endangering, threatening, or causing emotional harm to any person. This may also include causing physical damage to their property.
- **Harassment:** Harassment includes any written, verbal or physical acts (including electronically transmitted acts) that are reasonably perceived as



creating an intimidating or hostile work, learning or living environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior. Harassment can be a single incident, or a series of repeated incidents.

- **Non-Consensual Sexual Contact:** Any intentional sexual touching or attempted sexual touching, without consent.
- **Sexually Inappropriate Behavior:** Conduct that is rude, obscene or sexually suggestive in the form of gestures, electronic communication or in person. Public masturbation, disrobing or exposure of one's self to another person without that person's consent is one example. This may be an isolated occurrence.
- **Intimate Partner Violence** Intimate Partner Violence is a violation of this policy and is defined in more detail below.
- **Domestic Violence:** The term "domestic violence" includes felony or misdemeanor crimes of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Wyoming State law (State Statute 35-21-102) defines domestic abuse as the occurrence of one (1) or more of the following acts by a household member but does not include acts of self-defense:
  - Physically abusing, threatening to physically abuse, attempting to cause or causing physical harm or acts which unreasonably restrain the personal liberty of any household member;
  - Placing a household member in reasonable fear of imminent physical harm; or
  - Causing a household member to engage involuntarily in sexual activity by force, threat of force or duress.
- **Stalking:** A person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person. For the purpose of this definition; course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly,

indirectly, through third parties, or by any action causes substantial emotional stress. Stress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling. Wyoming Statute 6-2-506

(<http://legisweb.state.wy.us/LSOWEB/StatutesDownload.aspx>).

- **Relationship Violence and Dating Violence:** The term “dating violence” means violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of such a relationship shall be determined based on the reporting party’s statement with consideration of: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

### **Other Relevant Definitions**

- **Reporting Party:** An individual who invokes NWCCD’s processes to determine whether this Procedure has been violated. The Reporting Party is normally the Alleged Victim. If an Alleged Victim chooses not to proceed with charges, NWCCD may, at its discretion, serve as the Reporting Party.
- **Complaint:** The statement submitted by the Reporting Party to NWCCD for the purpose of initiating disciplinary proceedings under this Procedure. This includes complaints submitted through on-line and/or anonymous reporting mechanisms.
- **Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity, and should be affirmative in nature. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness or enthusiastic participation to engage in, and continue to engage in, a specific sexual activity. Effective consent is doing the same thing, at the same time, in the same way. Consent must be informed and voluntary. Consent cannot be implied by attire or inferred from the giving or acceptance of gifts, money or other items. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to; vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance. Silence, without actions evidencing permission, does not demonstrate consent. Where force or coercion is alleged, the absence of resistance does not demonstrate consent. The responsibility of obtaining consent rests with the person initiating sexual activity. Consent to engage in sexual activity may be withdrawn by either person at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute consent. Once withdrawal of consent has been

expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent (due to falling asleep or passing out into a state of unconsciousness, for example).

- **Mandatory Reporters:** Mandatory reporters are persons who, as a result of their position, may be aware of cases of abuse or violence. At NWCCD, all employees, including faculty, staff, and student staff (with the exception of professional counselors) are designated as mandatory reporters with regard to cases of suspected sexual assault/violence, sexual misconduct, and intimate partner violence. Suspected incidents need to be immediately reported to Campus Police and the Title IX Coordinator.
- **Responding Party:** Any individual or authorized student organization alleged to have violated this procedure and against whom a complaint has been submitted.
- **Retaliation:** Acts or attempted acts to retaliate or seek retribution against anyone who has reported Sexual Misconduct or Intimate Partner Violence or who has participated (or is expected to participate) in any manner in an investigation, proceeding, or hearing under this Procedure. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. **Retaliation constitutes a violation of this Procedure and is prohibited by NWCCD.**

## **REPORTING PROCEDURES**

- If NWCCD determines that a student's behavior is in violation of this procedure, disciplinary action will be taken as outlined in the Code of Student Conduct (Procedure 5075.2).
- If NWCCD determines that an employee's behavior is in violation of this procedure, disciplinary action will be taken up to and including termination of employment.
- Students should report incidents that they consider violations of this procedure to the Campus Police, or to the Title IX Coordinator or Deputy, or Director of Human Resources. The staff and administrators in each of these areas are identified by NWCCD as reporting authorities and will initiate NWCCD's preliminary investigation process into an incident. Employees of NWCCD, including student staff, (with the exception of counselors as identified below) are considered mandatory reporters with regard to incidents of sexual assault and sexual misconduct as defined by this procedure. These employees are required to report an incident of sexual assault or sexual misconduct to the Campus Police and/or a Title IX Officer/Deputy even if the victim elects not to or is unable to make an official report. Victims/reporting parties have a right to report the incident directly to the Office for Civil Rights (OCR) or the Board Chair of NWCCD.

- Official reports can be made using the NWCCD's on-line <https://publicdocs.maxient.com/incidentreport.php?NorthernWyomingCCD>, by phone to a reporting entity, or in person to a reporting entity as outlined below.
- Employees should report incidents they consider violation of this procedure to the Director of Human Resources, Jennifer McArthur.

Jennifer McArthur  
 Director of Human Resources  
 Location/Address: Griffith Memorial Building Room 141  
 307-675-0571  
 Email: [jmcarthur@sheridan.edu](mailto:jmcarthur@sheridan.edu)

- **Confidential and Anonymous Reporting**

Members of the Counseling Services staff are confidential resources and do not investigate incidents. In their capacity and function as counselors, they do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so. Students may report incidents anonymously using the <https://publicdocs.maxient.com/incidentreport.php?NorthernWyomingCCD>. The amount of detail provided may cause NWCCD to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person. Students who become aware of sexual misconduct or relationship violence can make anonymous reports to NWCCD via <https://publicdocs.maxient.com/incidentreport.php?NorthernWyomingCCD> or speaking with the Counseling Center. NWCCD does not provide confidential or anonymous reporting outside of these entities.

- **If the Reporting Party does not wish to pursue Resolution**

In all reported cases of sexual misconduct, NWCCD will conduct a fact-finding investigation to the best of its ability. In cases where the Reporting Party chooses to participate, this investigative report is provided to the Director of Human Resources or Student Conduct Administrator for a threshold analysis.

In cases where the Reporting Party does not participate, NWCCD has 2 (two) options:

1. NWCCD may attempt to resolve the complaint in a manner consistent with the Reporting Party's request. This may include holding the report for action at a later date.
2. NWCCD may pursue a resolution procedure based on the status of the reporting party, student or staff/faculty in the investigation. Under these circumstances, NWCCD would take into consideration the nature of the assault, the safety of the Reporting Party, and the campus community, as well as the

previous disciplinary history and previous allegations of sexual misconduct.

- **Statement on Confidentiality**

NWCCD will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, NWCCD will take all reasonable steps to investigate and respond to the complaint consistent with any request for confidentiality or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Reporting Party.

- If the Victim requests anonymity or that NWCCD not pursue an investigation, NWCCD must balance this request in the context of its responsibility to provide a safe environment for all NWCCD community members. In cases where NWCCD cannot respect the wishes of the Victim, NWCCD will consult with the Victim and keep them informed about NWCCD's course of action.
- If the report of misconduct discloses an immediate threat to NWCCD campus community, where timely notice must be given to protect the health or safety of the community, NWCCD may not be able to maintain the confidentiality of the Alleged Victim or Alleged Offender's identities.
- NWCCD will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, NWCCD will inform the Respondent that Title IX prohibits retaliation and NWCCD will take strong responsive action to protect the Reporting Party.
- NWCCD has designated the following individual(s) to evaluate requests for confidentiality once NWCCD is aware of alleged sexual violence:

**Title IX Deputy Coordinator:**

Jennifer McArthur

Director of Human Resources

Location/Address: Griffith Memorial Building Room 141

307-675-0571

Email: [jmcarthur@sheridan.edu](mailto:jmcarthur@sheridan.edu)

<b>Community Police</b>	<b>Community Hospital Emergency Room</b>	<b>Community Advocacy Resources</b>
911 (Emergency)  Sheridan Police Department (307) 672-2413 45 W 12th St Sheridan, WY 82801  Gillette Police Department (307) 682-5155 201 East 5th Street Gillette, WY 82716  Buffalo Police Department (307) 684-5581 639 Fort Street Buffalo, WY 82834	911 (Emergency)  Sheridan Memorial Hospital 1401 West 5th Street Sheridan, WY 82801 (307) 672-1000  Campbell County Memorial Hospital 501 South Burma Avenue Gillette, WY (307) 688-1000  Johnson County Healthcare Center 497 W Lott St Buffalo, WY 82834 (307) 684-5521	<b>CONFIDENTIAL REPORTING</b>  Advocacy Resource Center 136 Coffeen Avenue Sheridan, WY 82801 (307) 672-7471  Gillette Abuse Refuge Foundation 910 East 3rd Street Gillette, WY 82716 (307) 686-8071  National Hotline 1-800-799-7233
<b>Campus Police</b>	<b>Office of Civil Rights</b>	<b>College Counseling</b>
911 (Emergency)  SC Campus Police (307) 675-0250 TRCC 107 1 Whitney Way Sheridan, WY 82801  GC Campus Police (307) 681-6050 GCMN 149 300 W. Sinclair St. Gillette, WY 82718	Office for Civil Rights <i>Denver Office</i> U.S. Department of Education Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582 Phone: (303) 844-5695 Fax: (303) 844-4303 <a href="mailto:OCR.Denver@ed.gov">OCR.Denver@ed.gov</a>	<b>CONFIDENTIAL REPORTING</b>  SC Counseling Services (307) 675-0122 Whitney Building 156 E 1 Whitney Way Sheridan, WY 82801  GC Counseling Services (307) 681-6082 GCMN 206D 300 W. Sinclair St. Gillette, WY 82718
<b>Title IX Administrator</b>	<b>Title IX Deputy Coordinators</b>	<b>Additional Campus Resources for Assistance in Reporting</b>
Cheryl Heath, Vice President Administration and Finance Whitney Building 134 (307) 675-0811 <a href="mailto:cheath@sheridan.edu">cheath@sheridan.edu</a>	Jennifer McArthur, Director Human Resources Griffith Memorial Building 141 (307) 675-0571 <a href="mailto:jmcarthur@sheridan.edu">jmcarthur@sheridan.edu</a>  Larissa Bonnet, Director Campus Life & Housing Whitney Building 156C (307) 675-0511 <a href="mailto:lbbonnet@sheridan.edu">lbbonnet@sheridan.edu</a>  Jenni Winter, Director Intercollegiate Athletics Pronghorn Center 214 (307) 681-6511 <a href="mailto:jwinter@sheridan.edu">jwinter@sheridan.edu</a>	SC Campus Life & Housing TRCC 106 (307) 675-0510  GC Campus Life & Housing Inspiration Hall 114 (307) 681-6502  On-line report: <a href="#">Anonymous on-line report:</a>



# **Glossary of Terms Used in Higher Education and at NWCCD**

- **ABD (All But Dissertation)** – a title used to describe a doctoral candidate that has completed all their coursework and exam requirements, but still needs to write their dissertation.
- **Academic Advisor** – a member of the college community who provides advice and guidance on academic matters such as course selection. This person could be a professional advisor or a faculty member.
- **Academic Honesty** – is the expectation that student's work is their own and based on their own knowledge, ideas, and thoughts. It is the absence of cheating and plagiarism.
- **Academic Code of Conduct** – Procedure that serves to provide accountability to principles of academic integrity. The responsibility for this falls under the Vice President of Academic Affairs.
- **Academic Integrity** – Basic guiding principle for all academic activity at NWCCD.
- **Academic Year** – the academic year is broken into fall, spring, and summer semesters and runs August to July.
- **Accredited/Accreditation** – the official recognition that a college or university meets the standards of regional or national organization.
- **ACT – American College Test** – a standardized test administered to students who want to be admitted into a college or university. It is designed to assess a student's readiness for college-level academic work.
- **Accuplacer Placement Test** – Integrated system of assessments designed to evaluate students' skills in reading, writing, and mathematics.
- **Add/Drop** – a process that allows students to change their course schedules by adding or dropping courses.
- **Adjunct Faculty** – part time-instructors at colleges and universities that are hired as needed (usually semester by semester) with no guarantees of continued employment.
- **AP (Advanced Placement)** – a national program of standardized classes offered to high school students. AP courses are college-level courses that allow students to earn college credits with a qualifying score on the end of course AP exam.
- **Assistant Professor** – untenured faculty on a tenure track. This is usually an entry-level position with a probationary period of approximately 5-6 years following the completion of a doctorate program.
- **Associate Professor** – tenured faculty at the intermediate level. Many faculty stay at this rank throughout their careers once it's achieved. However, some strive for the rank of full professor.
- **Associate's Degree** – a degree that requires 60-80 specified credit hours which breaks down to approximately two years of study. It is awarded as Associate in



Arts (AA) or Associate in Science (AS). Typically, associate degrees are awarded by community colleges.

- **Asynchronous Learning** – a type of distance learning offered through online courses with no requirements for students and instructors to interact face-to-face.
- **Audit** – taking a class to gain knowledge about a subject, without receiving a grade or credit toward a degree.
- **Bachelor's Degree** – a degree that requires 120+ specified credit which breaks down to approximately four years of study. It is awarded as Bachelor of Arts (BA), Bachelor of Science (BS), or Bachelor of Social Work (BSW).
- **College** – the generic term that is used to refer to any post-secondary institution. Typically a college only provides an undergraduate education. College can also refer to an academic division of a university like College of Education.
- **Commencement** – a graduation ceremony that takes place in May at NWCCD.
- **Community College** – a public two-year postsecondary institution that offers two programs: a transfer program which consists of the first two years of a bachelor's degree and a terminal program which consists of vocational training resulting in an associate's degree.
- **Commuter Student** – student who does not live on campus.
- **Comps** – short for a comprehensive exam that is usually taken at the end of a Master's degree program or at the end of coursework for doctoral students. The content, length, and time are determined by each department.
- **Core Requirements/Core Curriculum** – Mandatory general education, usually interdisciplinary, course requirements needed for the completion of a degree.
- **Course** – regularly scheduled class on a particular subject.
- **Course Load** – the number of courses/credit hours a student takes during a specific semester.
- **Course Number** – every course has an identification number that distinguishes it from other courses in a particular subject. Course numbers increase as the difficulty of the course increases. For example, at NWCCD, ENGL 1010 is an introductory English course and ENGL 2050 is a higher level English course.
- **Course Offerings** – a schedule of courses offered during a specific semester.
- **Course Prefix** – series of four letters indicating the department or program offering the course. i.e. ENGL is the prefix for English
- **Credits/Credit Hours** – units used by institutions to record the completion of courses (with a passing grade) in a degree program.
- **Curriculum** – a program of study made up of a set of courses offered by a degree program.
- **CV (Curriculum Vitae)** – a document that details your accomplishments similar to a resume, but longer. It is usually requested at academic institutions when applying for an academic position.
- **Dean** – the director or head of a division of a certain professional school or college.

- **Degree** – a diploma or title awarded by a college or university to students after they have successfully completed a program of study.
- **Department** – the formal division of a school consisting of faculty and support staff responsible for instruction in a subject area.
- **Discipline** – an area of academic study.
- **Dissertation** – an in-depth thesis on an original topic of research that is typically submitted and presented in the final stage of earning a doctorate.
- **Doctorate** – the highest degree awarded by a university after the successful completion of an advanced graduate program of study. It usually requires three or more years of study beyond the master's degree. Also referred to as a PhD.
- **Drop** – refers to the withdrawal of a student from a course that must be completed in a specified period of time depending on the college or university. Click here to read the guidelines specific to student drops at USF.
- **Dual Degree** – a program of study that allows a student to concurrently earn two degrees from the same college or university.
- **Electives** – are courses students can take for credit toward their degree, but are not part of the required program listed classes.
- **Enroll** – to register for course.
- **Exempt** – not required to do something that other students may be required to do.
- **Faculty** – the instructional staff of an educational institution.
- **FAFSA (Free Application for Federal Student Aid)** – the application used by the US government to determine the amount of financial aid a student will receive in a given year. Students must reapply every year they attend a college or university. International students are not eligible.
- **Fees** – an amount of money charged by schools, in addition to tuition, to cover institutional costs. At NWCCD we administer institutional, course, and student fees.
- **Fellowship** – a study grant or financial assistance awarded by varying institutions such as educational institutions, the government, research centers, and hospitals. They are usually awarded to graduate and doctoral students and are based on academic achievement.
- **Final Exam** - a course based assessment taken at the end of a semester or term during finals week. See USF's academic calendar for specific dates.
- **Financial Aid** – a general term that includes all types of money offered to students to help them pay tuition, fees, and other educational expenses.
- **Freshman** – a student in their first year of attendance at a high school or college/university.
- **Full Professor** - refers to the rank of a tenured faculty member that has advanced beyond the associate professor level.
- **Full-time Student** – a student taking 12 or more credit hours at the undergraduate level and 9 or more hours at the graduate level.
- **GA (Graduate Assistant)** – a graduate student employed part-time to assist faculty in teaching, grading, and meeting with students.

- **GMAT (Graduate Management Admissions Test)** – a standardized test required for admission into graduate programs in business.
- **GPA (Grade Point Average)** – a system of recording a student's overall academic performance as a numerical average. A GPA is on a 4.0 scale and calculated at the end of each term/semester with an overall GPA calculated upon graduation.
- **Grades** – a score or mark (ie. A,B,C,D,F) indicating a student's academic performance on an assessment, paper, or in a course. See USF's grading system for more information.
- **Graduate Course** – a credit course that is applied toward a graduate degree like a master's or doctorate.
- **Graduate School** – the division of a college or university which offers graduate programs that result in a master's degree, doctorate, or graduate certificate. Click [here](#) for more information on graduate programs at USF.
- **Graduate Student** – a student that already has an undergraduate degree and is enrolled in an advanced studies program leading to a master's or doctorate degree.
- **Grant** – a type of financial aid that does not require repayment and is given to students by the federal or state government, company, school, or charity.
- **GRE (Graduate Record Examination)** – a standardized test that is required for admission into a graduate degree program. The exam measures verbal, quantitative, and analytical writing skills.
- **Independent Study** – a course that allows students to earn credit toward their degree for work with a faculty member outside the traditional classroom setting.
- **Interlibrary Loan** – a system offered through the NWCCD library that can get access to materials that the campus library does not have.
- **Internship** – supervised professional training designed to provide students with experience in the work place.
- **Junior** – a student in their third year of high school or college/university.
- **Letter of Recommendation** – a letter written on behalf of a student that assesses their qualifications and skills. They are usually required for admission to a program of study or as part of the application process for a fellowship, internship, scholarship, etc.
- **LSAT (Law School Admission Test)** – a standardized test required for admission into law school. The exam measures reading comprehension, analytic reasoning, and logical reasoning skills.
- **Major** – an area of specialization, consisting of a number of courses in a discipline of study, chosen by undergraduate students. Students are usually required to choose their major before the end of their sophomore year.
- **Major Professor** – a professor that serves as an advisor and mentor for students at the graduate level. The student is typically responsible for choosing their major professor, but the preferred professor must agree to the arrangement.

- **Master's Degree** – a degree awarded after the completion of an advanced program of study at a college or university. A master's degree program typically requires one to two years of study past the bachelor's degree. It is awarded as a Master of Arts (M.A.), Master of Science (M.S.), and Master of Business Administration (M.B.A.).
- **Matriculated** – enrolled in a program of study leading to a degree at a college or university.
- **MCAT (Medical College Admission Test)** – a standardized test required for admission into medical school. The exam measures verbal reasoning, writing skills, and physical and biological sciences knowledge.
- **Midterm Exam** – an exam given in the middle of an academic term that covers all the material studied in a particular course to that point.
- **Minor** – a secondary area of specialization chosen by undergraduate students at four (4) year schools.
- **Noncredit** – a course taken that does not apply to a degree program. Noncredit courses are taken by students who need developmental work in order to be accepted into a program of study. Noncredit courses can also be taken for one's own professional development or interest.
- **Nonresident** – a student that does not meet a state's requirements for residency. Colleges and universities usually have higher tuition rates for nonresident students. A nonresident student can also refer to a student that does not live on campus or in campus housing.
- **Non-traditional Student** – a student that enters a college or university a year or more after high school graduation, pursues their college education while working full time, returns after a number of years away from formal education, and/or attends college while raising a family.
- **Open Admissions** – a college or university's non-selective policy to accept all students who have completed high school regardless of their grades and/or standardized test scores.
- **Orientation** – a college or university's official process of welcoming new students to campus and providing them with relevant information on campus policies, financial aid, housing, dining, courses, etc.
- **Part-time Student** – a student who is enrolled in less than 12 credit hours per semester.
- **Pass/Fail** – a grading system that results in a pass or a fail and not a traditional letter grade. At NWCCD, this system results in an S (satisfactory) or U (unsatisfactory).
- **PhD Candidate** – a student who has completed all their coursework, passed their qualifying or comprehensive exam, and is in the dissertation writing process.
- **Plagiarism** – the illegal use of another person's words or ideas as your own without acknowledging that person through an academically accepted citation

process. Many colleges and universities have strict policies and punishments for plagiarism.

- **Postdoc (Postdoctoral scholar)** – a recent PhD recipient engaged in a temporary period of mentored research, scholarly training, or teaching in order to acquire professional skills.
- **Prerequisite** – a required course that must be completed before a student is permitted to enroll in a more advanced course.
- **Probation** – a status given to students with a low GPA and unsatisfactory academic work as defined by their college or university. The probationary period requires students to improve their performance or be dismissed from school.
- **Promotion** – the process of gaining tenure and moving from assistant professor to associate professor to full professor.
- **Provost** – the chief academic officer at a college or university responsible for overseeing academic policies and curriculum-related matters.
- **Qualifying Exams** – similar to the comprehensive exam taken by students at the conclusion of a master's program or following the completion of doctoral coursework.
- **Research Assistant** – a graduate student employed part-time to assist faculty with research.
- **Resident Assistant (RA)** – upper class student hired to provide guidance to students who live in the residence halls on campus.
- **Residential Student** – Student who lives in on campus housing (residence halls).
- **Registration** – the process in which students choose and enroll in courses for an academic term.
- **Reserves** – refers to course items like textbooks and additional research material placed on reserve by a professor at the library for student use throughout the academic term.
- **SAT (Scholastic Assessment Test)** – a standardized test required for admission into a college or university and is usually taken in the junior or senior year of high school. The exam measure reading, writing, and math skills.
- **Scholarship** – a type of financial aid that consists of free money given to a student by a school, individual, organization, company, charity, or federal/state government to help pay for college tuition and expenses.
- **Section Number** – a number that is used to distinguish between multiple classes of the same course.
- **Semester** – an academic term that is 15 to 18 weeks.
- **Seminar** – a small class focused on specialized topics discussed in depth with a professor.
- **Senior** – a student in their fourth year of study at a high school or college/university.

- **Social Security Number** – a unique nine digit number issued to people eligible to work and collect benefits in the US such as US citizens, permanent residents, and temporary (working) residents by the US government.
- **Sophomore** – a student in their second year of study at a high school or college/university.
- **Student Employee** – student who is enrolled at the college on a full or part time basis and employed by the college working no more than 18 hours per week.
- **Syllabus** – a document distributed to students enrolled in a course that outlines the material a course will cover, instructor expectations, assignments, due dates, instructor contact information, and relevant university policies. Keep your syllabus until you have completed your highest degree.
- **TA (Teaching Assistant)** – a graduate student employed part-time to assist faculty with teaching an undergraduate course.
- **Tenure** – a status earned by faculty members at a college or university after demonstrating a strong record of research, publishing, and teaching.
- **Term** – a period of study such as a semester.
- **Thesis** – a formal piece of writing on a specific topic required for a degree.
- **TOEFL (Test of English as Foreign Language)** – a standardized exam that determines English proficiency in reading, listening, speaking, and writing. The exam is required for international student admission to a US college or university.
- **Transcript** – an official record of a student's performance at an academic institution.
- **Transfer Credit** – credit awarded toward a degree on the basis of studies completed at another college or university.
- **Tuition** – the amount of money an academic institution charges its students for attendance.
- **Undecided/Undeclared** – a student that has not chosen or declared their major field of study.
- **Undergraduate** – a post-secondary program leading to a bachelor's degree. The term also refers to a student attending such a program.
- **Visa** – an official mark or stamp in a passport that allows someone to enter a country for a specified amount of time. The US government issues the following types of visas for students and scholars: F-1 (student visa) and J-1 (exchange visitor visa).
- **Work-study** – a financial aid program funded by the US government that allows students to work part-time on campus.

## Glossary of Terms References

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### Equal Opportunity: Non-Discrimination Clause

Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, or gender identity, and any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Vice President for Administration, Cheryl Heath, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Whitney Building, Room W145E, 1 Whitney Way, Sheridan, WY 82801; 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building,



Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.