To Report a Possible Violation
Official reports can be made using the NWCCD’s on-line form (https://en.m.aastate.com/reportingform.php/NorthernWyomingCDDlayout_id=3), by phone to a reporting entity, or in person to a reporting entity.

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 3003.3: Sexual Misconduct. This 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 and the Responding Party before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve the survivor’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 enforce 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 victim.

Overview of Disciplinary Actions
The District’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In such instances, the procedures in this policy are consistent with NWCCD Procedure 3003.3: Sexual Misconduct and that is transparent to the Reporting Party and the Responding Party. Disciplinary actions could range from an educational opportunity to dismissal from NWCCD.

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 and options:
• 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 obtaining and enforcing a campus-issued order of protection or 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 from the District in accessing and navigating campus and local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/Visa assistance;
• The right to Supportive Measures 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 cause 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.