



# Casper College

125 College Drive • Casper, Wyoming 82601  
307-268-2110 • 800-442-2963

## NUMBERS TO KNOW

Academic Affairs . . . . .	Carmen Simone . . . . .	268-2706
Admissions . . . . .	Alison McNulty . . . . .	268-3123
Student Payment Plan . . . . .	Vickie Weber . . . . .	268-2244
Counseling . . . . .	Keith Cross . . . . .	268-2366
Financial Aid . . . . .	Darry Voigt . . . . .	268-2596
Scholarships . . . . .	Steve Dobby . . . . .	268-2636
Hathaway Scholarships . . . . .	Lizzy Hede . . . . .	268-2872
Housing & Student Activities . . . . .	Barb Meryhew . . . . .	268-2249
Student Health Service . . . . .	Tracy Hasely . . . . .	268-2263
Career Center (Jobs) . . . . .	Janet deVries . . . . .	268-2662
Registrar . . . . .	Alison McNulty . . . . .	268-3123
Security . . . . .	Lance Jones . . . . .	268-2688
Student Services . . . . .	Joanna Anderson . . . . .	268-2201

***This planner belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **NON-DISCRIMINATION STATEMENT**

Casper College does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment in or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Casper College, Office of Human Resources, Casper, Wyoming 82601, (307) 268-2634, or to the U.S. Department of Education, Office of Civil Rights, Region VIII, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204-3582, (303)844-5695 or (303)844-3417. This publication will be provided in an alternative format upon request.

## **ACCOMMODATIVE SERVICES**

Persons needing accommodative services under the auspices of Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act of 1990, as amended, must provide documentation of eligibility for services and advanced notification to Accommodative Services personnel (268-2201) of their desire to receive services. Persons desiring service will meet with personnel to review eligibility documentation, discuss the types of services being requested and complete a required service agreement. Typically, accommodative services require at least 72 hours of advanced planning prior to implementation. However, when adaptive equipment or special services must be ordered, a minimum of two weeks must be allowed.

Persons seeking additional information may contact the Counseling & Student Development Office (307-268-2366; TDD 307-268-2559; <http://www.caspercollege.edu/students/help/accomodative/index.html>) or review the Accommodative Services procedure found in the college Policy & Procedures Manual located in the Human Resources Office, the Vice President for Student Services Office or the Casper College website (<http://web.caspercollege.edu/hr/policymanual/TOCALPHA.asp>).

# ACADEMICS

## ACADEMIC POLICIES

Students are expected to understand the fundamental academic policies and practices of the College in order to be successful. The following information is important.

### Grades and Grade Reporting

#### The grading system at Casper College has 11 potential grade categories

A (excellent work);	W (withdrawn from the course);
B (above average work);	S (satisfactory work);
C (average work);	U (unsatisfactory work);
D (below average work);	X (in progress work);
F (failing work);	Au(auditing class).
I (incomplete work);	

Most classes are taken for “letter grades” (A thru F) while some courses may be taken S/U. The I and X grades are used in special cases when coursework is not complete at the end of the term. See the academic policies section of the catalog for more details about the grading system.

Students receive grade reports at midterm and after finals. You can get your grades through WebAdvisor ([www.caspercollege.edu/students/](http://www.caspercollege.edu/students/)). The midterm grades indicate academic progress and are not a part of your permanent grade record. The final grade reports reflect the grades that are posted to your permanent grade record.

### Grade Point Average (G.P.A.)

A college G.P.A. is calculated differently from the high school G.P.A. In college A's are worth 4 points; B's are worth 3 points; C's are worth 2 points; D's are worth 1 point and F's are worth 0 points. Only these letter grades are used to figure your G.P.A. To calculate your G.P.A. for these steps:

1. Multiply the number of credits a course is worth by the number of points the grade is worth. So if you have a 3 credit course and earned a B grade in the course, you would multiple 3 credits X 3 grade points (for the B) for a total of 9 grade points for this one class.
2. Add up the total number of credits you have for the semester in graded classes. So if you were enrolled in one 4 credit class, two 3 credit classes and one 2 credit class, you would have a total of 12 credits.
3. Add up the total number of grade points you earned for the semester. So if you received an A in your 2 credit class, a B in one of your 3 credit classes, a

C in your other 3 credit class and a B in your 4 credit class, you would have a total of 35 grade points.

4. Divide the total number of grade points earned by the total number of graded credits. So 35 grade points divided by 12 credits equals a semester G.P.A. of 2.917.

### **Withdrawal and Schedule Changes**

There are two ways you may change the classes for which you have registered: drop/add or complete withdrawal.

Dropping/adding a course is done in one of two ways:

1. A change form, which you pick up in the admissions office, AD 132;
2. WebAdvisor [www.caspercollege.edu/students/](http://www.caspercollege.edu/students/). You cannot drop ALL courses using WebAdvisor.

Specific course add and drop deadlines are listed in each semester schedule and on line [www.caspercollege.edu/1stop/](http://www.caspercollege.edu/1stop/)

Completely withdrawing from the college can only be done on a complete withdrawal form which may be picked up in the admission office AD 132.

Always discuss any class changes or withdrawal decisions with your academic advisor, a faculty member or a counselor in the counseling and student development office. These changes may impact your ability to transfer, your course selections for future semesters, your eligibility for some college activities and services, your health and car insurance, and your eligibility for scholarships and other financial aid. Talk with your advisor and student services staff member about these issues before you make your schedule change.

Casper College does NOT delete or cancel enrollment for nonattendance or nonpayment.

### **Class Attendance**

- \* The college expects you to attend all sessions of each class in which you are enrolled.
- \* If you are called for jury duty or subpoenaed as a witness in a legal action, contact the dean of students office and we will notify your instructors of the situation.
- \* Students are encouraged to check with their individual instructors about their specific policies about class attendance. Remember, however, excessive absences will likely impact your course grade and your eligibility for financial assistance.
- \* Due to federal financial aid regulations, faculty has been asked to report the names of all students who have been irregular attendees or absent for several consecutive class sessions to the dean of students office. If the dean's office receives your name from an instructor, you will be contacted to determine your intentions as to your continuation in the class.

\* If you are ill or injured and unable to attend classes for two or more days, contact the dean of students office (AD 112 or 268-2201) so that notice may be given to your instructors. Be aware that this notification does not give you an “excused absence” and your instructor may still request that you furnish appropriate documentation of absences upon your return to class. If you are uncertain about documentation, consult with the dean of student’s office (AD 112).

### **Cancellation of Courses**

Occasionally the college will cancel a course offering for a particular term. The determination to cancel a credit course is usually related to low enrollment. The vice president for academic affairs makes course cancellation decisions in consultation with the division chair.

### **Probation and Suspension**

When you are on probation, you are in jeopardy of losing some privileges, either academic or social. When you are on suspension, you have had some privileges revoked, either academic or social.

\* You will be put on Academic Probation, if you have attended Casper College one term and have attended no other colleges, and you attain less than a 1.5 grade point average. If you have attended Casper College more than one term or previously attended any other colleges, you will be placed on academic probation if you attain less than a 2.0 grade point average. You will be placed on Academic Suspension, if you fail to achieve “good academic standing” after one semester’s academic probation or if you have repeatedly violated academic ethics, such as cheating or plagiarism.

\* Disciplinary Probation and Suspension may be imposed in accordance with the student conduct and judicial code.

\* Financial aid Probation and Suspension are imposed in accordance with the rules and regulations governing the specific form of aid that you may be receiving.

### **Academic Forgiveness Policy**

Casper College has several alternatives for academic forgiveness.

1. If you are experiencing difficulty with any courses during the current term, you have the course drop/add or the complete withdrawal options.
2. The definition of “good academic standing” is based on either the term or the cumulative grade point average; thus allowing for redemption in one term regardless of past record and avoiding penalty for one below par term in an otherwise satisfactory academic record.
3. Casper College’s general requirements for graduation permit exclusion of needless and unwanted courses in calculating the grade point average for graduation.

4. A degree-seeking student may submit a petition to have a previous block of Casper College courses (at least one semester but not more than four semesters) removed from both the calculation of grade point average and degree credit after completing a minimum of 24 semester hours with at least a 2.5 grade point average. This alternative is a one time only option and will not remove any courses or grades from the permanent transcript record.

#### **Disclosure Statement on Institutional Graduation/Completion Rate**

Casper College provides the following information regarding institutional graduation/completion rates, in compliance with the Higher Education Act of 1965. These rates reflect the completion status of students who enrolled during the fall 2002 semester and for whom 150 percent of the normal time-to-completion has elapsed.

During the fall 2003 semester, 693 first time, full-time certificate or degree seeking undergraduate students entered Casper College. After three years, as of August 31, 2006, 29 percent of these students had graduated from, or completed their programs from our institution. An additional 12 percent of this cohort group has transferred to four-year institutions prior to completing their respective programs of study.

Questions related to our institutional graduation/ completion rate report should be directed to:

**Lynn Fletcher** • *Director of Institutional Research*  
Casper College  
125 College Drive • Casper, WY 82601  
(307) 268-2211

#### **STUDENT LEAVE: JURY & WITNESS DUTY**

##### **Purpose**

Casper College recognizes the beneficial learning experience and civic duty associated with jury duty and witness service. It is the intention of the college that reasonable efforts be made to accommodate students in completing academic work missed while performing witness or jury duty.

##### **Scope**

This procedure applies to all full-time and part-time credit generating students who are required by subpoena to appear as a witness or who receive a summons for jury service.

##### **Responsibility**

Each student is responsible for the earliest possible notification of their instructor(s) or the dean of students office of possible court date(s) which

conflict with their academic schedule. It is understood that jury selection is not finalized until the day before a trial. As soon as possible after receiving a summons, students should notify their instructors or the dean of students office that they are part of a jury pool and must appear for the jury selection process. Witness appearances rarely require more than one half day. In the unlikely event that an on going witness appearance will result in a substantial absence from the academic schedule, the affected instructor(s) should be notified as soon as possible.

### **Procedure**

Upon receiving notice of a court conflict, the instructor must consider alternatives to accommodate the court appearance. Some alternatives which may be considered include but are not limited to:

1. Scheduling the student into an alternate meeting time of the same class;
2. Providing accelerated, or extra tutorial work before the court appearance to ensure that necessary subject material is covered;
3. Providing accelerated or extra tutorial work after the court appearance to ensure that necessary subject material is covered.

Students may request additional assistance from the Vice President for Student Services office in utilizing this procedure.

Students are reminded that the court system is sensitive to persons who can show an undue hardship from performing jury duty. Generally being a college student alone is not sufficient to create a hardship and does not justify a release from jury duty. Finals week, however, may create an undue hardship and merit a release from jury duty. The college encourages students to make known to the examining attorneys, during jury selection, any extenuating circumstances or hardships that jury duty will cause related to the academic schedule.

## FINANCIAL AID REMINDERS

**Apply for financial aid early, and use the Free Application for Federal Student Aid (FAFSA).**

**Available online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

Check the current Casper College catalogue or visit the Financial Aid Homepage's (<http://www.caspercollege.edu/finAid/>) for more extensive information on Student Financial Assistance and scholarships.

Most financial aid awards are credited to your student account before the beginning of the semester, but balance checks are not available until the first day of class each term.

If you don't want the Financial Aid offered to you reduced or cancelled, be sure you are adequately enrolled by the "census date." The census is the 10th day of regularly scheduled class days (5th in summer) each semester.

Most awards have specific requirements for receipt and retention. Be sure you know about, and maintain, the required standards for your award.

Don't be caught with your grades down!

## CAREER CENTER

The professional staff of the Career Center, located in AD 110, provides a wide variety of employment-related services for students and alumni.

- \* Assistance in developing a career plan and amplifying your employability skills
- \* Referral of applicants, arrangement of interviews and collection of resumes for employers
- \* Resource room and resume lab: print materials, Internet searches, audio/video tapes, and information on transfer schools, federal government career opportunities, resume preparation, successful interviewing, communications in the workplace, and employer data
- \* Students seeking work study/on-campus, part-time, full-time, summer or career employment should register with the Center

## **DIRECTORY INFORMATION**

The College does not release directory information about students over the phone. If a person comes to the Admissions and Student Records Office or the Student Services Office and provides the Registrar or Vice President for Student Services, or their designated representatives, with appropriate picture identification, and identifies the purpose of his/her request, the following directory information may be released: student name, local address, and local phone number. Students wishing to have no directory information disclosed must notify the Registrar, in writing, by the first day of class for the semester in which they do not want the directory information released.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Notification of Student Rights**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a written request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including campus security personnel

and health service staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the

US Department of Education concerning alleged failures by Casper College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are.

*Family Policy Compliance Office*      *U.S. Department of Education*  
*US Department of Education*      1244 Speer Boulevard, Suite 310  
600 Independence Avenue, SW      Denver, Colorado 80204-3582  
Washington, DC 20202-4605

## ROBERTS COMMONS FOOD SERVICE HOURS

**Breakfast:** Mondays thru Fridays 7:00 to 9:00 a.m.  
Saturdays: 8:00 to 9:00 a.m.  
**Lunch:** Mondays thru Fridays 11:00 a.m. to 1:00 p.m.  
**Brunch:** Saturdays & Sunday 12:00 to 1:00 p.m.  
**Dinner:** Mondays thru Thursdays 4:45 to 6:45 p.m.  
Fridays: 4:45 to 6:00 p.m.  
Saturdays & Sundays 5:00 to 6:00 p.m.

## PARENTAL NOTIFICATION FOR DRUG & ALCOHOL VIOLATIONS

The Higher Education Act Amendments (HEA) of 1998 authorize the College the option of contacting parents or legal guardians with the results of campus disciplinary hearings if the student is less than 21 years of age and has been found responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. The College reserves the right to initiate such contacts when it deems that the violation posed a significant health or safety risk for the student and/or his/her peers.

# MOTOR VEHICLES

VEHICLE REGISTRATION: All students and employees who will be operating motor vehicles on campus must register their vehicles in the Student Services Office, AD 112.

## REGULATIONS FOR OPERATING MOTOR VEHICLES ON CAMPUS

(Reviewed: May 2006)

### Introduction

The following are rules and regulations adopted by the college. These rules and regulations supersede all previous rules and regulations.

Suggestions to improve the parking system and traffic flow on campus are welcome. Any suggestions should be made to the Director of Campus Security at Casper College. The Campus Security Director's Office is located in the College Center, Room 124.

### General Information

1. Casper College Security has the responsibility of patrolling the campus and insuring that the provisions of the parking and traffic regulations are observed.
2. These regulations apply to all persons who operate a motor vehicle or bicycle on the streets, parking lots, and roadways owned by Casper College. (A motor vehicle includes cars, trucks, motorcycles, quad runners, etc.)
3. Motor vehicle operators and permit holders agree to abide by these regulations, including the imposition of penalties, monetary or otherwise, as herein provided.
4. No parking will be permitted in the following areas:
  - a. Yellow curb zones.
  - b. Marked pedestrian crosswalks.
  - c. Handicapped spaces, unless proper permits are displayed.
  - d. Fire lanes.
  - e. Visitor and traveling employee zones unless with valid parking permit.Handicapped space and fire lane parking regulations will be enforced 24-hours a day, 7-days a week, and vehicles in violation may be ticketed, or towed (see section 3) at the owner's expense. Be aware that some handicapped spaces are much wider than normal parking spaces in order to accommodate wheelchair lifts, etc.
5. Speed limit on campus is 20 MPH on upper campus and 15 MPH on lower campus.

6. Pedestrians in crosswalks have the right of way at all times on property owned by Casper College.
7. Casper College is not responsible for any accident or theft to privately owned motor vehicles occurring while on College owned property. Persons using any college street, parking lot, or roadway do so at their own risk.
8. All motor vehicle accidents occurring on the campus, where property damage or injury occur, will be reported to the Campus Security who will report to the Casper Police Department, as required by Wyoming statutes.
9. Parking privileges in "Visitor Parking", "Casper College Vehicles Only", and "Traveling Employees" zones are restricted to those bona fide visitors, college vehicles (those vehicles displaying Casper College license plates), and traveling employees (those with specialized temporary stickers displayed). All other vehicles shall not park in these restricted parking zones.
10. Only parking permits authorized by these regulations and issued by Casper College are acceptable. Such things as signs or decals made by or issued by others, including dashboard signs, notes, or outdated decals, will not be accepted and will not be recognized by Campus Security Officers.
11. These regulations anticipate certain possible violations by college owned vehicles when necessary for college service personnel in the pursuit of required duties. However, such violations by college vehicles shall not be a precedent or an acceptable excuse for any other individuals to violate these regulations.
12. Traffic violations of Casper City codes that occur on campus can be prosecuted in the city courts.
13. Parking in areas outside of the college campus will be subjected to the codes of the city of Casper.
14. Campus parking lots open to vehicles with "Residence Hall" or "CWT" parking permits will be: all lots south of the Business Building; all lots surrounding the Krampert Theatre on the north, south, east and west.
15. All persons who operate a motor vehicle on Casper College property are expected to obey all Wyoming State statutes regarding motor vehicle operations.
16. Overnight camping is not permitted on the college campus.

#### **Registration Procedures**

1. Faculty and staff vehicle registration: Faculty and Staff will register all vehicles to be used on Casper College campus in room 112 of the Administration Building.
2. Student vehicle registration: At the time of registration, all students who will be operating a motor vehicle on college owned property, must complete a vehicle registration form and turn it in to room 112, Administration Building. Each on-campus resident with a motor vehicle must have a current parking permit displayed on it.

3. During the school year, students, faculty, and staff should register newly acquired motor vehicles before they are operated on campus. Students living in campus housing must obtain a temporary permit before parking in the lots near their residences.

#### **Classification of Vehicle Parking Permits**

1. Types of vehicle parking permits to be issued:

**Residence Halls:** To be issued to students who reside in campus residence halls.

These permits authorize parking only in the residence hall parking lots.

*NOTE: Between 7 a.m. and 10 p.m., Monday through Friday, vehicles with this permit may ONLY park in the residence hall lots or those areas identified in the General Information Section's, Item 14.*

**Civic, Wheeler, Thorson (CWT):** To be issued to students who reside in Wheeler Terrace, Civic and Thorson Apartments. These permits authorize parking only in the lot adjoining their individual housing area.

*NOTE: Between 7 a.m. and 10 p.m., Monday through Friday, vehicles with this permit may ONLY park in the Wheeler Terrace, Civic and Thorson Apartments lots or those areas identified in the General Information Section's, Item 14.*

**T.E. (Traveling Employee):** To be issued each semester upon approval of the Vice President for Academic Affairs to enable faculty and staff members to park in designated areas throughout campus.

**Handicapped:** Handicapped permits are issued by the State of Wyoming.

However, they must be valid and properly displayed. Temporary handicapped permits are available through the Patient Relations Office at the Wyoming Medical Center for those who require handicapped parking for a brief period of time.

**Temporary:** Any on-campus resident having a registered vehicle, who plans to operate a substitute vehicle for some reason (such as repair work) on Casper College owned property, will be issued a temporary permit on the day the vehicle is brought onto college owned property. Pick up the Temporary permit in the Student Services Office, AD 112. The temporary permit will not be valid for more than 10 consecutive days. A temporary permit expires after the 10th day.

2. All Casper College parking permits, with the exception of the T.E. hanging permits, are to be affixed to the lower left corner of the windshield (drivers side), so as to be easily read from outside of the vehicle. Any vehicle on college property that fails to have a parking sticker affixed properly, fails to keep it affixed and visible in its intended manner and proper place shall be considered in violation. ("Intended Manner" means applying the self-sticking permit directly to the glass. The use of tape or other methods to attach the permit is a violation of the regulations.)

### Violations and Penalties

1. Violations of campus parking regulations shall involve the following fines

A. False information on any application or misuse of a parking permit.	\$10.00
B. Failure to register a motor vehicle or properly display the parking permit.	\$10.00
C. Parking in areas not covered by the proper parking permit.	\$10.00
D. Improper parking - parking in yellow curb area, fire lanes, loading zones, etc., obstructing a crosswalk, parking on sidewalk, and double parking	\$10.00
E. Handicapped violation.	\$100.00
F. Stop sign violation	\$30.00
G. Careless driving or traffic violation.	\$30.00

2. Campus traffic and parking regulations shall be enforced by the Casper College Campus Security Department and that department shall issue and revoke permits in accordance with these regulations.
3. Any student or employee who repeatedly violates regulations or fails to pay fines is subject to cancellation of his/her parking privileges for the duration of the semester. Vehicles may be towed from college property at the owner's expense. Vehicles may also be towed from college property at the owner's expense (1) after repeated warnings, or (2) violator continues to park illegally.
4. The issuance of a citation for a violation does not preclude the issuance of additional citations for the same or a similar violation on subsequent days or on the same day.

### Collection and Payment of Fines

1. Payment of violation fines. All payment of violation fines shall be made within ten (10) school days after date of each violation. Payment of fines may be made at room 103, Administration building between 8 a.m. and 5 p.m. daily. Payment of all \$10.00 fines within one day will be discounted 50%. Failure to pay violations will result in action as defined in the "Miscellaneous" section part 2 (Towing and Storage).
2. Collection of fines. Failure to pay required fines after written notice will result in the following action:
- A. Student transcripts will be held until all required violation fines are paid in full.

- B. Upon the end of each semester, those students who have dropped out of school, or are unable to continue, and fail to pay their fines will not be allowed to re-enroll until the fine is paid.
  - C. Casper College employees are expected to pay their fine within a reasonable period of time.
3. Contest. Persons who wish to contest their parking and/or traffic violations must meet with the Director of Campus Security or his/her designated representative, for an informal review of the matter within 5 school days from the receipt of the ticket.
  4. Appeal. An appeal of an unresolved contested violation must be filed within 30 working days of the date of the violation, or within 15 school days from the date of the review by the Director of Campus Security, or his/her designated representative. The appeal must be filed in the Office of the Vice President for Student Support Services. The appeal must be in writing and contain the following information:
    - a. The name, address and phone number of the contesting person;
    - b. A concise description of the violation;
    - c. A complete statement of the actions taken;
    - d. A statement of the relief/solution sought.

After reviewing the case records and hearing the appeal, the Vice President will give his written opinion to the person initiating the appeal within 5 school days of the conclusion of the review.

#### **Miscellaneous**

1. Liability. The person in whose name the vehicle is registered, or if the vehicle is not properly registered, the person who has legal ownership of the vehicle shall be liable for all violations attached to the vehicle and is subject to any and all fines resulting from the violation(s).
2. Towing and storage.
  - A. All vehicles towed from college property will be impounded by a contracted towing company and will be held in their yard until the violation fine(s) and impound fees are paid.
  - B. Any vehicle may be towed at the owner's expense after any or all of the following:
    1. Accumulating a record of five (5) or more violations within a semester;
    2. Receiving a "Warning of Tow" ticket;
    3. Blocking a crosswalk, driveway or parking in a fire lane.
  - C. The vehicle owner or operator will be charged for any response fee in the event that a towing company has been contracted, even if the vehicle has been moved prior to the response.

- D. Vehicles that give the appearance of being abandoned will not be permitted on college property. Any vehicle apparently abandoned (left unattended for more than two (2) school days), will be considered to be dead in storage. If, after attempting to contact the registered owner, the unattended vehicle remains in an abandoned state for two (2) school days, the vehicle may be towed at the owner's expense.

## **ACCIDENT REPORTING**

If you are involved in a vehicle or personal injury accident on campus, report the accident immediately to the Campus Security Department [2688]. The responding officer will summon necessary medical or law enforcement personnel and take a report. The officer's report will include identifying information on all persons involved in the accident, a description of the events surrounding the accident, statements of information provided by all accident participants and witnesses, and actions taken by the responding officer. If you are involved in a personal injury accident (for example, slip and fall, etc.) on campus and do not call the Campus Security Department, you must contact the Vice President of Student Services Office to complete an Accident Report Form.

## **STUDENTS ARE EXPECTED TO HAVE THEIR OWN HEALTH AND PROPERTY INSURANCE**

The College's insurance policy does not cover students' personal health or property damage/loss claims, unless College negligence can be proven. Those individuals not covered through a family or personal health and or property insurance plan may wish to purchase a student sickness and accident insurance plan offered through the Student Health Service. For more information visit [www.caspercollege.edu/students/help/health/](http://www.caspercollege.edu/students/help/health/). Students not living with their parents may wish to purchase renter's insurance or check with their family's homeowner's insurance to determine if added coverage is necessary.

## **SEXUAL ASSAULT**

Casper College Policy 2101:17 [Sexual Assaults]

Adopted: March, 1995

The College expects all visitors and members of the campus community to behave with civility, dignity and respect toward others. The College believes all forms of sexual assault and all gender-based violence against persons to be reprehensible and condemns such acts. Since acts of sexual assault which occur on college campus are often under-reported, particularly when occurring between acquaintances, the College will take reasonable action to provide preventive education about the various forms of sexual assault. The College will also:

1. Take reasonable action to provide security services on campus;
2. Provide victims of sexual assault with support from campus and/or community victim advocacy;
3. Ensure that the parties involved have access to medical treatment, psychological services and judicial/legal processes;
4. Provide a campus disciplinary system through which the College can enforce civil and responsible conduct on campus.

Additionally, the College will take any further actions as may be required by existing governmental regulations pursuant to campus crime, safety or security legislation.

## **STATEMENT ON SEXUAL HARASSMENT**

Reviewed: April 2006

Casper College affirms that its students, faculty and staff have a right to be free from sexual harassment by any member of the college community. For the purposes of this statement, sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Any student in the college community who is experiencing sexual harassment in their classes, campus living environment, campus activities programs or work setting may seek assistance in resolving the situation through the Vice President for Student Services (AD 112, 2210) or the Affirmative Action Officer (AD 151, 2634). A complete description of the resolution process may be found in the Casper College Policy Manual [Index #: 1400:04:01], which may be reviewed in either of the aforementioned offices. Additionally, students may seek resolution through the Student Conduct and Judicial Code or, if concerned about harassment from an employee, through the Student Grievance procedure [Index # 2101:01:08].

## **PROCEDURE FOR HANDLING INCIDENTS OF ALLEGED SEXUAL ASSAULT**

Reviewed: May 2007

### **SCOPE**

This procedure pertains to actions of college officials while implementing the various aspects of the College's Sexual Assault policy.

### **RESPONSIBILITY**

The Vice Presidents and Director of Human Resources are responsible for ensuring compliance with this procedure.

### **DEFINITIONS**

Campus disciplinary system: This involves, but is not limited to, the systems referred to through the several campus grievance procedures, the Student Grievance procedure, the residence hall disciplinary system and the Student Conduct & Judicial Code.

College official: Those persons employed by the College who perform administrative or professional responsibilities, regardless of employment classification.

Preventive education: Those efforts (verbal, visual, auditory, written, etc.) directed to inform or educate people (individually or in groups) about the definition of sexual assault, associated laws and legal processes, campus disciplinary processes, rights of persons victimized and accused, precautions which a person may take to avoid a sexual assault, and ways to react if a sexual assault occurs.

Security services: Those college departments charged with the enforcement of campus policy/rules/regulations as well as those departments charged with the maintenance of campus buildings and grounds. Those federal, state, and local law enforcement agencies which may have jurisdiction on campus are also part of the campus security services.

### **PROCEDURE:**

1. The College will regularly publish information about the campus sexual assault policy and procedures, and campus disciplinary processes. This information will be published in such official College publications as the Student Handbook and Residence Hall Handbook.
2. The College will routinely use a variety of resources and delivery modalities to conduct presentations which address the issues of sexual assault on college campuses. Topics may include, but are not limited to: defining what constitutes a sexual assault; reviewing the procedures for reporting a sexual assault on campus and in the community; identifying the various campus and community resources available to assist victims of sexual assault; instructing persons about precautions which can be taken to minimize or avoid high risk sexual assault situations; demonstrating ways that a person may respond if a sexual assault is occurring; describing the security services available to members of the campus community.

3. When a sexual assault is reported to a College official who is not governed by recognized standards of confidentiality, a report must be filed [by the person receiving the report] with the Campus Security Department. The Campus Security Officer taking the initial report shall follow the department's operational practice, Handling Sexual Assaults.

In addition, when a report of a sexual assault is received, the College will:

- a. Ensure that the Vice President for Student Services is informed of the sexual assault incident;
- b. Ensure that the victim of the sexual assault is provided with access to appropriate medical services;
- c. Obtain advocacy services for the victim of the sexual assault from a member of the Casper College Counseling and Student Development Service and/or a community resource person (i.e., a licensed professional counselor or volunteer, trained to assist victims of sexual assault) as soon as possible, but no longer than 24 hours, after the receipt of the initial report;
- d. Ensure that the victim of the sexual assault is provided with the opportunity to receive counseling and/or psychological services from a member of the Casper College Counseling and Student Development Service or a community resource person (i.e., a licensed professional therapist, pastoral counselor or counselor employed by a sexual assault victims assistance program or recognized mental health provider);
- e. Ensure that the victim of the sexual assault is informed of her/his options to notify local law enforcement authorities and is encouraged to use College and community advocacy systems to file a report with local law enforcement authorities;
- f. Ensure that the victim of the sexual assault has the opportunity to have reasonable changes made in her/his academic and on-campus living environments to maximize her/his personal safety and minimize contact with the person accused of the sexual assault, if known;
- g. Ensure that the victim of the sexual assault is informed about the campus disciplinary procedures, possible outcomes of those disciplinary procedures and the final outcome of any disciplinary procedure resulting from the sexual assault of which she/he was a victim;
- h. Ensure that the personal safety and emotional well-being of a person accused of making a sexual assault are appropriately protected and that reasonable effort is used to inform the person of appropriate services and campus procedures available to him/ her;
- i. Ensure that a specific College official is designated, on a case-by-case basis, to be the official College spokesperson.

**NOTICE ON WYOMING SEXUAL OFFENDERS REGISTRY**

Casper College provides the following information regarding convicted sexual offenders living in Natrona County. This information is provided in compliance with the Higher Education Act of 1965, as amended. The material presented on the following website is maintained by law enforcement agencies within the State of Wyoming and is not the property of Casper College. The website address is: [http://attorneygeneral.state.wy.us/dci/so/counties/so\\_natrona.html](http://attorneygeneral.state.wy.us/dci/so/counties/so_natrona.html) .

For further information about the data contained on this site, please contact the

*Department of Criminal Investigation.*  
316 West 22nd Street • Cheyenne 82002  
Ph. (307) 777-7181 • Fax: (307) 777-7252

## **DRUG FREE CAMPUS**

### **PARENTAL NOTIFICATION FOR DRUG & ALCOHOL VIOLATIONS**

The Higher Education Act Amendments (HEA) of 1998 authorize the College the option of contacting parents or legal guardians with the results of campus disciplinary hearings if the student is less than 21 years of age and has been found responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. The College reserves the right to initiate such contacts when it deems that the violation posed a significant health or safety risk for the student and/or his/her peers.

### **DRUG FREE CAMPUS POLICY STATEMENT**

Revised: May 2006

Since substance abuse is one of our primary concerns relative to the health and well being of the Casper College community, all of its members -- students, faculty, administrators and other staff members -- share a responsibility to exemplify high standards of professional and personal conduct and to protect its environment. Everyone should be aware that any member who is involved with illegal drug and alcohol use and/or abuse may be subject to prosecution and punishment by civil authorities and to disciplinary proceedings by the College. The College's interest in disciplining offenders is not punitive; rather it is focused on establishing clear limits of conduct within this community. Therefore, Casper College is committed to having a campus free of illegal drug and alcohol use and/or abuse. This statement has been developed to provide a comprehensive overview of the health risks, treatment resources and legal implications related to alcohol and other drug use.

### **HEALTH RISKS OF DRUG AND ALCOHOL USE**

The use of drugs (prescription and illegal controlled substances) and alcohol can cause physical harm and create physical and emotional dependence. The table (Drug Health Risks) shows some of the health risks associated with drug and alcohol use.

### **TREATMENT AND REFERRAL OPTIONS**

Students and employees who would like to discuss their use of alcohol and other chemicals may make an appointment with a professional counselor in the Counseling and Student Development Service or may contact the Three Trails Employee & Family Assistance Program for further referral. The Counseling and Student Development Service, in conjunction with the Addiction Specialist instructional program, provides strong psycho-educational programming each semester. Outreach programming encouraging responsible decision-making concerning the use or non-use of alcoholic beverages and addressing the pro-

cess of recovering from addictive behaviors is offered. Aftercare counseling for maintaining recovery is also available. Those who voluntarily avail themselves of campus services shall be assured that applicable professional standards of confidentiality will be observed.

Local resources for assessment and treatment can be found through the Central Wyoming Counseling Center's New Horizon, Reflections or New Direction facilities, the Wyoming Medical Center, the Wyoming Behavioral Institute, the Living Well clinic, Wyoming Recovery, LLC, Stepping Stones, Prairie Institute, local physicians and licensed addiction therapists. Additional resource referrals outside of the community may also be made.

Local twelve-step groups (Alcoholics Anonymous, AL-ANON, Drugs Anonymous, Overeaters Anonymous, etc.) are available for support for substance abusers and those associated with them.

## **CIVIL AND CAMPUS LEGAL/DISCIPLINE SANCTIONS**

Students and employees are responsible, as citizens, for knowing about and complying with the provisions of US, Wyoming and Casper laws and ordinances which make it a crime to possess, sell, deliver or manufacture those illicit drugs, collectively designated as controlled substances, and alcohol (see the table: Civil & Criminal Consequences for Use & Distribution of Alcohol & Illegal Drugs). Any member of the College community who violates the law is subject both to punishment by the civil authorities and to disciplinary proceedings by the College.

It is not "double jeopardy" for both the civil authorities and the College to proceed against and punish/discipline a person for the same specified conduct. The College will initiate its own disciplinary proceedings against a student or College employee when the alleged conduct is deemed to affect the interests of the College.

The proceedings by the College will be conducted in accordance with procedural safeguards applicable to disciplinary actions for students or College employees. However, when a student or College employee has been charged by the College with a violation of policies concerning illicit drugs or alcohol, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the significant substantiation of the allegations, the President, or the President's designee, concludes that the person's continued presence within the College community would constitute a clear and present danger to the health or welfare of members of the College community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible.

The penalties imposed by the College may range from written warnings with written probationary status to expulsions from enrollment and termination from employment. However, the following minimum penalties shall be imposed for the particular offense described:

**\* TRAFFICKING IN ILLEGAL DRUGS**

- a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified as Schedule I & II in the US Comprehensive Drug Abuse and Control Act of 1970, excluding marijuana and THC derivatives (including, but not limited to heroin, mescaline, peyote, psilocybin, LSD, opium, cocaine or cocaine derivatives, amphetamines, mehtaqualone, pentobarbital, DMT/DMT; or illegally obtained prescription psychoactives) any student shall be suspended and any College employee shall be discharged.
- b. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified as Schedule III or IV in the US Comprehensive Drug Abuse and Control Act of 1970, and including marijuana and THC derivatives (including, but not limited to barbiturates, narcotic preparations, paragoric, PCP, barbital, chloral hydrate, phenobarbital) the minimum penalty for any student shall be probation for one academic year and for any College employee an unpaid leave of absence. For a second offense, any students shall be suspended for at least one semester and any College employee shall be terminated.

**\* ILLEGAL POSSESSION OF DRUGS**

- a. For first offenses involving the illegal possession of any controlled substance identified in Schedule I & II in the US Comprehensive Drug Abuse and Control Act of 1970, the minimum penalty for any student shall be probation for a period equivalent to one semester and for any College employee an unpaid leave of absence.
- b. For a first offense involving the illegal possession of any controlled substance listed in Schedules III through V in the US Comprehensive Drug Abuse and Control Act of 1970, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person subject to this probation must agree to participate in a drug education and/or counseling program, consent to regular drug testing and/or accept such other conditions and restrictions as the President, or the President's designee, may deem appropriate. Refusal or failure to abide by the terms of the probation shall result in suspension of enrollment for students and termination of employment for College employees.
- c. For subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion and termination of employment.

**\* ALCOHOL**

- a. For offenses involving illegal possession or consumption of alcohol (to possess, attempt to purchase, or purchase to sell or give malt beverages, unfortified wine, fortified wine, spirituous liquors or mixed beverages to anyone under twenty-one years old; or to drive or be on the Casper

College campus while legally under the influence of alcohol or any other illegal drug; or to possess any alcohol beverage on the College campus, or to operate any College vehicle or machinery while using or legally under the influence of alcohol or any illegal drug) a progressive penalty system based on the type of infraction and the circumstances involved will be administered. Penalties may be a written warning, probation, suspension, and/or voluntary community service, and, in the case of students living in campus housing, removal from their campus housing system. Involvement in an alcohol education course or program and/or counseling program may also be offered to a student or College employee in lieu of, or in conjunction with, disciplinary action.

In cases where a College employee is convicted of a criminal drug statute violation occurring within the workplace, the Director of Human Resources shall be notified, by the employee, no later than five days after such a conviction. The College shall commence disciplinary action against such an employee within thirty days of the notice of the conviction.

#### **CIVIL AND CRIMINAL CONSEQUENCES FOR USE AND DISTRIBUTION OF ALCOHOL AND ILLEGAL DRUGS**

Revised: May 2007

##### **Drug Offenses**

###### ***Local Laws***

Offense: Use, Possession or Sale of Controlled Substances (Casper City Ord. 60-87)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

Offense: Driving Under the Influence (Casper City Ord. 44-87)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

Offense: Driving under the influence (Casper City Ord. 10.52.030)

Sanction: Up to \$750.00 fine and 6 months in jail.

###### ***State Laws***

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

Sanction: Up to \$750.00 fine and/or 6 months in jail.

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

Sanction: Up to \$2,500.00 fine and/or 5 years in jail.

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

Sanction: Up to \$25,000.00 fine and/or 20 years in jail, depending upon the type of substance. (Double penalties for second offenders.)

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

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

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

Sanction: Up to \$750.00 fine and/or 6 months in jail and/or revocation of driver's license. (More severe penalties for repeat offenders and those causing bodily injury.)

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

Sanction: Up to \$100.00 fine and/or 90 days in jail. (Double penalties for second offenders.)

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

Sanction: Up to \$1,000.00 fine and/or 90 days in jail. (Double penalties for second offenders.)

Offense: Permitting house parties where minors are present (W.S. 6-4-406)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

#### ***Federal Laws***

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

Sanction: Up to \$5,000.00 fine and/or 1 year in jail. (More severe penalties for repeat offenders.)

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

Sanction: Up to \$30,000.00 fine and/or life imprisonment.

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

Sanction: Up to \$2,000,000.00 fine and/or 40 years imprisonment. (More severe penalties for repeat offenders, those causing the death of another person or distributing to a person under 21 years of ages.)

## **Alcohol Offenses**

### ***Local Laws***

Offense: Possession of alcohol by minors (Casper City Ord. 5.08.370)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

Offense: Consumption, actual possession, or constructive possession of alcoholic liquor or malt beverages by minors (Casper City Ord. 5.08.370)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

Offense: Public intoxication for minors (Casper City Ord. 5.08.370); public intoxication for all others (Casper City Ord. 5.08.450)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

Offense: Consumption from or possession of an open container in public (Casper City Ord. 5.08.420)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

Offense: Consumption from or possession of an open container while operating a motor vehicle (Casper City Ord. 5.08.420)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

Offense: Driving under the influence (Casper City Ord. 10.52.030)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

Offense: Delivery of alcohol to a minor (Casper City Ord. 5.08.360)

Sanction: Up to \$750.00 fine and/or 6 months in jail.

### ***State Laws***

Offense: Defrauding drug and alcohol screening tests (W.S. 6-3-614)

Sanction: Up to \$750.00 fine and/or 6 months in jail. (More severe penalties for second offenders)

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

Sanction: Up to \$750.00 fine and/or 20 days in jail.

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

Sanction: Up to \$750.00 fine and/or 6 months in jail.

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

Sanction: Up to \$1,000.00 fine and/or 1 year in jail. (More severe penalties for second offenders.)

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

Sanction: Up to \$750.00 fine and/or 6 months in jail.

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

Sanction: Up to \$750.00 fine and/or 6 months in jail.

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

Sanction: Up to \$750.00 fine and/or 6 months in jail.

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

Sanction: Same as DUI for drug charges.

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

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

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

Sanction: Up to \$10,000.00 fine and/or 20 years imprisonment and/or revocation of driver's license.

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

Sanction: Same as DUI for drug charges.

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

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

## Drug Health Risks

Reviewed: May 2007

Drug	Trade or Other Names	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>Narcotics</b>						
Opium	Dover's Powder, Paragoric, Parepcttolin	High	High	Euphoria, Drowsiness, respiratory depression, constricted pupils, nausea, tolerance.	Slow and shallow breathing, clammy skin, convulsions, coma possible death.	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.
Morphine	MS-Contin, Roxanol, Roxanol-SR	High	High			
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Moderate	Moderate			
Heroin	Diacetylmorphine, Horse, Smack	High	High			
Hydromorphone	Dilaudid	High	High			
Meperidine	Demerol, Mepergan	High	High			
Methadone	Dolophine, Methadone, Methadose	High	High			
Other	Numorphan, Percodan, Percocel, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	High	High-Low			
<b>Hallucinogens</b>						
LSD	Acid, Microdot	None	Unknown	Poor perception time and distance, illusions and hallucinations, tolerance develops.	Longer more intense "trips" episodes, psychosis, possible death.	Withdrawal syndrome not reported.
"Mescaline and Peyote"	Amxc, Buttons, Cactus	None	Unknown			
Amphetamine Variants	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	Unknown	Unknown			
Phencyclidine	PCP, Angel Dust, Hog, PCE, PCPy, TCP	Unknown	High			

Analogues /others	Bufotenine, Ibogaine, DMT, DET	High	High	
Psilocyn	Psilocyn	High	Unknown	
<b>Cannibus</b>				
Marijuana	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Unknown	Moderate	Insomnia, hyperactivity, and decreased appetite reported.
Tetrahydrocannabinol	THC, Marinol	Unknown	Moderate	Fatigue, paranoia, possible psychosis.
Hashish	Hash	Unknown	Moderate	Euphoria, increased appetite, relaxed, inhibited behavior, tolerance develops.
Hashish Oil	Hash	Unknown	Moderate	
<b>Depressants</b>				
Chloral Hydrate	Noctec	Moderate	Moderate	Anxiety, insomnia, tremors, delirium convulsions, possible death.
Barbiturates	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal Tuinal, Phenobarbital	High-Moderate	High-Moderate	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranzex, Veistran, Versed, Halcion, Paxipam, Restoril	Low	Low	Slurred speech, drunken behavior without odor of alcohol, tolerance, develops, disoriented.
Methaqualone	Quaalude	High	High	
Gluethimide	Doriden	High	Moderate	
Other	Equanil, Miltown, Noludar, Placidyl, Valmid			
<b>Stimulants</b>				

Cocaine	Coke, Flake, Snow, Crack	Possible	High	Increased alertness, excitement, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite, tolerance.	Agitation, increase in body temperature, hallucination, convulsions, possible death.	Apathy, long periods of sleep, irritability, depression, disorientation.
Amphetamines	Biphetamine, Delcobase, Desoxyn	Possible	High			
Phenmetrazine	Preludin	Possible	High			
Methylphenidale	Ritalin	Possible	Moderate			
Other	Apidex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Anorex, Tenuate, Tepamil, Prelu-2	Possible	High			
<b>Alcohol</b>						
Malt Beverage	Beer = 1/2 of 1% to 6% alcohol	Addictive	Addictive	Respiratory and immune system depression brain damage, cancer, damage to unborn fetus increased risk of heart disease, hypertension impotence at high dosage levels.	Very high doses cause respiratory depression, and death. With central nervous system depressants lower doses produce same effects just described.	Repeated use of alcohol can lead to dependence, sudden cessation produces withdrawal symptom (anxiety, tremors, hallucinations and convulsions).
Unfortified Wine	Not more than 17% alcohol					
Fortified Wine	Not more than 24% alcohol					
Spirituosus Liquor	Distilled spirits of ethyl alcohol					
Mixed Beverages	Drink in whole or part of spirituous liquor					

\* Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## Note: This is not a complete listing of health risks. For more information contact your physician or pharmacist

# **STUDENT CONDUCT CODE**

## **STUDENT CONDUCT AND CAMPUS DISCIPLINE POLICY**

(Effective May, 1995)

Casper College students are expected to treat others with the civility, dignity and respect which recognizes the innate value of all human beings reflects the student's commitment to obtaining an education and meets the legal and campus standards of conduct imposed by federal, state and local laws and college policies, rules and regulations. Specific student behavior standards and student disciplinary procedures will be established and publicized by the college. The student disciplinary procedures should afford students due process while ensuring that sanctions taken under their auspices are sufficiently firm and educationally based so as to serve as a deterrent for future conduct violations.

All student disciplinary sanctions which involve the expulsion [i.e., the permanent separation of a student from the college] of a student can only be implemented by the president or acting president of the college.

## **CASPER COLLEGE STUDENT CONDUCT AND JUDICIAL CODE**

(Revised: April 2006)

(Effective Date: August 1, 2001)

### **Preamble**

Casper College is an institution of higher learning whose purposes are described in the mission and institutional purposes sections of the Casper College Catalog. To achieve the purposes of the College both students and faculty need a climate which nurtures academic and personal freedom and integrity. It is the responsibility of all members of the College community to be active participants in securing this climate. This Student Conduct and Judicial Code is promulgated so Casper College students may know the expectations for their behavior and be assured that their constitutional rights shall be protected.

### **Article I: Definitions**

1. The term "Administrative Hearing Officer" means a College official authorized on a case-by-case basis by the Vice President for Student Services to investigate alleged violations of the Student Conduct and Judicial Code, to administratively dispose of any cases, by mutual consent of all parties involved, and to impose sanctions upon students found to have violated the Student Conduct and Judicial Code. The Vice President for Student Services may serve, or authorize another College official to serve, simultaneously as an administrative hearing officer and the sole member or one of the members of a disciplinary hearing board. Nothing shall prevent the Vice President for

Student Services from authorizing the same administrative hearing officer to impose sanctions in all cases.

2. The Term “Appellate Review Board” means any person or persons authorized by the Vice President for Student Services to consider an appeal of a disciplinary hearing board’s determination that a student has responsibility for violating a section of the Student Conduct and Judicial Code or an appeal related to the sanctions imposed by the administrative hearing officer.
3. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
4. The term “College” means Casper College, aka Casper Community College.
5. The term “College official” includes any person employed by the College, performing administrative or professional responsibilities.
6. The term “College premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).
7. The term “disciplinary body” means any person or persons authorized by the Vice President for Student Services to serve as an administrative hearing officer, a member of a disciplinary hearing board, or a member of an appellate review board.
8. The term “faculty member” means any person hired by the College to conduct activities found in the faculty job description.
9. The term “hazing” includes, but is not limited to, an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property.
10. The term “interim suspension” means that a specific suspension has been imposed on a person prior to a formal disciplinary hearing so as to ensure the health and safety of the members of the College community.
11. The term “may” is used in the permissive sense.
12. The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by the College. The Registrar and/or Director of Human Resources for the College shall determine a person’s status in a particular situation.
13. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
14. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of papers or other academic materials.

15. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Conduct and Judicial Code, Residence Hall Terms and Conditions of Occupancy, College catalog, the College Policy Manual and such procedural statements as may be developed to implement institutional policies.
16. The term “sexual assault” includes, but is not limited to, [1] unwanted touching of a sexual nature; [2] unwanted touching which produces sexual arousal, gratification or abuse; [3] intrusion of any object into a person’s genital or anal opening, when these acts are engaged in while a subject is physically helpless, mentally incapacitated, submitting due to physical harm or abuse or threat of harm or abuse, or while the subject has verbally refused consent to engage in these actions.
17. The term “sexual harassment” includes, but is not limited to, [1] unwanted and unwelcome conversation, behavior, displays or references to a person’s sexuality, sexual orientation or gender or to sexual activity in such a manner as to create a sexually intimidating, hostile or offensive work, educational or living environment; [2] an attempt to coerce an unwilling person into a sexual relationship; [3] subjecting a person to unwanted sexual attention within the context of a relationship in which there is a formal or informal power differential; [4] punishing a refusal to comply with or respond to unwanted sexual attention and/or advances.
18. The term “shall” is used in the imperative sense.
19. The term “student” includes all persons enrolled for courses through the College, whether enrolled as degree-seeking, non-degree-seeking, full-time, part-time, credit, non-credit, distance education, customized training, continuing education or community service students, in addition to those who are enrolled through post secondary educational institutions other than Casper College and who attend classes at or reside in Casper College facilities. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students” for the purposes of this Code.
20. The Vice President for Student Services is that person designated by the College President to be responsible for the administration of the Student Conduct and Judicial Code.
21. The term “working day” means the days that the College’s administrative offices are open.

## **Article II: Judicial Authority**

1. Under the auspices of the student conduct and campus discipline policy, adopted by the Casper College Board of Trustees, the President has designated the Vice President for Student Services as the person responsible for developing and implementing standards and procedures addressing student conduct and campus discipline issues.

2. The Vice President for Student Services shall determine the composition of judicial bodies and Appellate Boards and determine which disciplinary hearing board, administrative hearing officer and Appellate Review Board shall be authorized to hear each case.
3. The Vice President for Student Services in conjunction with the Judicial Officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of disciplinary hearings that are consistent with provisions of the Student Conduct and Judicial Code.
4. Decisions as to Code violations made by a disciplinary hearing board shall be final. If an appeal is submitted, in accordance with Article IV, Section D, the Vice President for Student Services may implement or hold in abeyance the imposed sanctions while the appeals process proceeds.
5. A disciplinary body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Conduct and Judicial Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

### **Article III: Proscribed Conduct**

#### **A. Jurisdiction of the College**

1. The College jurisdiction and disciplinary system will primarily focus on conduct which occurs during College activities, classes and events or occurs on College premises.
2. In exceptional circumstances, the College jurisdiction and disciplinary procedures may encompass students whose off-campus personal conduct endangers the physical health and/or safety of College employees, adversely affects the College community and/or the pursuit of its objectives. Each off-campus complaint that is filed will be evaluated within the totality of situational circumstances to determine:
  - 1) Whether the situation is a case of “exceptional circumstances”, and
  - 2) Whether the use of the campus disciplinary system will have any significant impact to protect the individual(s) and/or the campus community.

#### **B. Conduct -- Rules and Regulations**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to:
  - a. Cheating, plagiarism or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member or office.
  - c. Forgery, alteration or misuse of any College document, record or instrument of identification.
  - d. Tampering with the election of any recognized student organization.
  - e. Violations of copyright legislation.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus or other authorized non-College activities, when the act occurs on College premises.
3. Fighting, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens, endangers or creates a climate of fear for the health or safety of a person.
4. Sexual harassment, sexual assault and violence based upon a person's sexual orientation that endangers or creates a climate of fear for the health or safety of a person.
5. Attempted or actual theft of services or attempted or actual theft of and/or damage to property of the College, any public entity, a member of the College community or other personal property.
6. Hazing for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a team, group or organization.
7. Failure to comply with the directions of College officials, campus security officers or law enforcement officers acting in the performance of their duties, and/or behavior which demonstrates disrespect for College officials, campus security officers or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
9. Violation of published College policies, rules or regulations.
10. Violation of federal, state, or local laws on College premises or at College sponsored or supervised activities.
11. Manufacture, use, possession, or distribution of narcotic or other controlled substances, except as expressly permitted by law.
12. Conspire to manufacture, use, possess, or distribute narcotic or other controlled substances, except as expressly permitted by law.
13. Public intoxication or use, possession or distribution of alcoholic beverages on College premises.
14. Conspire to manufacture, use, possess or distribute alcoholic beverages, except as permitted by the law and College regulations.
15. Illegal or unauthorized possession of firearms, explosives, other dangerous weapons or dangerous chemicals on College premises.
16. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

17. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised activities.
18. Breach of the peace or conduct that is disorderly, lewd, or indecent.
19. Aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
20. Theft or other abuse of computer account privileges, equipment, software, network resources or time, including but not limited to:
  - a. Unauthorized entry into an account, file or network, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer or copying of accounts, programs or files.
  - c. Unauthorized use of another individual's account, identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member, College official or computer network operations.
  - e. Use of computing facilities to send obscene, abusive or threatening messages.
  - f. Use of computing facilities to interfere with normal operation of the College or network computing system.
21. Abuse or misuse of the campus telephone or telecommunications systems, including but not limited to:
  - a. Unauthorized use of another person's telephone equipment, access identification numbers, billing cards or phone number.
  - b. Making obscene, abusive or harassing contact through this type of equipment.
  - c. Unauthorized access to telecommunications cable systems.
  - d. Unauthorized recording from or copyright infringements on telecommunications systems.
22. Abuse of the Judicial System, including but not limited to:
  - a. Failure to obey the summons of a disciplinary body or College official.
  - b. Falsification, distortion, or misrepresentation of information before a disciplinary body.
  - c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - d. Institution of a disciplinary proceeding knowingly without cause.
  - e. Harassing, intimidating, threatening and/or in any way attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence the impartiality of a member of a disciplinary body prior to, and/or during the course of, the disciplinary proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of disciplinary body prior to, during, and/or after a disciplinary proceeding.

- h. Failure to comply with the sanction(s) imposed under the Student Conduct and Judicial Code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

### **C. Violation of Law and College Discipline**

1. If a student is cited and/or arrested for an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for personal conduct which has endangered the physical health or safety of College employees, adversely affected the College community and/or disrupted the pursuit of its objectives. If the Vice President for Student Services determines that the health and safety of the College community, and/or its individual members' can be protected through the use of the campus disciplinary system, he/she will authorize that campus disciplinary action be undertaken without regard to the pendency of civil litigation and/or criminal justice system proceedings.
2. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Conduct and Judicial Code without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct and Judicial Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a disciplinary body under the Student Conduct and Judicial Code, however, the College may advise off-campus authorities of the existence of the Student Conduct and Judicial Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies on the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate

### **D. Rights of Students**

1. Nondiscrimination -- There shall be no discrimination within the College community against any student, or applicant for admission, based upon race, religion, national origin, gender, sexual orientation, age, or disability. This same policy applies to all recognized student organizations.
2. Student Educational Records -- Student educational records shall be maintained only by authorized College officials, and released to College officials only when there is a legitimate need. In non-emergency situations,

student educational records shall be released only with prior written consent of the student concerned. For the purposes of this Code student educational records will include, but are not limited to: (a) academic transcripts and grade records, (b) disciplinary proceedings transcripts, (c) medical conditions and treatment records, (d) counseling and psychiatric treatment records, (e) financial aid data, (f) attendance records. These records may be maintained in separate files and shall be retained for reasonable periods of time and then may be destroyed. Please see Casper College Procedure # 2200:20:01 for a more detailed explanation of the College's Family Educational Rights and Privacy Act procedures.

3. Academic Rights -- A student shall have the right, regardless of the instructional delivery modality, to:
  - a. Be informed of course requirements through a written syllabus;
  - b. Be evaluated solely on the basis of his or her academic performance as required by an instructor as part of a course;
  - c. Experience reasonable, free and open discussion, inquiry, and expression, both in the classroom and in student/instructor conferences;
  - d. Experience competent instruction and academic advisement;
  - e. Take exception, in a scholarly manner, to the data or views presented and reserve judgment about matters of opinion;
  - f. Expect protection against an instructor's improper disclosure of a student's views, beliefs, and political associations which may surface as a result of the instructor's teaching or advising;
  - g. Expect protection, through established procedures, against prejudiced or capricious evaluation;
  - h. Expect protection from sexual harassment in the educational environment.
4. Students shall have the right to freedom of speech and assembly, subject to clearly stated guidelines regarding time, place and manner, as described in Casper College Policy #3900:50:02 (Use of Facilities for Solicitations, Literature Distribution & Demonstrations). It is understood that they will exercise these freedoms in such a manner as to be considered civil and respectful of others in the Casper College and larger community. It is further understood that the College retains the right to be informed about the scheduling of guest speakers so as to insure that the event may take place in an orderly fashion and is conducted in a manner appropriate for an academic community. These rights do not include protection from liable and slander.

#### **Article IV: Judicial Policies and Procedures**

##### **A. Charges and Hearings**

1. Any member of the College community may file a complaint against a student for misconduct under this Conduct and Judicial Code. Any student wishing to file a misconduct complaint against a Casper College employee should use the Student Grievance procedure, which is presented in this Handbook.

2. All allegations and complaints brought under this Conduct and Judicial Code shall be prepared in writing and given to the Vice President for Student Service or the Associate Dean of Students. Any allegations or complaints should be submitted as soon as possible after the event takes place or is discovered, but no longer than 10 working days. The College will have up to 10 working days in which to conduct an inquiry into the allegation(s) or complaint(s) and make a determination as to how to proceed.
3. At the conclusion of the inquiry the administrative hearing officer shall determine if the written complaints or allegations have “sufficient foundation to go forward”.
  - a. If they are found “not to have sufficient foundation to go forward” the complaining and the accused parties will be notified and the allegation(s) or complaint(s) will be dismissed.
  - b. If they are found “to have sufficient foundation to go forward”, the administrative hearing officer shall prepare a written statement of charges and options for disciplinary actions for the accused student(s).
  - c. If the administrative hearing officer is unable to make a determination about the “sufficiency of the foundation to go forward” with the complaint(s) or allegation(s), the hearing officer may require that the case be referred to a disciplinary hearing body.
4. If the accused student(s) opt to dispose of the charges administratively by mutual consent, the accused student(s) are assuming responsibility for the charges. Sanctions assigned after such a disposition shall be final and there shall be no subsequent appeal proceedings. If the charges cannot be disposed of by mutual consent, the administrative hearing officer may later serve in the same matter as the disciplinary hearing board or member thereof.
5. If the accused student(s) request a hearing before a disciplinary hearing board, a hearing time shall be set, not less than three (3) nor more than ten (10) working days after the accused student(s) has chosen the hearing option. The administrative hearing officer, upon agreement by all, may alter the time frame for the scheduling of hearings.
6. When the accused student(s) request a hearing, the Vice President for Student Services, or designee, will appoint a disciplinary hearing board from benefited Casper College employees and/or degree-seeking students who will receive training relative to hearing procedures prior to serving on the disciplinary hearing board.
7. Hearings shall be conducted by a disciplinary hearing board according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission of any person to the hearing shall be at the discretion of the disciplinary hearing board chair. Additionally, the board chair will remind all participants and information providers that they are expected to present information in an accurate and truthful manner.

- c. In hearings involving more than one accused student, the chairperson of the disciplinary hearing board may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be present throughout the hearing, but not during those times that the disciplinary hearing board may convene an executive session for the purposes of consultation or deliberation. Each party may be assisted by any member of the College community, who may attend the hearing as a support person. [When the accused student has been officially charged with a violation of local, state or federal law, for the same event(s) for which the disciplinary hearing is being convened, then the accused student may elect to have an attorney serve as the support person, at his/her own expense. If an accused student is seeking to use an attorney as a support person, the attorney must meet with the disciplinary hearing board chair or the Vice President for Student Services prior to the hearing so that the hearing procedure may be reviewed.]
  - e. The complainant and the accused are responsible for presenting their own cases and, therefore, support persons are not permitted to speak or to participate directly in any hearing before a disciplinary hearing board, unless either the complainant or the accused are not able, due to disabling conditions or injuries, to present their own case. Any request that a support person be allowed to present the case for either the complainant or the accused must be submitted in writing, with appropriate supporting documentation, at least 24 hours prior to the beginning of the hearing. The request will be reviewed and a determination made about the support person's participation prior to the beginning of the hearing. If it is decided that a support person may participate in the hearing, then both support persons may participate in the hearing process.
  - f. The complainant, the accused and the hearing board shall have the privilege of presenting information providers, who may be subject to questioning by the disciplinary hearing board.
  - g. Pertinent records, exhibits and written statements may be accepted as information for consideration by a disciplinary hearing board at the discretion of the chairperson.
  - h. All procedural questions are subject to the final decision of the chairperson of the disciplinary hearing board.
  - i. After the hearing, the disciplinary hearing board shall determine (by majority vote if the disciplinary hearing board consists of more than one person) whether "it is more likely than not" that the student has responsibility for violating each section of the Student Conduct and Judicial Code with which the student has been charged.
  - j. The disciplinary hearing board's determination shall be made on the basis of whether "it is more likely than not" that the accused student is responsible for violating the Student Conduct and Judicial Code.
8. The disciplinary hearing board shall maintain a tape-recorded record of its proceedings. The record shall not include the deliberations of the disciplinary hearing board in which the information is weighed and a decision is made as to whether "it is more likely than not" that the accused student has responsibility for the alleged violation of the Code. The record shall be the property of the College. The accused student may request a copy

of the tape, for use during his/her preparation of her/his appeal. It must be returned to the College with the appeal information.

9. Except in the case of a student charged with failing to obey the summons of a disciplinary hearing board or College official, no student may be found to have responsibility for violating the Student Conduct and Judicial Code solely because the student failed to appear before a disciplinary hearing board. In all cases, the information in support of the charges shall be presented and considered.
10. All records pertaining to disciplinary actions other than College Expulsion or College Suspension and Residence Hall Suspension, which have conditions of re-admissions attached, shall be maintained for three (3) years after the last conduct violation. College Expulsion will be noted on the student's transcript and records related to the action will be maintained for five (5) years. Records related to College Suspensions and Residence Hall Suspensions, which have conditions for re-admissions attached, shall be maintained for five years after the action has been taken or, if the suspension is for a period longer than five years, for one (1) year past the time that the suspension is lifted.

## **B. Sanctions**

1. The following sanctions may be imposed upon a student found to have responsibility for violating the Student Conduct and Judicial Code:
  - a. Warning -- A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation -- A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges -- Denial of specified privileges for a designated period of time.
  - d. Restitution -- Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Discretionary Sanctions -- Attendance at educational and/or training seminars/ workshops/ presentations, work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the administrative hearing officer).
  - f. Residence Hall Suspension -- Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - g. Residence Hall Expulsion -- Permanent separation of the student from the residence halls.
  - h. College Suspension -- Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. College Expulsion -- Permanent separation of the student from the College.

2. The administrative hearing officer handling the administrative, mutual resolution agreement or referring the case to a disciplinary hearing board is the person responsible for developing and imposing disciplinary sanction(s) after a student has either accepted, or been found more likely than not, to have responsibility for a violation of the Conduct and Judicial Code standards. When developing sanctions, the administrative hearing officer shall consider all previous disciplinary violations and sanctions applied to the student. More than one of the sanctions listed above may be imposed for any single violation.
3. The administrative hearing officer imposing sanction(s) may suspend an imposed sanction. This means that the imposed sanction(s) is held in abeyance and not enforced, unless the student is charged with another violation of the Conduct and Judicial Code. If a student is subsequently charged with another violation of the Conduct and Judicial Code, the suspended sanction shall be immediately implemented.
4. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the record of disciplinary proceedings. After three years, without additional disciplinary proceedings against the student, the disciplinary proceedings record against the student may be expunged, with the exceptions of residence hall expulsion, College expulsion or those cases where a student is required to document rehabilitation or completion of a restitution or other requirement prior to being re-admitted to the College or campus housing.
5. Every campus group and organization has the responsibility to take all reasonable steps to ensure that their collective and individual conduct is not in violation of College rules and regulations and/or federal, state and local laws. The following sanctions may be imposed upon campus groups or organizations:
  - a. Those sanctions listed in Section B 1, a through e.
  - b. Deactivation -- Loss of all privileges, including College recognition, for a specified period of time.
6. In each case in which a disciplinary hearing board determines that a student has responsibility for violating the Student Conduct and Judicial Code, the sanction(s) shall be determined and imposed by an administrative hearing officer, with the exception of College expulsion that must have approval from the College President. In cases in which persons other than or in addition to the administrative hearing officer have been authorized to serve as the disciplinary hearing board, the administrative hearing officer shall consider their recommendation(s) in determining and imposing sanctions. The administrative hearing officer is not limited to sanctions recommended by members of the disciplinary hearing board. However, if the administrative hearing officer chooses to vary from the sanctioning recommendations of the disciplinary hearing board, the administrative hearing officer shall prepare a document, for inclu-

sion with the disciplinary hearing proceedings file, which outlines that rationale for the sanction(s) that were imposed. Following the hearing, the administrative hearing officer shall advise the accused in writing of the hearing board's determination of responsibility and of the sanction(s) imposed, if any.

7. In cases in which a student is found responsible for a code violation related to a sexual offense and/or an act of violence against people, the complainant shall also be informed, in writing, of the determination of the disciplinary hearing board and the sanction(s) imposed, if any. Additionally, the complainant shall be advised that the information provided to them is private and not meant for public disclosure.
8. In cases in which a student is found responsible for a code violation related to an act of violence against people, the Vice President for Student Services may disclose the final results of the disciplinary proceedings. This information would include: the name of the student, the code violation for which the person was found responsible and the elements of the sanction imposed.

### **C. Interim Sanctions**

In certain circumstances, the Vice President for Student Services, or a designee, may impose College, activity or residence hall sanctions, up to and including suspension, prior to a hearing before a disciplinary hearing board or an agreement for administrative resolution.

1. Interim sanctions may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim sanctions, students may be denied access to the residence halls, College activities/functions and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Services or the administrative hearing officer may determine to be appropriate.
3. Unless otherwise agreed to by the interrimly suspended student and the Vice President for Student Services or designated administrative hearing officer, a disciplinary hearing board shall be convened within 3 working days to hear the charges pending against the student. The interim suspension will remain in place until the disciplinary hearing board has made a finding and the administrative hearing officer has imposed sanction(s).

### **D. Appeals**

1. A decision reached by the disciplinary hearing board and the sanction(s) imposed by the administrative hearing officer may be appealed by the accused student(s) or the complainant(s) to an Appellate Review Board

within five (5) working days of the decision. Such appeals shall be on the Disciplinary Hearing Appeals form, shall contain any relevant supporting documentation, and shall be delivered to the administrative hearing officer or his or her designee.

2. An appeal may only be filed for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in reasonable conformity with prescribed procedures such that the complaining party had a reasonable opportunity to prepare and present information that the Student Conduct and Judicial Code was violated, and such that the accused student had a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on an adequate amount of information, that is, whether the facts of the case were sufficient to establish that “it was more likely than not” that a violation of the Student Conduct and judicial Code occurred and that the accused student was responsible.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct and Judicial Code for which the student was found responsible.
  - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such information and/or facts at the time of the original hearing.
3. Except, as deemed appropriate by the chair of the Appellate Review Board, to explain the basis of new information, the Appellate Review Board will not conduct a hearing in which information is gathered verbally. The board is simply to conduct a review of the process and materials presented to the original hearing board and determine whether the appeal is to be upheld or denied.
4. The Vice President for Student Services, or appropriate designee, shall appoint and conduct procedural training for an Appellate Review Board that has been selected from benefited Casper College employees and/or degree-seeking students. The board shall be composed of not more than five members and shall have the latitude to determine the process by which it will review the information related to the disciplinary proceedings. However, following deliberations the board shall determine by majority vote (if more than one person is on the Board) whether to uphold or deny each basis for the appeal. The board chair will prepare a written communication which shall include a declaration as to whether or not each basis of the appeal was upheld or denied and a brief description of the board’s rationale for each action. This document shall be submitted to the Vice President for Student Services and included in the disciplinary proceedings file.
5. If an Appellate Review Board upholds an Article IV, Section D, Paragraphs 2(a), 2(b) or 2(d) appeal, the matter shall be remanded to the original disciplinary hearing board for re-opening of the hearing to allow reconsideration of the original determination.

6. If an Appellate Review Board upholds an Article IV, Section D, Paragraph 2(c) appeal, which has been submitted by the student found responsible for a Code violation, the case shall be remanded to, the Vice President for Student Services for review of the sanctions. Upon review of the case, the Vice President may leave the sanction(s) unchanged or may reduce, but not increase, the sanctions imposed by the original administrative hearing officer.
7. If an appeal related to Article IV, Section D, Paragraph 2(c), which has been submitted by the complaining student(s), is upheld by the Appellate Review Board, the case shall be remanded to the Vice President for Student Services, who may, upon review of the case, leave the sanction(s) unchanged, or may reduce or increase the sanctions imposed by the original administrative hearing officer, or remand the case to the original disciplinary hearing board for a re-hearing.

**Article V: Interpretation and Revision**

- A. Any question of interpretation regarding the Student Conduct and Judicial Code shall be referred to the Vice President for Student Services or his or her designee for final determination.
- B. The Student Conduct and Judicial Code shall be reviewed at least every three years under the direction of the Vice President for Student Services.

## **STUDENT GRIEVANCES**

### **EXPRESSION OF STUDENT CONCERNS STATEMENT: AN INVITATION TO DIALOG**

#### **Purpose:**

This statement is to identify the processes through which students may express their concerns, voice complaints and/or seek resolution of conflicts involving the operations and/or employees of Casper College.

#### **Statement:**

Given that one of the standard objectives of higher education is to encourage responsible citizenship through open discussion and the use of effective problem solving strategies, Casper College seeks to improve its operational and employee effectiveness by informing students about how they may enter into a responsible dialog to address issues, express concerns and/or resolve conflicts with institutional procedures or employee actions. Students have three recognized ways in which they may open a dialog about their area of concern: (1) speak directly with the employee most directly involved with the issue; (2) consult with appropriate supervisory level personnel who oversee the employee or topic involved with the issue; (3) use the relevant established complaint or grievance procedures. Although students are not required to begin at any given point within this feedback/resolution model, it has been our experience that the more directly the students address their issue, concern or conflict with the person most specifically involved, the more quickly the issue, concern or conflict can be heard, reviewed and/or resolved.

If students are uncertain as to who, or how, they should begin to address their issue, concern or conflict, they are encouraged to talk with their academic advisor, the information center in the Admissions Office or the Vice President of Student Services for advice on where and/or how to begin their dialog.

### **STUDENT GRIEVANCES PROCEDURE**

Revision Date: June 4, 1997

Reviewed: May 2007

#### **Scope**

This procedure pertains to all grievances brought by students against employees of Casper College.

#### **Responsibility**

The Director of Human Resources and the Vice Presidents are responsible for insuring compliance with this procedure.

#### **Procedure**

When a student has a grievance against a Casper College employee, arising from actions other than those taken under recognized student disciplinary procedures, the following procedural sequence needs to be used in processing the grievance.

**Receiving Grievances Phase:**

1. Students wanting to grieve about the actions of specific College employee(s) need to consult with a the appropriate person from one of the following offices within twenty (20) working days from the date of the occurrence: the Office of the Dean of Students, the Office of the Vice President for Academic Affairs, the Office of the appropriate Division Chair, the Office of Human Resources, the Office of the Vice President for Administrative Services, the Office of the Assistant Vice President in charge of Physical Plant.
2. During the initial interview the person receiving the report will ask the student to complete a Student Grievance Form and gather information as to the nature of the grievance, the identity of the employee(s) involved and the actions taken, thus far, by the student(s) to resolve the grievance.
3. The person receiving the report will alert the student(s) as to the various channels available to her/him for an informal resolution prior to proceeding with a of the grievance. These aforementioned various channels include, but are not limited to: (for faculty) direct discussion with the identified faculty member, discussion with the appropriate Division Chair, discussion with the Vice President of Academic Affairs, or his/her designee; or (for non-teaching professional or classified staff employees) direct discussion with the identified employee, discussion with the appropriate immediate supervisor, discussion with the appropriate administrative level supervisor.

**Assessing Grievances Phase:**

1. The person receiving the report will have ten (10) working days to conduct an administrative inquiry to determine if the grievance has merit. If , as the result of the administrative inquiry, it is determined the person receiving the report determines that the grievance does not appear to have merit, and the student filing the grievance does not object, then the proceedings are terminated. However, if the grieving student disagrees with the determination of “no merit”, then, within 5 working days, the student may request, in writing, that the President, or his/her designee, review the grievance and the information gathered through the administrative inquiry. The President, or his/her designee, will have five (5) working days to make a determination as to the necessity to proceed further with the grievance process.
2. The person receiving the Student Grievance Form report will maintain a record of facts related to the grievance and any administrative inquiry, including, but not limited to: the name of the grieving student(s), a record of the student(s) actions, a record of their own actions following the receipt of the grievance, a list of the persons interviewed during the administrative inquiry and the involvement of any administrative supervisory personnel, as well as any non-campus resources accessed during the inquiry. This record is to be considered private information, i.e., shared only with those people who have an established need to know, and is to be maintained accurately.

**Informal Resolution Phase:**

1. If, after inquiry, the student’s grievance is deemed to have merit, the student(s), the employee(s) and the person who received the Student Grievance Form report will meet within 5 working days to determine potential informal resolution alternatives.

2. If appropriate resolution alternatives are developed, they will be presented to all principles involved within three (3) working days. After one alternative has been agreed upon by all involved parties, a notice of resolution acceptance will be prepared by the appropriate administrative personnel and signed by the grieving student and the College employee(s) involved. Final agreement and implementation of the resolution will be documented by the administrative supervisory personnel.

**Formal Hearing Phase:**

1. If no informal resolution of the grievance is possible, the grieving student(s) may make a formal written request within three (3) working days to the person receiving the grievance that a formal hearing body be appointed by a Vice President who has been minimally involved with the process up to this point.
2. The appointed Vice President will institute a hearing body of at least five persons. Two people will be chosen by the grieving student(s); two people will be chosen by the identified employee(s) and one person will be chosen by the appointed Vice President. All members of the hearing body must be currently enrolled students and/or Casper College benefited employees. The appointed Vice President will convene the hearing body within five (5) working days and facilitate the selection of a body chair.
3. The hearing body's meetings will be conducted according to the following guidelines:
  - a. Hearings will normally be conducted in private;
  - b. Admissions to the hearing shall be at the discretion of the hearing body chair;
  - c. The board chair will remind all participants and information providers that they are expected to present information in an accurate and truthful manner.
  - d. The grieving student(s) and the identified employee(s) may be assisted by any advisor they choose, provided they give prior notice and identity, of the advisor's presence and identity to the hearing board; however, both parties are responsible for presenting their own case and the advisor(s) are not permitted to speak or participate directly in the hearing body's meetings;
  - e. The grieving student(s) and identified employee(s) may present witnesses, subject to the right of cross examination;
  - f. Members of the hearing body have the right to ask clarifying questions of the grieving student(s), the identified employee(s) and witness about presented information;
  - g. All procedural questions are subjected to final decision by the hearing body chair;
  - h. After hearing and reviewing the pertinent information the members of the hearing body shall develop a resolution for the grievance and the resolution shall be adopted by three of the five appointed hearing body members;

- i. The hearing body shall maintain a tape recording of its proceedings. No record shall be maintained for resolution development and subsequent vote for adoption. The tape recording of the proceedings shall be the College's. The grievant and/or the employee against whom the grievance has been filed may request copies of the tape, at their own expense, to be made by the College.
4. Once a resolution for the grievance has been adopted, the hearing body chair will present the resolution to the parties involved. The grieving student(s) and the identified employee(s) will have two (2) working days to accept or reject the resolution proposal. Upon acceptance by both parties the matter will be forwarded to the convening Vice President, who, after consultation with the College's legal counsel, will finalize the agreement.
5. If the grieving student(s) and/or identified employee(s) reject(s) the proposed resolution, the rejection must be contained in a written and signed statement which rejects the proposed resolution, describes the rationale for the rejection and requests a review by the President.
6. If a proposed resolution is rejected, a copy of the proposed resolution, the written rejection statement, a copy of the transcript from the proceedings and any other pertinent information received by the hearing body shall be forwarded to the President or his/her designee. Within ten (10) working days the President, or his/her designee, shall, after consultation with the College's legal counsel, submit a final resolution proposal which will be implemented to ensure that the institution is in compliance with any legal and/or legislative mandates.

## **STUDENT GOVERNMENT**

### **CONSTITUTION OF THE STUDENTS OF CASPER COLLEGE AND THE AFFILIATED INSTITUTIONS**

We the Students of Casper College and affiliated institutions, seeking to provide an effective organization which will coordinate student activities and advance the welfare of all the students, and recognizing that such an organization is necessary in building an institution of greater quality, do ordain and establish this constitution.

#### **Article I: Name, Purpose and Membership**

**Section A:** The name of this organization shall be the “Associated Students of Casper College and Affiliated Institutions”, here after referred to as the “ASCC”.

**Section B:** The purpose of this organization shall be to serve as the agency to recognize student organizations, coordinate student activities, and advance the welfare of all students.

**Section C:** All credit generating students of Casper College and students of Affiliated Institutions become members of the ASCC upon registration and payment of per credit student fees to Casper College.

**Section D:** The governing powers of the ASCC shall be vested in the Student Senate. The Student Senate is a representative body of the ASCC and will be referred to as Student Senate.

#### **Article II: Student Senate: Organizational Structure**

Section A: The elected membership of the Student Senate shall be composed of the following:

1. The President of the Student Senate (to be voted on by all Casper College students)
2. The Vice President of the Student Senate (to be voted on by all Casper College Students)
3. The Treasurer of the Student Senate (to be voted on by all Casper College students)
4. The Secretary of the Student Senate (to be voted on by all Casper College students)
5. The Chairperson of the Casper College Student Activities Board (to be voted on by all Casper College students)
6. The Public Relations Coordinator of the Student Senate (to be voted on by all Casper College Students)
7. Freshmen Class Representatives: A Freshman representative may not have completed 30 or more semester credit hours. There shall be four Freshmen Representatives (to be voted on by all full-time Casper College freshmen students).
8. Sophomore Class Representatives: A Sophomore representative may not have completed fewer than 30 semester credit hours nor more than 59

semester credit hours, and must not have been awarded an Associates Degree from Casper College prior to the full semester in which they are elected to serve. There shall be four Sophomore Representatives (to be voted on by all full-time Casper College sophomore students).

9. Part-time Student Representative: There may be a part-time student representative appointed by the Student Senate President and approved by the Executive Council. The part-time student representative must be currently enrolled in Casper College and/or an affiliated institution and is exempt from Article III, Section A concerning semester credit hours.

**Section B:** Affiliated Institution Representatives

1. Campus Coordinators of Affiliated Institutions (those institutions which require students to pay fees to Casper College) may submit a list of nominees for Representation to the Executive Council, which will make recommendations for final selection by the Student Senate.
2. An Affiliated Institution Representative may not have completed fewer than 60 semester credit hours nor have received a bachelor's degree from any accredited institution. There may be a maximum of one representative from each affiliated institution.

**Section C:** The duties and powers of the Student Senate shall consist of the following when deemed appropriate.

1. To recommend administrative action on policies concerning the general welfare of the ASCC.
2. To dispense funds to organizations recognized by the Student Senate.
3. To give official recognition to all student organizations without national affiliation and to approve their constitutions on a yearly basis.
4. To forward recommendations of approval or disapproval of any national organization seeking campus affiliation to the Dean of Students office.
5. To work in conjunction with the Student Activities Board to provide and coordinate student activities.
6. To provide for an annual review of the Student Senate Constitution and Bylaws.

**Section D:** The membership of the Student Senate shall have rights and responsibilities as follows:

1. To have control over the petty cash fund. With a maximum of \$50.
2. To have Administrative power over items that affect the ASCC.
3. To have the right to speak and to vote during meetings.
  - a. In the case of a tie vote, the President shall cast the deciding vote.
4. To have the sole right of impeachment of all Student Senate members.

**Section E:** The total membership of the Student Senate of the ASCC shall not Exceed 22 members nor be less than 10 members.

**Section F:** All questions concerning the interpretation of the Constitution & Bylaws shall be decided by a two-thirds majority vote of the Student Senate.

**Section G:** The Executive Council

1. The membership of the Executive Council shall consist of the following:
  - a. President of the Student Senate
  - b. Vice President of the Student Senate
  - c. Treasurer of the Student Senate
  - d. Secretary of the Student Senate
  - e. Chairperson of the Casper College Student Activities Board
2. The Executive Council has the right to meet and make decisions for the Student Senate in those situations when immediate action is required, a special meeting cannot be called, and/or it is at least two weeks until the next regularly scheduled Student Senate meeting. The Executive Council must inform the Student Senate of its action(s) at the next regularly scheduled Student Senate meeting.

**Section H:** The ASCC Student Senate will have two College Staff Advisors.

1. The advisors will be the Vice President of Student Services and one other advisor from the faculty or staff of Casper College.
2. The faculty or staff advisor will be elected by the Student Senate and will have no limits on the number of terms s/he may serve.
3. The advisors will serve as consultants on college procedures, Student Senate operations and other functions as requested by the Student Senate.

### **Article III: Qualifications and Elections of Members of Student Senate**

**Section A:** Any candidate for ASCC office must be in good standing with the election board and the Dean of Students.

1. Student Senate members must have a cumulative GPA of 2.00 on a 4.0 scale and carry a full-time academic load (12 semester hours).
2. Student Senate members must adhere to the Casper College Conduct and Judicial code. If a member is found responsible for violating the Casper College Conduct and Judicial code standards and placed on disciplinary probation, then the Executive Council must review the situation and determine if the member may maintain their position (refer to the Bylaws of the Student Government, Article VI, Section D).

**Section B:** All ballot applications for Student Senate offices shall be filed with the Election Board for approval.

**Section C:** All elections for Student Senate offices shall be by written or electronic ballot.

**Section D:** Elections shall be set by majority vote of the Student Senate. The Election Board shall give ASCC two weeks notice prior to the date of the election.

**Section E:** With the exception of the Student Senate president, the Election Board shall consist of the elected members of the Student Senate and one Faculty or Administration sponsor. Said board shall organize the ASCC Elections.

**Section F:** Elected officers and members, except Freshman Representatives, shall be elected in the Spring Semesters.

**Section G:** In the spring election, only students enrolled as freshman at that time vote for sophomore representatives for the following year. Only students enrolled as sophomores vote for junior representatives for the following year. Only students enrolled as juniors vote for senior representatives for the following year. All students except seniors enrolled at the time of the election may vote for Executive Branch members. In the Fall election only those students enrolled as Freshman at that time may vote for freshman representatives.

**Section H:** In case of a tie, a run-off election shall be held between the tied candidates one week after the general election.

**Section I:** Failure to comply with the provisions in this article constitutes automatic disqualification from holding an elected office.

#### **Article IV: Meetings of the Student Senate**

**Section A:** Meetings of the Student Senate shall be held on a weekly basis. The time and day shall be determined each spring semester by the newly elected Student Senate members. Special meetings may be called if (a) decided by three-quarters of the Student Senate, at a regular meeting, (b) decided by a majority vote of the Executive Council. Official business may be conducted when a quorum (half of the current Student Senate members plus one) is present.

**Section B:** A notice of a special meeting must be served to each member by the Secretary of the Student Senate 24 hours in advance of said meeting. Special meetings may be held without notice at anytime the entire membership is present.

**Section C:** Members of the Student Senate who are absent for six or more regular meetings per semester will be required to resign their position.

**Section D:** Procedure for all Student Senate meetings shall be set in the By Laws of the ASCC. The "Revised Robert's Rules of Order" shall be the final authority in case of Parliamentary disputes.

#### **ARTICLE V: Amendments to the ASCC Constitution**

**Section A:** Amendments to the constitution may be adopted as amended by a two-thirds majority of the votes cast by ballot at any election of the ASCC, provided that notice of such an amendment was made public to the ASCC at least two weeks prior to said election.

1. The Student Senate, by a two-thirds majority vote may initiate an amendment to this constitution.
2. The Student Senate shall hold an annual review of the ASCC Constitution and recommend any necessary changes.
3. All ASCC members may vote on amendments to this Constitution.

Revision Adopted: April 2005

## **BY-LAWS OF STUDENT SENATE**

### **ARTICLE I: Terms of Office**

#### **Section A: Terms of Elected Members of the Student Senate.**

1. The terms of each Student Senate member shall commence at the last meeting of the academic year after the general election in the spring.
2. Freshmen Class Representatives will be elected in the fall.
3. The term of each Student Senate member shall expire at the last meeting of the academic year after the general election in the spring.

#### **Section B: Simultaneous Terms Office**

1. Student Senate Executive Officer may not hold an executive office in any ASCC recognized student organization.

#### **Section C: Terms of Non-Elected Student Senate Members**

1. Non-elected Student Senate members will serve the same term as elected members.

### **Article II: Duties and Powers of the Executive Officers of the Student Senate**

#### **Section A: Office of the President**

1. To carry-out the policies of the Student Senate.
2. To make recommendations to the Senate regarding the ASCC budget.
3. To be the official representative of the ASCC at all times.
4. To present items of student concern to the Student Senate and to recommend action.
5. To nominate students to fill existing vacancies in the Student Senate in the event of resignation or ineligibility.
6. To officiate at all meetings of the ASCC President's Council.
7. To prepare and publish an agenda for each meeting in conjunction with Student Senate Secretary.
8. May appoint a member of the Student Senate/student body to act as Parliamentarian, who is a non-voting member of the Student Senate, but may serve as a voting member of any Student Senate committee.
9. The ASCC President shall preside at all meetings of the ASCC Student Senate and/or shall appoint \_\_\_\_\_ chairs to preside at the meetings; shall have speaking privileges; and is entitled to a vote in cases of tie situations, except for veto overrides.
10. To keep informed of the progress of all committees that are under the jurisdiction of the Constitution of the Student Senate.
11. To form any ad hoc or standing committees that the President deems necessary and to appoint a chairperson and members.
12. To draft a projected budget for the current year by the second regular meeting of the fall semester.

**Section B:** Office of the Vice President of the Student Senate.

1. To succeed to the office of President of the Student Senate if the latter becomes ineligible.
2. To carry out the policies of the Student Senate.
3. To present items of concern to the Senate and recommend action.
4. To keep informed of the progress of committee that are under the jurisdiction of the Constitution of the ASCC.
5. To serve as Vice President on the ASCC President's Council.
6. The Vice President shall have the power to transact the duties of the President, should the President be absent.
7. Shall be ex-officio member of all committees.

**Section C:** Office of the Secretary

1. To keep and preserve an accurate record of all proceedings of all Student Senate meetings and to maintain the files.
2. To compile and preserve an accurate record of all legislation and/or resolutions passed by the Student Senate.
3. To serve as Secretary during the meetings of the ASCC Presidents' Council.
4. To prepare all internal correspondence for the ASCC and the ASCC Student Senate.
5. To carry out the policies of the Student Senate.
6. To present items of student concern to the Senate and to recommend action.
7. To work in conjunction with the ASCC President to prepare and publish an agenda for each meeting of the Student Senate.
8. To inform other members of the Student Senate of special meetings when necessary at least 24 hours in advance of said meeting.
9. To maintain a current list of all recognized student organizations on the Casper College Campus.
  - a. The Secretary shall notify the ASCC President when a voting member of the Senate is a member of an organization that is requesting Student Senate funds before said vote so as to comply with the conflict of interest clause, as defined in Article V Section D of the By-laws.

**Section D:** Office of the Treasurer

1. To chair the Finance (Budget) Committee.
2. To keep record of all receipts, appropriation, and expenditures of the Student Senate.
3. To carry out the policies of the Student Senate.
4. To present items of student concern to the Senate and recommend action.
5. To serve on the ASCC Presidents' Council.
6. To investigate all budget requests submitted to the Student Senate and to verify that they comply with the rules and regulations regarding the disbursement of student funds.
7. To assist the President with developing the Student Senate budget.

**Section E: Student Activities Board Chairperson**

1. To represent the interests of the Student Activities Board.
2. To carry out the policies of the Student Senate.
3. To present items of student concern to the Senate and to recommend action.
4. To give a report of Student Activities Board functions at the Senate meetings.
5. To serve on the ASCC Presidents' Council.

**Section F: Public Relations Coordinator**

1. To chair the Public Relations Committee.
2. To present items of student concern to the Senate and to recommend action.
3. To become the official external spokesman for the Senate.
4. To strive to inform the people of the campus community of business of the Senate.
5. To prepare all public correspondence on behalf of the Senate.
6. To carry out the policies of the Senate.
7. To maintain a historical record of the Senate activities on a yearly basis.

**Article III: Student Senate**

**Section A: Responsibilities of Student Senate members:**

1. To represent the interests of the student members of the ASCC.
2. To carry out the policies of the Student Senate.
3. To present items of Student concerns to the Senate and to recommend action.
4. To have the power to exercise a vote in all Senate and Committee meetings.
5. Each individual representative shall serve on at least one committee of ASCC.

**Section B: Membership vacancies**

1. Should the ASCC President resign, withdraw from Casper College or an Affiliated Institution, or otherwise become ineligible according to the prerequisites listed in the Constitution, the position shall be filled by the Vice President.
2. Should the ASCC President and Vice President resign, withdraw from Casper College or an Affiliated Institution, or otherwise become ineligible, according to the prerequisites listed in the Constitution, a special election shall be called to fill the vacancies. During the interim the remaining Executive Officers shall select one of their members to preside.
3. Should any other member of the Student Senate, with the exception of the President, resign, withdraw from Casper College or an Affiliated Institution, or otherwise become ineligible their position shall be filled by appointment by the President with a two-thirds majority approval of the Senate.
  - a. Except for the Student Activities Board Chairperson who will be appointed by that organization with the majority approval of the Student Senate.

**Article IV: ASCC Student Senate Finances**

**Section A:** No funding will be granted until the Student Senate has established its projected budget and budget request guidelines for the current academic year.

**Section B:** No funding will be granted until:

1. Student Senate has received its current semester student fee allocation or
2. Student Senate has sufficient funds on hand to fund the request(s) or
3. Until the Freshmen Representatives have been elected so that the whole Student Senate will be acting upon the fund request(s).

**Section C:** Funding for Student Organizations

1. No newly formed student organization can receive approval of funding requests until four weeks after they have been initially recognized.
2. Student organizations that were recognized during the previous academic year will not be granted fund requests until they have submitted a current constitution, list of officers, and the name of the current employee sponsor.
3. Student Organizations recognized the previous academic year will not be subject to the four week waiting period provided that they have met all recognized organization criteria for the current semester.

**Section D:** An itemized request form shall be completed and presented to the budget committee when a recognized organization is requesting appropriations, at least two weeks prior to the date that the funds are needed.

1. The request form shall be developed by the Student Senate Treasurer and approved by a majority vote of the Student Senate.
2. Budget Request forms must be completed in their entirety before being submitted to the Budget Committee for consideration.
3. An organizational representative, who is not a Student Senate member, must be present at the meeting of the Student Senate when their organization's request for funds is referred to the Budget committee.
4. When the request is presented to the Senate, an organizational representative must also be present at that meeting.
5. To receive budget appropriations, an organization must have a current constitution, list of officers filed with the Student Senate, and an account in the Accounting and Financial Management Office.
6. A detailed account of all expenditures and a written evaluation of how the appropriation was spent must be submitted to the Student Senate within two weeks following the activity for which the funds were made available.
  - a. Failure to comply with the above subsection will automatically disqualify said organization from receiving any more funds for that academic year.

**Section E:** Requests for funding will also be considered from the following

1. Institutional Entities which may include but are not limited to: Departmentally Sponsored Activities, College Sponsored Organizations that are supported from a current college budget, and Ad Hoc College Sponsored Organizations.

2. Community Entities which may include but are not limited to: Charitable Organizations and Civic Organizations/Causes in support of the Mission Statement of Casper College.
3. At least one month prior to the date of the event for which funds are being requested the organization should provide a grant proposal to the Student Senate to include:
  - a. Purpose of the event
  - b. Request for Student Senate Funds
  - c. Other resources available to the entity
  - d. A budget for the entire event
4. All grant proposals from the above noted entities must be submitted to the Budget Committee for review and recommendation to the Student Senate.
5. At least two-thirds of a quorum (refer to Article IV, Section A of the ASCC Constitution) must vote to approve these grant proposals.

**Section F:** The Student Senate reserves the right to withhold payment of any requests presented to it when those requests are deemed inappropriate.

**Section G:** Conflict of Interest Clause

1. An Student Senate member, who is a member of a recognized student organization that is requesting any form of funding by the Student Senate shall abstain from voting on said action, due to a conflict of interest. The Student Senate Secretary shall register the vote of abstention in the official minutes of that meeting.

#### **Article V: Standing Committees**

**Section A:** The Budget Committee:

1. Shall be chaired by the Student Senate Treasurer.
2. Shall recommend to the Student Senate the awarding of appropriate funds to recognized organizations and other entities requesting funds.
3. Shall develop budget guidelines for entities requesting funds which will then be sent to the Student Senate for approval.

**Section B:** The Campus Enhancement Committee: Shall recommend to The Student Senate ways in which to improve the physical environment on the Casper College Campus.

**Section C:** The Elections Board:

1. Location(s) and time of the election shall be left to the discretion of the Elections Board in accordance with the ASCC Constitution.
2. Shall be responsible for the preparation, conduct, and evaluation of Student Senate elections which may include:
  - a. Solicitation of candidates
  - b. Election publicity
  - c. Election campaign guidelines
  - d. Ballot application forms
  - e. Poll-sitter training

- f. Election challenge guidelines
- g. Vote tabulation
- h. Distribution of election results

**Section D:** The Constitution Committee:

1. Shall recommend to the Student Senate on the acceptance or denial of a student organization's constitution and also recommend to the Student Senate on the acceptance or denial of a National Association requesting affiliation on campus (For National Associations refer to Article II, Section B (4) of the ASCC Constitution).
2. Shall review and recommend to the Student Senate any changes that are needed in the ASCC Constitution or The By-laws on an annual basis.

**Section E:** The Public Relations Committee:

1. Shall be chaired by the Public Relations Coordinator.
2. Handle all publicity needs of the Senate.
3. Collaborate with college publications, the College Publications Board, and the College Relations Office.

**Article VI: Executive Council Duties, Rights, Responsibilities, and Powers**

**Section A:** Shall implement all actions passed by the Student Senate and interpret said motions.

**Section B:** Shall make payments of any Student Senate bills and or other expenses that it deems necessary.

1. The vote required to allot said funds is a simple majority.

**Section C:** Shall investigate any items that will affect student welfare and recommend any necessary action to the appropriate organization.

**Section D:** Impeachment Trials for all Student Senate Officials.

1. Articles of impeachment can be brought against any member of the Student Senate by any other member of the Student Senate with just cause.
2. The Executive Council shall adjudicate said issue.
3. The required vote to impeach a member must be a two-thirds majority in favor of impeachment.
4. If the articles of impeachment are brought against or by a member of the Executive Council then that \_\_\_\_\_ person shall lose their right to vote and to speak unless they are called upon to speak by members of the \_\_\_\_\_ Executive Council.
5. If the above subsection is enacted then the Senate shall appoint someone to act in their place.

Article VII: Recognition of Student Organizations

**Section A:** To become an active recognized student organization the most recent copy of the organization's constitution, a list of the current officers, and the name of the current employee sponsor must be submitted to the Senate.

**Section B:** Benefits of being a recognized organization may include the ability to:

1. Reserve campus facilities free of charge
2. Conduct fundraising activities on campus
3. Request use of campus vehicles
4. Sponsor/cosponsor activities/special events on campus in coordination with the Student Activities Board
5. Although a recognized organization is required to send a representative to an ASCC Student Senate meeting once per semester, it is recommended that organizations have a representative present at least one meeting per month
6. Request assistance (e.g. financial assistance, publicity, coordination, etc.) from the Student Senate

**Section C:** Communication Requirement

1. Recognized student organizations are required to provide feedback on their activities to the ASCC Student Senate on a periodic basis as defined by the existing Student Senate.
2. No recognized student organization is eligible to submit a request for Student Senate funding if acceptable feedback has not been provided to the Student Senate. The level of “acceptable feedback” is left to the discretion of the current Student Senate to define.

**Article VIII: Amendments to By-laws**

**Section A:** Any Student Senator may propose amendments to the By-laws. All the proposals are then referred to the Constitution Committee for review and recommendation.

**Section B:** Amendments to the By-laws may be adopted as amended by a two-thirds majority of the vote of the full Student Senate.

**Section C:** No By-law amendment shall take effect until the start of the semester following its adoption and publication in an official copy of the By-laws.

Revision Adopted: April 2005

## RECOGNIZED STUDENT ORGANIZATIONS

STUDENT GOVERNMENT		
Student Government Organizations	Advisor/Sponsor	E-mail Address
Associated Students of Casper College: Student Senate	Joanna Anderson Grant Willson	janderson@caspercollege.edu gwillson@caspercollege.edu
Student Activities Board	Barbara Meryhew Matthew Stewart	bmeryhew@caspercollege.edu mstewart@caspercollege.edu

STUDENT ORGANIZATIONS		
Organization	Advisor/Sponsor	E-mail Address
Alpha Mu gamma (National Foreign Language Honor Society)	Lora Hittle	lhittle@caspercollege.edu
Association of Dance Performance Students of Casper College (The Flight)	Jodi Jones	jjones@caspercollege.edu
Bakkai - Association of Theatre Performance & Technical Students	Sean McIntosh	smcintosh@caspercollege.edu
Baptist Collegiate Ministries of Casper College		
Campus Ventures	Ardell Knudson	aknudson@caspercollege.edu
Campus Democrats	Erich Frankland	efrankland@caspercollege.edu
Casper College Automotive Technology Club (CCAT)	Randy Waldron	rwaldron@caspercollege.edu
Casper College Co-Ed Ultimate Frisbee Club		
Casper College Film Club	Patrick Amelotte	pamelotte@caspercollege.edu
Casper College Fire Science Club	Dale Anderson	anderson@caspercollege.edu

Casper College Fitting & Showing Club	Koby Burch	kburch@caspercollege.edu
Casper College French Club	Stephanie Loutas	sloutas@caspercollege.edu
Casper College Geology Club	Melissa Connely	mconnely@caspercollege.edu
Casper College Livestock Judging Club	Kolby Burch	kburch@caspercollege.edu
Casper College Psychology Club	Ruth Doyle Shawn Powell	rdoyle@caspercollege.edu spowell@caspercollege.edu
SKILLS USA of Casper College	Jason Eggemeyer Randy Waldron Shelly Norvell	jeggemeyer@caspercollege.edu rwaldron@caspercollege.edu snorvell@caspercollege.edu
Casper College Student Chapter of the Music Educators National Conference (MENC)	Jennifer Cowell	jcowell@caspercollege.edu
Casper College Student Nurses' Association	Heather Huber Heidi Loucks	hhuber@caspercollege.edu hloucks@caspercollege.edu
Casper College Student Pharmacy Association	Sheri Roumell	sroumell@caspercollege.edu
Casper College Student Society for the Visual Arts		
Casper College Students in Free Enterprise	Joe Simon	jsimon@caspercollege.edu
Casper College Welding & Auto Body Club	Darrin Miller	dmliller@caspercollege.edu
Chi Alpha Christian Fellowship	Miko Millian	mmillian@caspercollege.edu
Criminal Justice Club	Art Washut	awashut@caspercollege.edu
International Students Club	Ardell Knudson	aknudson@caspercollege.edu
Oil City Ag Club	Kolby Burch Marty Finch Heath Hornecker Tom Parker	kburch@caspercollege.edu mfinch@caspercollege.edu hhornecker@caspercollege.edu tparker@caspercollege.edu

Occupational Therapy Assistants Club		
Phi Rho Pi (Forensics)	Terry Rogers Jessica Hurlless	jhurlless@caspercollege.edu
Phi Theta Kappa, Zeta Alpha Chapter, Casper College (International 2 Year College Honors Society)	Debra Swedberg Glen Roberts Gale Lara	swedberg@caspercollege.edu groberts@caspercollege.edu glara@caspercollege.edu
Ropin n' Rigg'n Rodeo Club	Tom Parker	tparker@caspercollege.edu
Shanklin Travers Addictionology Resources Society of Casper College (STARS)	Lesley Travers	ltravers@caspercollege.edu
Student Association of Respiratory Care (SARC)	Doug Neubert	dneubert@caspercollege.edu
Student Radiographer Association	Laurie Weaver	lweaver@caspercollege.edu
Student Wyoming Education Association of Casper College	Cammy Rowley	crowley@caspercollege.edu
The Casper College Synergy Alliance	Barb Meryhew	bmeryhew@caspercollege.edu
The Destination Literacy Team, UW/CC Center	Peggy Laughlin	peggyj@caspercollege.edu
The Physical Science Club, Casper College	Jared Bowden Andrew Young	jbowden@caspercollege.edu ayoung@caspercollege.edu

# **SECURITY REPORTS**

## **ANNUAL CAMPUS SECURITY REPORT**

Revised May 2008

In accordance with Federal Law PL 101-542 Title II, Crime Awareness and Campus Security Act, as amended, the following information is made available to students, employees, and applicants.

### **Mission Statement**

The mission of the Casper College Campus Security Department is: to provide a reasonable level of safety for College employees, students, and guests, to provide a reasonable level of security for College property and facilities, to provide trained security officers to enforce Casper College rules and regulations, and to make reports/referrals to appropriate law enforcement and emergency response agencies in the area.

### **Policies, Procedures and Practices**

The Security Department's standard operating practices manual is available for review in the Director of Security's office (CE 124). Material covered in this departmental manual address discipline within the department, officer appearance and general conduct, use of departmental equipment, interactions with law enforcement agencies, report writing practices, and practices for responding to incidents of alleged sexual assault.

### **Personnel Classifications**

Director of Security: The head of the Campus Security Department is trained in law enforcement/security operations; is responsible for departmental leadership with respect to role definition on campus, officer selection and training programs, development of liaison with area law enforcement/security organizations and intra-campus collaboration; makes recommendations about the College's safety and security needs.

Security Officer: These are the personnel who are responsible for maintaining the order on campus and providing security for College personnel, facilities and property. Their training includes, but is not limited to, departmental practices, college policies, the campus conduct codes, interpersonal communication techniques, crisis intervention and stress management skills, first aid, report writing, use of departmental equipment, patrol and building security check procedures and conflict management.

### **Emergencies and Crime Reporting**

It is the campus community's obligation and duty to report all emergencies and crimes that occur on the Casper College campus. This can be done by calling Campus Security (268-2688) , the Student Services Office (268-2201), or the

community emergency line (9-911). The agency receiving your call will respond and/or forward your notification to the appropriate agencies on a case-by-case basis. This action will be taken to expedite contact between you, the Campus Security, the personnel involved in the emergency and local law enforcement or emergency response agencies.

### **Institution's Response**

Routinely, a responding Security Officer will complete a Campus Security Report form. When circumstances dictate, the reporting person will be directed as to further steps regarding the incident. With a more serious incident, the officer will stabilize the scene; call for medical help if needed; collect information; call appropriate agencies for law enforcement help in apprehending a perpetrator or investigating a crime, and call the appropriate College officials. The Director of Campus Security will review all departmental reports. An assessment will be made to determine if individuals involved will need follow-up assistance. Completed departmental reports will be forwarded to the Vice President for Student Services who, in conjunction with appropriate college personnel, will determine if any additional follow-up and/or disciplinary actions need to be taken by the College or local law enforcement agencies.

### **Campus Facilities: Access & Security**

**General Campus Facilities:** The Casper College Security Department patrols campus facilities 24 hours daily, 7 days per week. Access to facilities by the public is limited to days when classes are in session, except when special arrangements are made with the Campus Facilities Office. Generally, campus facilities will be unlocked at 6:00 a.m. or prior to the start of a special function and will be locked by the Campus Security by 11:00 p.m. or the time specified on the reservation slip.

The Campus Security Officer (s) on duty when the buildings are not open to the public, i.e., all night shifts and weekend shifts will inspect all facilities. Building inspections include doors, windows, lighting, etc. Keys for campus facilities are issued through the Physical Plant to authorized personnel.

**Housing:** Campus Security Officers are responsible for the continued monitoring of the campus housing facilities and their adjacent parking lots. A portion of each Security Officer's duty shift time will be spent in the housing areas (Wheeler Terrace, Civic Apartments, and Thorson Apartments as well as the residence halls). Residence hall hours and times of operation are specified in the residence hall contract and terms and conditions materials.

Access to campus housing facilities will typically be made through Casper College Housing Office personnel. Campus Security Officers will allow access to housing facilities only in accordance with the directions of housing office personnel.

### **Enforcement Authority**

The Campus Security Officers have the dual tasks of monitoring and enforcing college rules and regulations as well as creating a supportive service environment for students, campus employees, and visitors. The Campus Security Officers are not sworn peace officers and cannot enforce city, state or federal laws. They have a responsibility to observe and report violations of law to the appropriate law enforcement agencies and complete the necessary documentation in accordance with departmental practices.

### **Relationship with Local Law Enforcement Agencies**

The Campus Security Department maintains a working interaction with the county sheriff's office, local police departments, and local highway patrol units. This is intended to facilitate inter-agency cooperation in the areas of investigation, enforcement, and other matters as may be appropriate. The Campus Security Department maintains contact with the local law enforcement dispatch center to allow for inter-agency communication by individual officers. Finally, the Department obtains vehicle license and registration information from the Natrona County Treasurers' Office to assist with the College's vehicle registration program.

### **Drug, Alcohol, Sexual Assault, Crime prevention and Safety Education Programs**

The Campus Security Department regularly makes presentations on and distributes materials on campus security issues and crime prevention. Residence hall student assistants receive training on safety/security issues, sexual assault and sexual harassment policies, first aid guidelines, and information about Campus Security Department operations through a special orientation preceding fall semester. Additional programming in these areas is offered through the various associate degree programs; the Security Department and various student organizations passive education (posters, fliers, brochures, etc.) literature; lectures and seminars through the Counseling and Student Development Center, Housing Office, Student Senate, Student Activities Board, campus committees, Student Health Service and various administrative offices on campus; multi-media presentations through the Counseling and Student Development Center and campus media services, and student internships with campus and local health and law enforcement agencies. New student orientation and the college studies course (HMDV 1000) typically contain information on drug, alcohol, sexual assault and campus security/safety topic areas.

### **Reports and Statistics**

The Campus Security Department makes daily reports to the Vice President for Student Services of incidents/offenses that have occurred during the preceding day. A cumulative incident log form is posted in the Campus Security Office and the Student Services Office. The Department, in conjunction with various offices in Student Services and the Casper Police Department, maintains crime statistics as required by the Federal Law PL 101-542 Title II, Crime Awareness and

Campus Security Act, as amended. Categorical summaries of Campus Security departmental reports are also included with these statistics. Departmental reports are maintained for the five most recent years.

A summary record of on-campus arrests for liquor law, drug law, and weapons possession violations is maintained by the Campus Security Department.

#### **Off Campus Facilities**

Any criminal activity at any off campus function is dealt with by local law enforcement agency(ies), with a report to be maintained by Campus Security when the responding agency notifies the Campus Security Department. Any report and/or investigation is initiated and handled by local authority(ies)/agency(ies). Under certain circumstances campus disciplinary action may be taken in accordance with the campus conduct and disciplinary code

#### **Possession, Use, and Sale of Alcoholic Beverages, Illegal Drugs, & Weapons**

Campus Security may report any persons, regardless of age, in accordance with College policies governing alcohol, illegal drugs and weapons. When the situation warrants, the Security Officer(s) will request the assistance of local law enforcement agencies to enforce all federal, state and local laws governing the use and sale of alcoholic beverages, illegal drugs and weapons.

Campus judicial procedures and sanctions for drug and alcohol violations are outlined in the Drug Free Campus Statement and the Student Conduct and Judicial Code. Proceeding with the campus judicial process does not preclude additional prosecution through criminal and/or civil court systems.

## Campus Security Department Crime & Incident Statistics

Categories	2005		2005		2006		2006		2007		2007	
	OCCH	OCNH	OCPP	OCCH	OCNH	OCPP	OCCH	OCNH	OCCH	OCNH	OCPP	OCCH
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary (auto&res)	4	2	1	5	1	1	3	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	1	0	0
<b>Forcible Sexual Assault</b>												
Forcible Rape	2	0	0	2	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault w/ an object	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-forcible Sexual Assault</b>												
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - weapon violation	0	0	0	0	0	0	0	0	0	0	0	0

Arrest – drug violation	0	0	1	0	0	1/2	1/1	0	0	0	0	0	0
Arrest – alcohol violation	0	0	0	0	0	1/1	0	1	0	0	0	0	0
Discipline – weapon violation	0	0	0	0	0	1/2	0	0	0	0	0	0	0
Discipline – drug violation #	3/4	0	0	0	0	3/3	0	0	0	0	0	0	0
Discipline – alcohol violation #	30/83	0	0	0	0	29/78	1/1	0	0	0	0	0	0

Notes:

OCCH – on campus, campus housing      OCPP – off campus, public property (adjacent campus)

OCNH – on campus, non-housing areas      OCCP – off campus, college property

# - Split numbers (#/#) represent incidents/individuals involved.

Campus Incident Reports			
Incident	2005	2006	2007
Alcohol Incidents	30	30	33
Assaults	4	2	1
Auto Burglary	4	3	1
Bomb Threat	0	0	0
Burglary or Attempt	6	6	3
Computer Misuse	2	51	23
Disturbance	9	7	1
Domestic Incidents	5	4	4
Drug Incidents	3	5	3
Indecent Exposure	0	0	0
False Fire Alarms	21	149*	
Fight	0	1	3
Fire Alarms	21	149	268
Fires	3	1	0
Firearms Violations	1	1	1
Harassment	3	1	2
Grand Larceny	3	3	5
Petty Larceny	24	17	25
Medical Assists	26	33	29
Obscene Phone Calls	2	0	0
Peeping Tom	0	0	0
Prank Calls	0	1	0
Property Damage	12	19	40
Suspicious Activity	42	1	1
Traffic Accidents	33	28	27
Traffic Complaint	5	2	4
Vandalism	9	6	5
Other	32	31	16

*\* Same as "Fire Alarms" category to be dropped next year*

**CASPER COLLEGE  
STUDENT GRIEVANCE FILING FORM**

Your Name \_\_\_\_\_

Your Local Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_  
Home Work

Nature of your grievance

Please describe in specific detail what has caused you to grieve the employee  
Include dates and times of the alleged events in the statement  
Use additional pages if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If others are affected by this grievance, please list their names and any contact  
information you may know

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please identify the employee(s) you wish to grieve

\_\_\_\_\_  
\_\_\_\_\_

Identify any persons who witnessed the action(s) resulting in this grievance

\_\_\_\_\_  
\_\_\_\_\_

Describe what an acceptable resolution would be for you

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person filing this Student Grievance Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person receiving this form

\_\_\_\_\_  
Date

*Reviewed May 2007*



**CASPER COLLEGE  
DISCIPLINARY HEARING APPEALS REQUEST FORM**

Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Your Name \_\_\_\_\_

Your Local Address \_\_\_\_\_

Phone Number \_\_\_\_\_  
Home Work

Basis for appeal:

\_\_\_\_ Article IV, Section D, Paragraph 2 (a)

\_\_\_\_ Article IV, Section D, Paragraph 2 (b)

\_\_\_\_ Article IV, Section D, Paragraph 2 (c)

\_\_\_\_ Article IV, Section D, Paragraph 2 (d)

Attach any necessary supporting documentation

\_\_\_\_\_  
Signature of person initiating the appeal

\_\_\_\_\_  
Signature of person receiving this form

\_\_\_\_\_  
Date & Time form received