

- If you have experienced sexual discrimination, and/or sexual violence (including sexual assault, dating violence, domestic violence, or stalking) in particular, this brochure includes some things you should know about your Title IX rights.
- NWCCD is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees; as such, we take active measures against all discrimination, discriminatory harassment, and sexual harassment, including any type of violence or misconduct.

**If you believe that you are a victim of sexual discrimination including sexual harassment, sexual misconduct, sexual assault, stalking, dating violence or rape at NWCCD, know that you have the following rights:**

- To receive basic information about services designed to assist you
- To recover your losses—to the extent possible—through restitution and the return of property that was seized as evidence when it is no longer needed
- To seek or have sought on your behalf as soon as possible counseling and medical attention at a health center or elsewhere as needed including at the nearest hospital emergency room
- To report the crime to the Campus Police at (SC—307-675-0250 or GC—307-681-6050) or the local Police Department or other law enforcement agency having jurisdiction
- To be informed of the outcome of any disciplinary proceeding held
- To have the option of changing your academic and living situations if so requested and if the changes are reasonably available
- You have the right to request that the College implement a “no-contact” mandate with the alleged perpetrator
- You have the right not to “work it out” with the alleged perpetrator through mediation. NWCCD does not consider mediation to be appropriate in cases involving sexual violence

**NWCCD ADVISORS & INVESTIGATORS**

January 2019

Advisors

- Loren Groves, Coordinator, Veterans Services, GC
- Micah Olsen, Director of Enrollment Services, GC
- Nani Witham, Coordinator of TRiO Services, GC
- Ashley Mallett, Academic Advisor, GC
- Ann Storey, Assistant Director of Campus Life, SC
- Boyd Deuel, Coordinator of Residential Life, SC
- Cody Ball, Coordinator of Dual & Concurrent Enrollment, SC

Investigators & Advisors

- Tyler Jensen, Coordinator, Veterans Services, SC
  - Brett Burtis, Director, Advising Services, NWCCD
  - Susan Serge, Director, Student Affairs, Counseling, & ADA, GC
  - Larissa Bonnet, Director, Campus Life & Housing, SC
  - Jennifer McArthur, Director, Human Resources, NWCCD
  - Jana Clements, Administrative Coordinator, SC
  - Derrick Andrews, Director of SC in Johnson County
  - Claire Phillips, Director of Campus Life & Housing, GC
  - Grace Henderson, Coordinator of Campus Life & Housing, GC
  - Elizabeth Hunter, Engineering & Physics Faculty, GC
  - Allyssa Torres, Facilities Coordinator, GC
  - Zachary Atwood, Academic Advisor, GC
- Both parties have the right to be accompanied at all hearings and meetings by the advisor of their choice.
  - NWCCD must resolve the complaint based on what College officials believe is more likely than not to have happened based upon an investigation (this is called a preponderance-of-the-evidence standard of proof). NWCCD will not use a higher standard of proof.

The following members of the College community have been specifically trained on Title IX, Clery Act regulations and responding to reports of sexual discrimination and harassment:

**Title IX Coordinator**

Cheryl Heath, Vice President for Administration & CFO  
SC—W 145E, [cheath@sheridan.edu](mailto:cheath@sheridan.edu) 307-675-0811

**Deputy Title IX Coordinators:**

- Jennifer McArthur, Director of Human Resources  
SC—GMB 141, [jmcarthur@sheridan.edu](mailto:jmcarthur@sheridan.edu),  
307-675-0571
- Larissa Bonnet, Director of Campus Life & Housing,  
SC - W156, [lbbonnet@sheridan.edu](mailto:lbbonnet@sheridan.edu),  
307-675-0511
- Cara Mittleider, Director of Administrative Services  
GC – Main Business Office, [cmittleider@sheridan.edu](mailto:cmittleider@sheridan.edu),  
307-681-6331

**Campus Resources**

- Student Resources Coordination:  
*Director of Campus Life—Larissa Bonnet*  
307-675-0511
- General Questions & Concerns:  
*Title IX Coordinator—Cheryl Heath*  
307-675-0811  
*Title IX Deputy Coordinator (SC)—Jennifer McArthur*  
307-675-0571
- Campus Police  
*Dispatched through local Police Department 24/7;  
Emergencies, 911*  
307-675-0250 (SC) or 307-681-6050 (GC)
- Counseling Services: (Confidential Resource):  
*GC—Susan Serge 307-681-6082*

**Off-Campus Resources**

Police Information:

- Gillette Police Department Emergency: 911
- Gillette Police Department: 307-682-5155
- Sheridan Police Department Emergency: 911
- Sheridan Police Department: 307-672-2413

Medical Treatment:

- Campbell County Memorial Hospital: 307-688-1000
- Sheridan Memorial Hospital: 307-672-1000

Confidential Resource:

- National Hotline: 1-800-799-7233
- Advocacy Resource Center (Sheridan): 307-672-3222
- Gillette Abuse Refuge Foundation (GARF): 307-686-8070

DOE Office of Civil Rights:

- E-mail address: [ocr@ed.gov](mailto:ocr@ed.gov)
- Online: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Advocacy & Rape Crisis

- 1-800-727-8106 or 717-334-9777



**NWCCD & Title IX:  
Know Your Rights**

Title IX of the Education Amendments of 1972 prohibits sex discrimination — which includes sexual violence — in educational programs and activities. Students, staff, faculty, and other employees have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence, sexual misconduct, stalking and harassment.

**If it happens, we need to know about it!**

Any student or employee who believes he or she has been the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct is urged to report the matter.

Students who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct are also urged to report the matter.

**If you see an act of violence, have suspicions that violence is occurring or fear that violence is imminent, call 911 immediately.**

**Abbreviation Key:**

- NWCCD—Northern Wyoming Community College District
- GC—Gillette College
- SC—Sheridan College
- SCJC—Sheridan College in Johnson County

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.

Community Police	Community Hospital Emergency Room	Community Advocacy Resources
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
Campus Police	Office for Civil Rights	College Counseling
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 156 1 Whitney Way Sheridan, WY 82801  GC Counseling Services (307) 681-6082 GCMN 206D 300 W. Sinclair St. Gillette, WY 82718
Title IX Coordinator	Title IX Deputy Coordinators	Additional Campus Resources for Assistance in Reporting
Cheryl Heath, Vice President, Admin. & Finance Whitney Building 145E 307-675-0811 <a href="mailto:cheath@sheridan.edu">cheath@sheridan.edu</a>	Jennifer McArthur, Director, Human Resources Griffith Memorial Bldg 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:lbonnet@sheridan.edu">lbonnet@sheridan.edu</a>  Cara Mittleider, Director of Administrative Services GC Main Business Office 307-681-6331 <a href="mailto:cmittleider@sheridan.edu">cmittleider@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="https://goo.gl/kfKdbG">https://goo.gl/kfKdbG</a>

# Process Information (more details are located in the Student Code of Conduct)

## NWCCD Will Respond Promptly and Effectively to Sexual Violence

- You have the right to report the incident to NWCCD, have NWCCD investigate what happened, and have your complaint resolved promptly and equitably.
- You have the right to choose to report an incident of sexual violence to College officials and/or local law enforcement. A criminal investigation does not relieve NWCCD of its duty under Title IX to respond promptly and effectively to a complaint of sexual harassment or sexual violence.
- NWCCD has published policies and procedures prohibiting sexual misconduct and for reporting complaints of sex discrimination, including sexual violence.

## NWCCD Prohibits Retaliation

- Retaliation against someone who files a complaint or who participates in an investigation is strictly prohibited by College policy and by law.
- You have the right to report any retaliation by College employees, the alleged perpetrator, and/or other students. NWCCD will take strong responsive action if retaliation occurs.

## NWCCD Will Provide Remedies as Necessary

- If an investigation reveals that sexual harassment/sexual violence created a hostile environment, NWCCD will take prompt and effective steps reasonably calculated to end the sexual harassment/sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.
- Appropriate remedies will generally include disciplinary action against the perpetrator, but may also include remedies to help you get your education back on track. These remedies are in addition to any interim measures you received.
- NWCCD may also determine that it is most appropriate to provide remedies for the broader student population (such as training) or change its services or policies to prevent such incidents from repeating.

## Step 1—Preliminary Inquiry

- Complaint is received, Is there a violation of ...
  - Law
    - Yes—Criminal Investigation
    - No—Case sent on to Title IX Investigative process
  - Policy
    - Yes—Assign Investigators
    - No—Notify reporting party results of initial investigation
- Interim measures issued and enforced
- Notice of investigation/alleged violation issued

## Step 2—Investigation

- Investigators assigned
- Investigation conducted
- Investigation Report draft is review by all parties
- Investigative report with recommended findings and sanctions is submitted to a Conduct Officer

**Individuals involved in the process have the right to have their advisor with them throughout the entire process.**

**Preservation of Evidence:** 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.

## Step 3—Findings/Hearing

- Conduct Officer Reviews Investigative Report and Recommendations
- Conduct Officer meets with each party to share the findings and sanctions
  - Not Responsible Finding
    - Reporting party may request to review the investigation and re-open the investigation and convene a hearing
  - Responsible Finding
    - Responding Student *accepts* both finding and sanction(s) - process ends
    - Responding student *accepts* finding but *rejects* sanction(s) - hearing happens on sanctions only
    - Responding student *rejects* findings — hearing is convened
    - Responding party *rejects* findings in part—hearing solely on the disputed allegations is convened
- No Finding of violation
  - The case is closed unless new information arises

## Step 4—Appeal

- Both parties have the right to request an appeal on the following grounds within 3 business days of notice of outcome:
  - A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
  - To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
  - The sanctions imposed are substantially outside the parameters or guidelines set by NWCCD for this type of offense or the cumulative conduct record of the responding student.
- 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.
- Appeals will be heard by a three-member panel.
- Appeal decisions are final.
- All parties will be notified of outcomes.