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

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. Students, and employees have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual assault, domestic violence, dating violence, stalking and sexual harassment.

If it happens, we need to know about it!

Any student or employee who believes they have 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 or employees 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.

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

<table>
<thead>
<tr>
<th>Community Resources</th>
<th>Community Police</th>
<th>Community Hospital Emergency Room</th>
<th>Community Advocacy Resources</th>
<th>Legal Assistance/VISA &amp; Immigration Assistance</th>
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<tr>
<td><strong>911 (Emergency)</strong> Sheridan Police Department</td>
<td>Sheridan Police Department</td>
<td>Sheridan Police Department</td>
<td>910 East 3rd Street Sheridan, WY 82801</td>
<td>Legal Aid of Wyoming, Inc. Cheyenne, WY (307) 432-0807</td>
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<tr>
<td>Gillette Police Department</td>
<td>Gillette Police Department</td>
<td>Gillette Police Department</td>
<td>297 S. Main St. Gillette, WY 82718</td>
<td>Dial 4-1-1 for more listings. <strong>2-1-1 Wyoming provides</strong> Links to many kinds of community services. Dial 2-1-1 or 1-888-425-7138</td>
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<th>Campus Safety</th>
<th>College Counseling</th>
<th>Title IX Coordinator</th>
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**Additional Campus Resources for Assistance in Reporting**

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<th>GC Campus Life &amp; Housing</th>
<th>Financial Aid Services</th>
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<tr>
<td>SC Campus Life &amp; Housing TRCC 106</td>
<td>GC Campus Life &amp; Housing Inspiration Hall 114</td>
<td>NWCCD Financial Aid (307) 675-0200</td>
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<tr>
<td>(307) 675-0510</td>
<td>(307) 681-4502</td>
<td>SC Foundation- Scholarships (307) 675-0700</td>
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**Title IX Coordinator**

Jennifer McArthur, NWCCD’s Title IX and Section 504 Coordinator, Sheridan College, Griffith Memorial Building 141 307-675-0571 jmcarthur@sheridan.edu

**Update 9/8/2020**

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 Assistant Vice President for Human Resources. Jennifer McArthur, NWCCD’s Title IX and Section 504 Coordinator, Sheridan College; Griffith Memorial Building, Room 3101, 1 Whitney Way, Sheridan, WY 82801; 307-675-0555. 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; 303-844-3177, or TDD 303-844-3147.

**Abbreviation Key:**

NWCCD—Northern Wyoming Community College District

GC—Gillette College

SC—Sheridan College

SCJC—Sheridan College in Johnson County

Updated 9/8/2020
To Report a Possible Violation

Official reports can be made using the NWCCD’s on-line form through the Office of the President or Human Resources.

If NWCCD determines that a student’s behavior is in violation of NWCCD Procedure 3003.1: Sexual Misconduct, disciplinary action will be taken as outlined in NWCCD Procedure 3003.1: Sexual Misconduct. The procedure includes descriptions of sanctions, supportive measures, and the procedures related to written notification throughout the investigation and grievance process.

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.

Employees should report incidents they consider violation of this procedure to the Assistant Vice President of Human Resources.

If the reporting party does not wish to pursue resolution:
• In reported cases of sexual misconduct, the Title IX Coordinator will review the report to determine the course of action. NOTE: A formal complaint must be filed in order for informal or formal resolution to occur. See NWCCD Procedure 3003.1: Sexual Misconduct for a full list of options.

Information on How to Request Supportive Measures
• Supportive measures: Individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant of Sexual Misconduct and, if appropriate, to accused Respondent before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the District’s educational environment, or deter sexual harassment.

Court-issued Orders of Protection
• Upon receipt by the Campus Risk Manager, NWCCD will support court-issued orders of protection.
• NWCCD cannot apply for a legal order of protection/restraining order/stalking order for a reporting party. This request must be initiated by the reporting party.

Overview of Disciplinary Actions
The District’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with NWCCD Procedure 3003.1: Sexual Misconduct and the requirements of the Title IX Coordinator, the Campus Risk Manager, and the Title IX Coordinator.

If you believe that you are a victim of sex-based discrimination including sexual harassment, sexual assault, stalking, violence or domestic violence at NWCCD, know that you have the following rights and options:
• Receiving information regarding the importance of obtaining and preserving forensic and other evidence;
• The right to report or not report the alleged incident to the District, law enforcement or both, including information about the survivor’s right to privacy and which reporting methods are confidential;
• The right to request and receive assistance from campus authorities in notifying law enforcement;
• The right to request and receive assistance in enforcing a campus-issued no contact order;
• The right to speak to and receive assistance from on and off campus Confidential Resources and other organizations that provide support and services to victims and survivors;
• The right to assistance in accessing and attending the campus and local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/Visa assistance;
• The right to Supportive Services with or without the filing of a formal Complaint, no matter where the incident is reported to have occurred and that the District will consider the Complainant’s wishes with respect to available supportive measures including without limitation changes to academic, living, dining, working, and transportation situations;
• The right to request a Formal or Informal Resolution Process if it is found to proceed under NWCCD Procedure 3003.1: Sexual Misconduct and a summary of the appropriate complaint resolution procedures;
• Contact information for all of the people and organizations listed herein; and
• Complainants have the right to request an end to the process except as set forth in NWCCD Procedure 3003.1: Sexual Misconduct.

NWCCD Will Respond Promptly and Effectively to Sexual Misconduct
• You have the right to report the alleged sexual misconduct to NWCCD; the District will require you to report the alleged sexual misconduct to NWCCD; if you do not, the District will investigate the alleged sexual misconduct and, if it determines that the conduct described to the District was a violation of Title IX, you may have your complaint resolved promptly and effectively.
• You have the right to choose to report an incident of sexual misconduct to College officials or to 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 or domestic violence.

NWCCD has published policies and procedures prohibiting sexual misconduct and for reporting complaints of sex discrimination, including sexual violence, sexual harassment.

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 to the Title IX Coordinator. NWCCD will take strong responsive action if retaliation occurs.

NWCCD Will Provide Remedies as Necessary
• If an investigation reveals that sexual harassment or any form of sexual misconduct occurred, NWCCD will take prompt and effective actions 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 responding party, but may also include remedies to help you get your education back on track. These remedies are in addition to any interim measures you requested.
• 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.

INFORMATIONAL PROCESS

Informal Resolution Process
• Informal Resolution Process may be appropriate given the facts and circumstances.
• Formal Complaint is filed and with an agreement by the Parties and the Title IX Coordinator that the Informal Resolution Process is appropriate and desired.
• Title IX Coordinator will provide to the parties a written notice disclosing the allegations, and the requirements of the Informal Resolution Process, any consequences resulting from participating in the Informal Resolution, and the fact that either party may withdraw and/or resume the Formal Resolution process at any time prior to the final resolution...

Preservation of Evidence: Victims of sexual misconduct should take every precaution to preserve all evidence and from tampering with any items at the scene, changing clothing, or washing any area of their body. Upon receiving a report of a sexual or domestic related crime, a campus police officer(s) and/or local police officer(s) may 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 in instances of stalking behavior or dating/domestic violence.

Confidentiality
Parties may request that directory information on file with the District be withheld by request to the Registrar’s Office.

Regardless of whether a reporting party has opted-out of allowing the District to share “directory information,” personally identifiable information about the reporting party and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in proving support services to the reporting party, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or supportive measures provided to the reporting party to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The District does not publish the name of crime victims or other identifiable information regarding reporting party in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the reporting party and other personally identifiable information about the reporting party will be withheld.

Options for Proceeding through District Process
For a full list of options...

Formal Resolution Process
• Formal Complaint is filed requesting an investigation.

Grievance Procedure - If at the conclusion of the investigation, the District has not previously determined 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...

Formal Resolution Process Continued...
• Investigation – The District seeks to complete an investigation and any resulting disciplinary process, excluding appeals, within 45 business days after receipt of the complaint.
• Inspection of Evidence - Prior to completion of the investigative report, each Party will review a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy.
• Final Investigative Report - Each Party has the right to review the final investigative report prior to submission to the Decision Maker.
• Grievance Procedure - If at the conclusion of the investigation, the District has not previously determined that the case meets the threshold and jurisdiction for Title IX, the Title IX Coordinator will make a final determination as to whether to proceed under the Title IX or No Title IX Grievance Procedures.