Name _______________________________________________________

Address _____________________________________________________

City/State ________________________________      Zip ______________

Phone_______________________________________________________

Email _______________________________________________________
# TABLE OF CONTENTS

| ACADEMIC CALENDAR AND IMPORTANT DATES | 6 |
| CONTACT INFORMATION | 7 |
| STUDENT HANDBOOK | 8 |
| PRESIDENT’S WELCOME | 8 |
| MISSION AND VISION | 8 |
| INTRODUCTION TO CASPER COLLEGE | 9 |
| Campus Crime Awareness | 9 |
| Closures | 9 |
| Communication Method | 9 |
| Nondiscrimination | 9 |
| STUDENT RESOURCES | 9 |
| Accounting and Financial Management | 9 |
| Bookstore | 9 |
| Campus Housing | 9 |
| Career Services | 10 |
| Internet and Network Resources | 10 |
| Student Username, Password and Email | 11 |
| Computer Labs | 11 |
| Counseling Services | 11 |
| Enrollment Services | 11 |
| Digital Learning Center | 11 |
| Disability Services | 11 |
| Early Childhood Learning Center | 12 |
| Events and Tickets | 12 |
| Financial Assistance | 12 |
| Food Service | 12 |
| GEAR UP | 13 |
| Health Services | 13 |
| High School Equivalency Preparation | 13 |
| High School Equivalency Exams | 13 |
| Identification Cards | 14 |
| Library | 14 |
| Insurance | 14 |
| Notary Public | 14 |
| Placement Testing (ACT, COMPASS, and TAILWIND) | 14 |
| Scholarships | 14 |
| Single Parent Program | 14 |
| Student Success Center | 15 |
| Testing Center | 15 |
| Tutoring | 15 |
| Veterans Services | 15 |
| Veterans Center | 15 |
| Western History Center | 15 |
| SCHOLARSHIPS AND FINANCIAL AID | 16 |
| Enrollment Requirements for Federal Aid Eligibility | 16 |
| Federal Student Financial Assistance Programs | 16 |
| Casper College Scholarships | 18 |
| Foundation Scholarships | 18 |
| State-funded Scholarships | 19 |
| Private Agency and Service Club Scholarships | 19 |
| Other Financial Assistance Programs | 19 |
| STUDENT LIFE AND ACTIVITIES | 20 |
| Center for Learning through Service | 20 |
| Clubs and Organizations | 20 |
| Forensics (Competitive Speech) | 20 |
| Fitness | 20 |
| Honors Program | 20 |
| Intercollegiate Athletics | 20 |
| International Education | 21 |
| Learning Communities | 21 |
| Livestock Judging | 21 |
| Performing Arts | 21 |
| Student Activities Board | 21 |
| Student Activities and Intramural Sports Program | 21 |
| Student Government | 21 |
| Student Organizations | 22 |
| Student Publications | 22 |
| T-Bird Nest | 22 |
| SAFETY | 23 |
| Campus Security | 23 |
| Safety on Campus | 23 |
| Behavior Intervention Team | 23 |
| Reporting a Crime | 23 |
| Missing Student Notifications | 24 |
| Timely Warnings | 24 |
| Emergency Responses | 24 |
| POLICIES | 26 |
| Alcohol and Drug Free Campus | 26 |
| Animals on Campus | 26 |
| Bicycles | 26 |
| Cellphone and Other Mobile Devices | 26 |
| Children on Campus | 26 |
Contagious Diseases 26
Copyright 26
Drones 26
Facility Use 26
Immunization 27
Lost and Found 27
Parking and Traffic Regulations 27
Photographs and Filming 28
Publicity and Posting 28
Skateboards 29
Smoking 29
Student Records 29
Student Travel 29
Theft and Unauthorized Use 29
Trespass 29
Vehicle Registration 30
Weapons 30

STUDENTS RIGHTS AND RESPONSIBILITIES 31
Code of Conduct 31
Student Rights 31
Student Responsibilities 31
Student Code of Conduct 31
for Academic Code Violations
Disciplinary Procedures 32
for Academic Code Violations
Academic Sanctions 32
Student Code of Conduct General Violations 33
College Jurisdiction 33
Interpretation and Revision 33
Complaint 33
Contempt or Abuse of the Judicial System 34
Disciplinary Procedures for 34
General Code Violations
General Sanctions 34
Interim Sanctions 35
Student Grievances 35
Informal Resolution 35
Formal Resolution 35
Grievances Hearing 35

SEXUAL MISCONDUCT 36
Reporting 36
Definitions 36
Confidentiality 36
Resources and Support 37
Interim Actions 37
Due Process 37
Investigating a Complaint 37
Sanctions and Protective Actions 37
Educational Programs to Promote Awareness 37
Failing to meet deadlines can have serious consequences. It can mean the difference between receiving an “F” or a “W” on the student’s transcript. Students are responsible for knowing deadlines.

### Important Dates

The following dates are general guidelines. For specific dates, consult the semester schedule, visit the Enrollment Services/Student Success Center located on the third floor of the Walter H. Nolte Gateway Center, or call 307-268-2110.

- **Deadline for late registration:** second day of the semester.
- **Census day (the day that credits are assessed for financial aid recipients):** 10th day of fall or spring semesters or the fifth day of summer semester.
- **Deadline for payment of tuition and fees:** 10th day of fall or spring semesters or the fifth day of summer semester.
- **Last day to drop and receive a 100 percent tuition refund:** 10th day of fall or spring semester.
- **Last day to drop and receive a 75 percent tuition refund:** 15th day of fall or spring semester.
- **Last day to drop and receive a 50 percent tuition refund:** 20th day of fall or spring semester.
- **Last day for a 100 percent tuition refund for summer semester:** the fifth day of the semester and the last day to receive any amount of refund is the 10th day.
- **Deadline for withdrawal (no tuition refund and a “W” on the student’s transcript):** on the published date, usually four weeks prior to the end of the semester.

Students should contact their advisor or faculty before adding or dropping classes; there may be serious academic or financial penalties for dropping a class. Check with enrollment services and car/health insurance providers to avoid financial penalties.

### Dates to Remember

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late registration</td>
<td>Aug. 18</td>
</tr>
<tr>
<td>Fall 2016 semester begins</td>
<td>Aug. 22</td>
</tr>
<tr>
<td>Census Date for financial aid, tuition and fees payment deadline, last day to receive 100 percent refund</td>
<td>Sept. 2</td>
</tr>
<tr>
<td>W’s issued for withdrawn classes</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Labor Day – campus closed</td>
<td>Sept. 5</td>
</tr>
<tr>
<td>Last day to receive 75 percent refund</td>
<td>Sept. 9</td>
</tr>
<tr>
<td>Last day to receive 50 percent refund</td>
<td>Sept. 16</td>
</tr>
<tr>
<td>My CC applications open for spring 2017 scholarships</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>Midterm week</td>
<td>Oct. 10-14</td>
</tr>
<tr>
<td>Fall break</td>
<td>Oct. 17-18</td>
</tr>
<tr>
<td>Advising week</td>
<td>Oct. 31-Nov. 4</td>
</tr>
<tr>
<td>Advising day – no daytime classes</td>
<td>Nov. 4</td>
</tr>
<tr>
<td>My CC deadline for spring 2017 scholarships</td>
<td>Nov. 4</td>
</tr>
<tr>
<td>Withdrawal deadline</td>
<td>Nov. 10</td>
</tr>
<tr>
<td>Thanksgiving break – campus closed</td>
<td>Nov. 23-25</td>
</tr>
<tr>
<td>Graduation application deadline for fall 2016 semester</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>Final exams</td>
<td>Dec. 12-15</td>
</tr>
<tr>
<td>Fall semester ends</td>
<td>Dec. 15</td>
</tr>
<tr>
<td>Winter break – campus closed</td>
<td>Dec. 24-Jan. 1</td>
</tr>
<tr>
<td>My CC applications open for fall 2017 scholarships</td>
<td>Jan.</td>
</tr>
<tr>
<td>Late registration</td>
<td>Jan. 12</td>
</tr>
<tr>
<td>MLK and Equality Day – campus closed</td>
<td>Jan. 16</td>
</tr>
<tr>
<td>Spring 2017 semester begins</td>
<td>Jan. 17</td>
</tr>
<tr>
<td>Census Date for financial aid, tuition and fees payment deadline, last day to receive a 100 percent refund</td>
<td>Jan. 30</td>
</tr>
<tr>
<td>W’s issued for withdrawn classes</td>
<td>Jan. 31</td>
</tr>
<tr>
<td>Last day to receive a 75 percent refund</td>
<td>Feb. 6</td>
</tr>
<tr>
<td>Last day to receive a 50 percent refund</td>
<td>Feb. 13</td>
</tr>
<tr>
<td>President’s Day – campus closed</td>
<td>Feb. 20</td>
</tr>
<tr>
<td>Summer registration begins</td>
<td>Feb. 27</td>
</tr>
<tr>
<td>FAFSA filing priority deadline</td>
<td>Mar. 1</td>
</tr>
<tr>
<td>My CC deadline for fall 2017 scholarships</td>
<td>Mar. 3</td>
</tr>
<tr>
<td>Midterm week</td>
<td>Mar. 6–10</td>
</tr>
<tr>
<td>Spring break</td>
<td>Mar. 13–17</td>
</tr>
<tr>
<td>Graduation application deadline for spring 2017</td>
<td>Apr. 3</td>
</tr>
<tr>
<td>Advising week</td>
<td>Apr. 3–7</td>
</tr>
<tr>
<td>Advising day – no daytime classes</td>
<td>Apr. 7</td>
</tr>
<tr>
<td>Withdrawal deadline</td>
<td>Apr. 13</td>
</tr>
<tr>
<td>Spring holiday – campus closed</td>
<td>Apr. 14</td>
</tr>
<tr>
<td>Midterm week</td>
<td>May 8–11</td>
</tr>
<tr>
<td>Spring semester ends</td>
<td>May 12</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 12</td>
</tr>
<tr>
<td>Memorial Day – campus closed</td>
<td>May 29</td>
</tr>
<tr>
<td>Summer 2017 semester begins</td>
<td>June 5</td>
</tr>
<tr>
<td>Last day to register for summer semester</td>
<td>June 7</td>
</tr>
<tr>
<td>Census Date for financial aid, tuition and fees payment deadline, last day to receive a 100 percent refund</td>
<td>June 9</td>
</tr>
<tr>
<td>W’s issued for withdrawn classes</td>
<td>June 10</td>
</tr>
<tr>
<td>Independence Day – campus closed</td>
<td>July 3-4</td>
</tr>
<tr>
<td>Withdrawal deadline</td>
<td>July 12</td>
</tr>
<tr>
<td>Graduation application deadline semester for summer 2016</td>
<td>July 14</td>
</tr>
<tr>
<td>Summer semester classes end</td>
<td>July 28</td>
</tr>
</tbody>
</table>
CONTACT INFORMATION

Contact information for employees, offices, schools, and departments is located in the Casper College caspercollege.edu/directory/employees.

Academic Affairs
School of Business and Industry 307-268-2494
School of Fine Arts and Humanities 307-268-2606
School of Health Science 307-268-2235
School of Science 307-268-2513
School of Social and Behavioral Science 307-268-2368
Vice President for Academic Affairs 307-268-2550

Accounting and Financial Management
Student Payment Plans 307-268-2244

Student Services
Admissions/Records/Financial Aid 307-268-2323
Athletics 307-268-3000
Campus Housing 307-268-2851
Campus Security 307-268-2688
Career Services 307-268-2089
Counseling 307-268-2267
Disability Services 307-268-2557
Early Childhood Learning Center 307-268-2586
Enrollment Services 307-268-2323
Hathaway Scholarships 307-268-2510
Registration 307-268-2323
Scholarships 307-268-2636
Student Activities 307-268-2638
Student Health 307-268-2267
Student Life 307-268-2394
Student Success 307-268-2089
Veterans Services 307-268-2510
Vice President for Student Services 307-268-2210
STUDENT HANDBOOK

The Casper College Student Handbook is informational only and is subject to applicable laws and college policies. It does not constitute a contract between Casper College and prospective or enrolled students. The term “student” refers to any person for whom the college maintains educational records or who has accepted an offer of admission into a Casper College academic program and who has not been awarded his or her current degree or certificate from the college.

Casper College reserves the right to make changes without notice to the regulations and offerings in this publication. Students should consult the Casper College Student Handbook periodically for updates. Students are responsible for reading the information and policies in this publication and other applicable policies found in the Casper College Policy Manual at http://catalog.caspercollege.edu/index.php?catoid=7 and any school, department or program requirements. Failure to read the regulations does not exempt a student from responsibility. Contact the Casper College Public Relations Department to request this publication in an alternative format to accommodate a disability.

PRESIDENT’S WELCOME

You have chosen to attend one of the most comprehensive community colleges in the region, and hopefully one of the friendliest and most welcoming places you will find anywhere! With our modern facilities, relevant programs, and dedicated staff, you will find that you have made a great choice. Whether you are here to take just a few classes for personal enrichment or to earn a certificate or associate degree, I think you will find Casper College is the perfect fit.

Probably the best advice I can offer to help you thrive here at the college is to get involved. It has long been shown that students who make that personal connection and get involved at their institution, graduate at higher rates and tend to succeed at a higher level, so I encourage you to get involved in the many opportunities we offer — you have nothing to lose, and a lifetime of memories and friendships to gain!

If you enjoy concerts and theater then you’ll really enjoy Casper College’s arts scene. Enjoy sports? Then you’ll have the chance to follow the fast-paced Thunderbirds in volleyball, basketball and rodeo. Don’t forget to check out our intramural programs as well as the many student activities throughout the year. You can even take on a leadership role in student government if that is where your passions lie.

Casper College also offers many assistance resources if you find yourself struggling in or out of the classroom. The Student Success Center can help you get back on track as well as connect you with services geared towards academic and personal success. Please know that we are focused on your success, not only in your educational pursuits, but in your broader life as well. Your well-being is our primary concern and goal.

We’re excited you are here and I look forward to seeing you around campus!

Darren

MISSION AND VISION

Vision

Casper College provides education for a lifetime.

Mission

Casper College is a premier, public, comprehensive two-year institution with a primary focus on student success. The college offers academic transfer programs, career training, continuing education, and basic skills instruction. Casper College provides opportunities and programs to improve quality of life and supports community building and citizenship for the people of Casper, Natrona County, the State of Wyoming, and the World.

Values

In support of our mission to provide education for a lifetime, Casper College holds the following core values:

- **EXCELLENCE**: Casper College celebrates and rewards excellence.
- **GROWTH**: Casper College promotes personal, professional, and academic growth of the college community.
- **ACCESS**: Casper College provides open access and affordability.
- **TRUST**: Casper College fosters a culture of trust, respect, and open communication.
- **DIVERSITY**: Casper College encourages diversity of thought, culture, and experience.
- **FORESIGHT**: Casper College plans in a context that reflects flexibility, innovation, tradition, and sustainability.
- **SERVICE**: Casper College provides service to the community.
- **RESPONSIBILITY**: Casper College holds the community accountable.
- **ENRICHMENT**: Casper College fosters and maintains an enriching campus environment.

Goals

Casper College will promote education for a lifetime by:

- Increasing transferability of coursework and applicability of skills
- Improving retention, completion, graduation, and student success rates
- Engaging students and others through the use of current pedagogies and technologies
- Encouraging excellence in advising and student support services
- Recruiting, retaining, and developing highly qualified faculty and other employees
- Advancing intellectual maturity, vocational proficiency, and cultural appreciation through developmental, general, and technical education credit and noncredit courses and programs
- Strengthening the college’s ability to meet the needs of the community and state through curricula, program offerings, and partnerships
- Increasing diversity within student, faculty, and staff populations
- Maintaining a safe environment
- Utilizing, maintaining, and improving college facilities and equipment
- Strengthening the role of the college as the cultural center of the region and as a community resource for social, civic, and economic improvement
INTRODUCTION TO CASPER COLLEGE

Casper College is one of the largest and most comprehensive community colleges in the region. Established in 1945 as Wyoming’s first junior college and initially located at Natrona County High School, Casper College moved to its current site 10 years later. The campus consists of 28 buildings on more than 200 acres.

Casper College develops and maintains educational programs, student support services, and activities appropriate to the needs of the communities served. The college provides programs that parallel the first two years of a baccalaureate education, prepares students for vocational and professional degrees, and provides valuable lifelong learning opportunities. Through its academic transfer and technical and career programs, Casper College has developed a national reputation for its academic standard and outstanding career programs.

Campus Crime Awareness

Casper College’s Annual Security Report, Annual Fire Safety Report, Emergency Response Guide, Daily Crime Log, and other safety information are available on the Casper College Campus Security webpage at caspercollege.edu/security and in print at the Casper College Campus Security Office. The annual security report includes statistics for crimes that occurred on college property, campus security policies, alcohol and drug use prevention, reporting of crimes, and other related matters. The daily crime log is posted in compliance with the Clery Act in the Walter H. Nolte Gateway Center, Strausner Hall and other campus buildings, and on the campus security webpage.

Closures

Campus closure announcements for inclement weather conditions, hazardous conditions, or will be made over CC Alert and local radio and television stations.

Communication Method

Casper College’s official method of communication is email using the college assigned student email account. Students can expect to receive notices about academics, enrollment, social events, safety, and other relevant information. Students are responsible for information sent to them via their Casper College email account.

Nondiscrimination

Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault we encourage you to report this. If you report this to an employee, she or he must notify our college’s Title IX Coordinator, Linda Toohey, associate vice president for student services, 125 College Drive, Walter H. Nolte Gateway Center, Room 412, Casper, WY 82601; 307-268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the director of human resources. For more information about your options, please go to caspercollege.edu/nondiscrimination.

STUDENT RESOURCES

Accounting and Financial Management

Walter H. Nolte Gateway Center, third floor
307-268-2622 or caspercollege.edu/business-office

The Accounting and Financial Management Office is where students pay their tuition, fees, room and board; purchase meal plans; and may receive financial aid disbursements. Tuition, fees, and room and board payments are due by the 10th day of the semester (fifth day for summer school). Students who need to set up a payment plan should contact the Accounting and Financial Management Office. Most financial aid is transmitted to the student’s account where charges are deducted and a check is issued for remaining funds. The first day of the semester is the earliest a financial aid balance check(s) may be released. A photo ID is required to pick up a check.

Students may also receive short-term loans up to $300, buy stamps, cash checks, and have documents notarized. Loans are by request and subject to approval. Students may cash personal or family member checks made out to Casper College up to $25/day with a photo ID. A notary is not always available. Check at the front desk for available times. Students should not sign documents they need notarized until they are in front of the notary.

Bookstore

Union/University Building, first floor
307-268-2202 or bkstr.com/casperstore/home

The Jack McCann College Store carries new and used textbooks, digital textbooks, school supplies, study aids, clothing, gift items, software, greeting cards, and snacks. The store is open Monday through Friday with additional evening hours at the beginning of the fall and spring semesters. To avoid long lines, students should purchase their books at least two weeks before classes start. To see the required books for a course, students should locate their schedule in WebAdvisor by clicking on each class.

Keep all receipts, and check with the store for information on their return policy. The store may buy back textbooks at the end of the semester, depending on need and condition of the book.

Campus Housing

Union/University Building, Room 402
307-268-2394 or caspercollege.edu/housing

Residence Hall. Casper College recommends the on-campus living experience as an integral part of the total educational process but does not require students to live in the Residence Hall. Campus housing is provided in the Residence Hall and Wheeler Terrace for full-time (minimum 12 credits), unmarried, degree-seeking students.
Students residing in the Residence Hall must behave responsibly. Existing regulations set the foundation for an educational atmosphere within the building and on campus. Students may regulate their own hours; there is no curfew. Each student receives a building fob.

Students who live in the Residence Hall are required to purchase a cafeteria meal plan. Wheeler Terrace residents are not required to purchase a meal plan but may if they choose.

A $200 deposit must accompany each application for Residence Hall reservations. Students sign a yearlong lease upon application and admission. The college will void a lease when students graduate or are no longer attending the college, or under special circumstances when submitted to the student life director for consideration. Contact the student life director for reservation deposits and campus housing information.

Student Apartments. Civic Apartments include 12 one-bedroom, unfurnished apartments. These apartments are available to students 22 years of age or older and their spouse or significant other. Thorson Terrace Apartments include eight one-bedroom, furnished apartments. These apartments are available to students 19 years of age or older and are single occupancy only.

Rent for either apartment is $650 per month and includes utilities, internet service, and local telephone service. Occupants must provide their own utensils, dishes, bedding, and linen. The applicant’s age, record of responsibility, and class status are considered when assigning apartments. A $200 damage deposit is required.

*Housing costs are subject to change without notice.

Career Services
Walter H. Nolte Gateway Center, third floor
307-268-2662 or caspercollege.edu/career

Career Services can assist students in exploring educational and career goals, finding a job while attending college or after graduation, general advising for students uncertain of which major to choose, and accessing information on transferring to a university after graduation. Employment-related services for students and graduates include job listings, internships, assistance with resume and cover letter development, and practice interviews.

On- and off-campus job listings are available on the Career Services website or in the office. Students must meet at least one of the following criteria to be eligible for hire as a student employee. Applicants for federal work-study position requests must confirm their eligibility with Enrollment Services.

Eligibility Criteria

- Enrolled (or registered for fall semester for summer employment) at Casper College or one of its partnership institutions for six or more credit hours.
- Degree seeking.
- International students with a student visa whose I-20 issuing institution is Casper College.
- Graduated from Casper College or one of its partnership institutions in May and working during the summer after graduation.
- A high school student taking ACE classes.

Eligible students may apply for on-campus positions, which are available for up to 19 hours per week during the fall and spring semesters and up to 40 hours per week during the summer. Students working 40 hours per week during the summer must take off at least 80 hours during their summer employment dates to maintain the college’s health care compliance. Based on qualifications and job interests, students may apply to the supervisor listed in the job posting.

Two funding sources enable students to work on campus.


Institutional: Any eligible students may apply for institutional or college-funded positions.

Internet and Network Resources

Liesinger Hall, Room 3
Information Help Desk located on the lower level of the Goodstein Foundation Library.
307-268-3648 or caspercollege.edu/doit

The college creates Google accounts for all registered students in the my.caspercollege.edu domain. Student accounts include Gmail and other Google apps including the productivity suite in Google Drive. To access your account, sign into launchpad.classlink.com/cc and then sign into any available Google app or sign in directly at accounts.google.com using your Casper College email address and password.

The Microsoft Office 365 Productivity Suite is free to registered students. The latest version of the suite, including Word, Excel, PowerPoint, and OneNote is available for offline and online use. To access the software, go to office.com/getoffice365 and register with your Casper College email address. Download and install on up to five compatible devices, PCs, Macs, and tablets (iPad or Android).

The college provides computer, internet, and network resources to support educational purposes only. Commercial use is prohibited. Users are expected to comply with college policies and local, state, and federal laws. Computer resources are Casper College property; the college may restrict their use. Qualified users include Casper College, UW-Casper, and UND students, faculty, and staff. The unauthorized use of computer resources violates Wyoming state and U.S. federal law and college policies. Students, faculty, or staff should not use, access, or attempt to access unauthorized accounts, passwords, or computer resources.
Resolving concerns that may interfere with educational and personal growth and well-being, relationships, eating disorders, stress management, test anxiety, anxiety, depression, loss and grief, anger management, alcohol/drug abuse, and more. Counselors offer individual, couple, and group counseling, along with consultations and crisis intervention. These services are free and confidential for enrolled Casper College, UW-Casper, and UND students. Talk with the counseling staff to see if these services are right for you. They may be able to help or refer students to someone who can.

Enrollment Services
Walter H. Nolte Gateway Center, third floor
307-268-2323 or caspercollege.edu/enrollment-services

Enrollment services can assist students with admission, registration, schedule changes, class withdrawals, and financial aid. They provide campus tours and print student IDs. Enrollment Services maintains all student academic records. To request a transcript, submit an online request at caspercollege.edu/offices-services/records.

Digital Learning Center
Liesinger Hall, Room 132
307-268-3882 or caspercollege.edu/dlc

Distance education refers to courses offered outside of a traditional classroom setting using a variety of delivery technologies. These courses conform to the standard college instructional calendar and provide flexible scheduling options and the opportunity to participate from convenient locations.

Casper College offers online and hybrid courses. Online courses are taught entirely online and are identified as section e1, e2, etc. and NET under the delivery mode. Hybrid courses are a combination of online and in-class instruction and are identified as section h1, h2, etc. and LAL and NET under delivery mode. Students should check with their faculty for more information. Online and hybrid courses require the same prerequisites, admissions and registration procedures, and learning objectives as on-campus courses. Students must have internet access to take an online or hybrid course. Some courses require proctored exams.

Disability Support Services
Walter H. Nolte Gateway Center, third floor
307-268-2557 or caspercollege.edu/about/accommodative

Casper College may not exclude any students with an ADA and/or Section 504 qualified disabling condition from any course or course of study because of a disability. Students may request disability services under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 by contacting the disability services counselor. They must provide eligibility documentation and meet with their faculty for more information.
the disability services counselor to discuss qualification and services requested and complete a service agreement. Typically, the college needs at least 72 hours advanced planning to meet a request for services and a minimum of two weeks if adaptive equipment or special services must be ordered.

Possible accommodations include extended time on a test, tests in a distraction free environment, scribe, spell checker, digital recorder, materials in an alternate format, books on tape, reader, sign language interpreter, priority seating, appropriate tables and chairs, smart pens, smart phone apps, iPad apps, etc.

**Early Childhood Learning Center**
307-268-2586 or caspercollege.edu/eclc

The Inga Thorson Early Childhood Learning Center is accredited by the National Academy of Early Childhood Programs and licensed by the Department of Family Services. The center provides early childhood education and childcare services and parenting education programs for the Casper College campus community members. The staff, in partnership with the children’s parents, nurture and encourage the physical, emotional, social, and educational development of the children. The ECLC also serves as an educational laboratory site for students.

The ECLC can accommodate 52 children ages birth through 6 years. They are open from 7:30 a.m.-5:30 p.m., Monday-Friday when school is in session. Fees vary according to the child’s age and are available on the website. There is a $30 per semester registration fee and a $30 one-time, prepayment for childcare. Per semester registration fees and prepayment are nonrefundable. Fees, prepayment and rates are subject to change without notice.

**Events and Tickets**

Students can use their Casper College IDs for free access to all athletic events, excluding tournaments, and theatre and dance events. Students show their IDs at the door for athletic events or at the Gertrude Krampert Center for Theatre and Dance Box Office when they pick up tickets. Other events may also be free, such as lectures, gallery openings, artists’ talks, and music events. Check out the Events Calendar and Student Activities links on the website, or facebook.com/CasperCollege for upcoming events.

**Financial Assistance**

Walter H. Nolte Gateway Center, third floor
307-268-2323 or caspercollege.edu/financial-aid/scholarships

In general, to apply for federal assistance, a student must be enrolled as degree seeking, making satisfactory academic progress, a U.S. citizen, and must not be in default on prior student loans or convicted of the sale or possession of illegal drugs.

Students should apply for financial aid early by completing the Free Application for Federal Student Aid form available online at FAFSA.ed.gov. Financial assistance and scholarship information is available at the Enrollment Services counter on the third floor. Most financial aid awards are applied to the student’s account before the beginning of the semester. Balance checks are available starting the first day of class. Students should finalize their schedules by the census date, the 10th day of regularly scheduled class days (fifth day for summer semester), to avoid having their financial aid reduced or cancelled. Know and maintain the award requirements for receipt and retention.

Degree-seeking students should apply for financial aid whether or not they think they are eligible. The application is available at FAFSA.ed.gov. Single students under 24 years old with no eligible dependents must provide parent’s information. Students must reapply each year.

**Food Service**

307-268-2126 or casperdining.sodexomyway.com

Food service is available in the Tobin Dining Hall and the Sub Connection, both located on the first floor of the Union/University building, at the Doornbos Student Lounge Coffee Cart in Liesinger Hall, and at the Gateway Cafe on the third floor of the Walter H. Nolte Gateway Center. The Tobin Dining Hall serves 19 meals per week: three meals a day Monday-Friday and two meals on Saturday and Sunday. All locations offer soups, salads, sandwiches, coffee, snacks, Starbucks coffees, and other beverages. Each year a student committee meets with the food service director to discuss menu suggestions. Sodexo, our food service provider, offers special occasion or holiday meals and catering.

There are several meal plan options or meals can be purchased with T-Bucks or cash. Meal plans are available for students, employees and community members. Residence hall students must select a meal plan for their board. Fall semester meal plans begin the first day of classes through the last day of final exams. Spring semester plans begin the first day of classes through commencement. Food service is not available between semesters, during spring break, and on dates listed in the Residence Hall Terms and Conditions of Occupancy Handbook.

Meal plans, T-Bucks and Flex Dollars are loaded onto the student’s ID card. Students present their ID in the Tobin Dining Hall or at any campus food facility. Residence Hall students must have a student ID by the first day of the semester. Visit the Sodexo website for meal plan options.

**Meal Plans and Flex Dollars**

All meals provided through a meal plan are available in the cafeteria or meal equivalency are available at the Sub Connection, Doornbos Student Lounge, and Gateway Café. Meal plans and Flex Dollars do not carry over from semester to semester. Purchase meal plans at the Accounting and Financial Management Office in the Walter H. Nolte Gateway Center. Additional Flex Dollars can be purchased at the Tobin Dining Hall, Doornbos Student Lounge, and Gateway Cafe.

**Residence Hall Meal Plan**

- 19 meals per week for $1512/semester
- 15 meals per week, plus 100 Flex Dollars for $1512/semester
- 10 meals per week, plus 100 Flex Dollars for $1348/semester
Commuter/Apartment Meal Plan
50 meals per semester and $50 flex dollars for $500/semester

Tobin Value Plans
These plans are available to employees and community members.
  • 10 meals + 1 free meal for $71.77
  • 25 meals + 1 free meal for $166.01
  • 50 meals + 1 free meal for $375.90

T-Bucks
T-Bucks can be used anywhere on campus and provide a great value.
Purchase T-Bucks at the Tobin Dining Hall. T-Bucks roll over semester-to-semester and year-to-year.
  • Buy $200 T-Bucks, get $225 to spend
  • Buy $100 T-Bucks, get $110 to spend
  • Buy $50 T-Bucks, get $52 to spend

Door Prices + Tax
  • Breakfast $6.65
  • Lunch/Brunch $8
  • Dinner $10.50
  • Ethnic or Special Night Dinner $12.50 in advance or $13.75 at the door

FOOD SERVICE HOURS
Tobin Dining Hall
  Breakfast: Monday-Friday, 7-9 a.m.
  Lunch: Monday-Friday, 11 a.m.-1 p.m.
  Dinner: Monday-Thursday, 4:45-6:45 p.m.
            Friday, 4:45-6 p.m.
            Saturday and Sunday, 5-6 p.m.
  Brunch: Saturday and Sunday, noon-1 p.m.

Doornbos Student Lounge and Gateway Cafe
  Monday-Thursday, 7:30 a.m.-2:30 p.m.
  Friday, 7:30 a.m.-1 p.m.

Sub-Connection/Starbucks
  Monday-Thursday, 7 a.m.-6 p.m.
  Friday, 7 a.m.-2 p.m.

GEAR UP
Strausner Hall, Room 221, caspercollege.edu/gearup
GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federal grant program designed to increase the number of at-risk youth who enter into and succeed in postsecondary education. Casper’s GEAR UP program serves seventh to 12th grade Natrona County youth, college freshmen who have previously participated in GEAR UP, and parents of GEAR UP participants. GEAR UP focuses on enhancing already existing youth services through partnerships and networks in local communities. GEAR UP programs are located on each of Wyoming’s community college campuses and the University of Wyoming campus.

Health Services
Union/University building, Wellness Center, Room 215, 307-268-2263 or caspercollege.edu/wellness-center/student-health-services
Student Health Services provides physical exams, immunizations, some lab tests, strep throat tests, blood pressure monitoring, urinalysis, emergency first aid, office visits, and medical care coordination within the community, personal health education programs, and consultations for students. Most services are free or income-based. Students must present their student IDs to obtain services. There is a women’s clinic on Wednesday afternoon and a general physician drop-in clinic on Wednesday evening from 5:30-8:30 p.m. Appointments are required for the women’s clinic.

High School Equivalency Preparation
Werner Technical Center
307-268-2230 or caspercollege.edu/alc
The Adult Learning Center offers free assistance to out-of-school adult students, 16 years old and older, who need to improve their basic reading, writing and math skills to reach their educational and employment goals. Educational services are available to speakers of other languages.

High School Equivalency Exams
Walter H. Nolte Gateway Center,
Student Success Center, third floor
307-268-2089 or caspercollege.edu/swiftkick
Casper College offers HiSET and GED exams. Both exams provide a high school equivalency certification. The HiSET exam measures knowledge and skills in five subject areas: language arts: reading; language arts: writing; mathematics; science, and social studies, and demonstrates that the test taker has attained the academic knowledge and proficiency equivalent of a high school graduate. The Student Success Center administers the HiSET exam on Thursdays. Students must preregister online at hiset.ets.org before they can schedule to take the exam. Contact the Student Success Center at 307-268-3315 for more information.

The Testing Center, located in the Thorson Institute of Business, Room 120, administers the GED exam. Students must preregister at ged.com before they can take any of the exams. This site lists available testing times and dates and has exam preparation information. Students must make payment online when each exam appointment is scheduled. Students do not need to take all four exams on the same day. Contact the Testing Center at 307-268-3850 for more information.
Identification Cards
*Walter H. Nolte Gateway Center, Enrollment Services, third floor*

Casper College issues student identification cards to students enrolled in Casper College or affiliated institution credit courses who pay the college’s mandatory student fees. A student ID card is required for admittance to college-sponsored activities, to use library services, and to identify students within the college’s information system and records. Students can use the card to get free access to many campus events and services. Replacement ID cards are available for a fee.

Library
*307-268-2269 or caspercollege.edu/library*

The Goodstein Foundation Library supports teaching and learning at Casper College by providing a program of information literacy instruction designed to ensure students, staff and faculty can locate, evaluate, and use information effectively. The library provides a physical book collection of academic titles to support the college curriculum, and supplementary collections of children’s, young adult and popular books. These physical collections are accompanied by a set of journals, magazines and newspapers in the library.

The library provides extensive online access to research databases, e-books, journals, streaming video, magazines, and newspapers. Individual research help is available during library hours in person, by phone, email, or appointment. An online FAQ is available on the library’s website when the library is closed. Students and employees have access to many library services including course reserves (material set aside for assignments), device checkout, and a wide-reaching interlibrary loan network.

The library offers computer stations, photocopiers/scanners, fax machines, laptops, iPads, Chromebooks, and other devices for student use. Individual and group study rooms are available and may be booked from the library’s website. See the library’s website for more information and policies.

Insurance

Students are encouraged to have health insurance while attending Casper College. Some programs require health insurance.

Notary Public
*Walter H. Nolte Gateway Center, Accounting and Financial Management Office, third floor, 307-268-2622 or caspercollege.edu/business-office*

A notary public is available to students and those who need notarized signatures for completion of official documents. Students are encouraged to take advantage of this free service.

Placement Testing
*Walter H. Nolte Gateway Center, third floor, Student Success Center, 307-268-2089 or caspercollege.edu/swiftkick*

Placement exams (ACT, COMPASS and TAILWIND), along with high school and college transcripts, assist students and their advisors with proper course placement. With the exception of the ACT exam, results are provided immediately upon completion of the exam. Casper College staff members administer COMPASS and/or TAILWIND on Monday, Tuesday, Wednesday, and Friday from 8 a.m.-2 p.m. (no appointment needed) and on Thursday evenings by appointment only. Students must bring a picture ID. Calculators are provided. For current information on which study guide a student should use to prepare for the exam, cost, and time limits contact the Student Success Center.

The American College Testing program has established the following dates for taking the ACT exam.

<table>
<thead>
<tr>
<th>Fall Test Dates</th>
<th>Spring/Summer Test Dates</th>
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<tr>
<td>2nd Saturday in September</td>
<td>1st Saturday in February</td>
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<tr>
<td>Last Saturday in October</td>
<td>3rd Saturday in April</td>
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<tr>
<td>2nd Saturday in December</td>
<td>2nd Saturday in June</td>
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Access registration deadlines and online registration at act.org. Contact Student Success at 307-268-3315 for more information or to sign up for remedial courses designed to improve academic performance.

Scholarships
*Walter H. Nolte Gateway Center, third floor 307-268-2323 or caspercollege.edu/financial-aid/scholarships*

Casper College awards scholarships based on criteria such as financial need, academic merit, skills, or activities. Students must apply to be considered. Scholarship information and an online application is available at caspercollege.edu/financial-aid/scholarships. For more information on Casper College scholarships call 307-268-2636.

Wyoming high school students who graduated in 2006 or later may qualify for the Hathaway Scholarship. Hathaway Scholarship amounts vary based on the student’s ACT scores, high school GPA, and success curriculum. Contact the veteran and Hathaway scholarship coordinator at 307-268-2510 for information.

Single Parent Program
*Walter H. Nolte Gateway Center, third floor, 307-268-2089*

The Casper College Single Parent Program provides single parents with academic planning and guidance, information on navigating higher education, and financial resources to assist with attending college. Grants are available for qualifying students to cover tuition and offset the cost of textbooks. A textbook library has books for students to borrow. To receive financial assistance, students must be single parents, registered for classes, and in good academic standing. This program usually has a waitlist. Contact the program staff to learn more and to access services. There may be other financial assistance for low-income eligible parents.
Student Success Center

**Walter H. Nolte Gateway Center, Room 350**
**307-268-2089 or caspercollege.edu/swiftkick**

The Student Success Center is home to career services, disability support, the single parent program, and academic coaching to help students get back on track. The center provides the COMPASS and ACCUPLACER (testing used to place students into math and English courses) and HiSET exam (used to earn a high school equivalency certification). Center employees assist students with academic and career planning, test anxiety, general information, and guidance with the admissions process.

Testing Center

**Thorson Institute of Business, Room 120**
**307-268-3850 or caspercollege.edu/testing**

The Testing Center offers a secure, proctored environment for a range of testing needs including makeup and proctored exams for some Casper College courses and ATI nursing exams. Call or email at least 24 hours in advance to make an appointment. Current hours, policies and additional information are available on the center’s website. Students must present a valid photo ID with their signature or current student ID prior to testing. The Testing Center is a National College Testing Association Certified Test Center.

Tutoring

Casper College offers a variety of tutoring services to help students succeed.

Math Learning Center

**Wold Physical Science Center, Room 104**
**caspercollege.edu/schools/sci/math-lab**

The Math Learning Center provides tutoring for math, physics, chemistry, and engineering. Electronic media including video and microcomputers are available, and the center has computer software for tutorial instruction, drills and practice. Calculators are available for rent on a semester basis for a small fee. The center operates on a drop-in basis; check the center’s website for hours of operation.

SMARTTHINKING

SMARTTHINKING, an online tutor service, is available to all students. Subjects include accounting, economics, statistics, chemistry, organic chemistry, biology, physics, introductory finance, and Spanish. Live help is available for writing and math. Log into Moodle4Me and click on the “Connect to SMARTTHINKING” link to access the site.

Statistics Lab

**Wold Physical Science Center, Room 323**
**307-268-3092 or caspercollege.edu/statistics**

Tutoring and open lab space is available to work on statistics assignments. Check the lab’s website for hours of operation.

Writing Center

**Strausner Hall, Room 215**
**307-268-2610 or caspercollege.edu/writing-center**

The Writing Center is a resource for students, faculty, staff, UW-Casper, affiliated institutions, and Casper residents. Trained writing assistants work with authors on writing projects in all disciplines and personal projects such as business and professional correspondence, poetry, fiction, and other genres. Peer, faculty and community volunteers use a variety of strategies to assist at any stage of a writing project, from generating materials to drafting, revising and editing of the final version. Writing Center resources include textbooks, professional journals, and teacher preparation materials about writing in all disciplines, plus information on markets and contests for writers. Writing Center services are free.

Veterans Services

**Walter H. Nolte Gateway Center, third floor**
**307-268-2510 or caspercollege.edu/financial-aid/veterans**

The veteran and Hathaway scholarship coordinator, located in Enrollment Services/Student Success Center, assists veterans and eligible dependents to receive and maintain VA educational benefits and set educational goals. Students should contact the coordinator before committing to a specific chapter of the GI Bill to discuss which chapter and combination of benefits will provide the best financial support.

Veterans Center

**Goodstein Library, Room 108**

The Veterans Center provides space for veterans, service members and their families to meet others transitioning to student life. Workshops, meetings and other events occur at the center.

Western History Center

**Goodstein Foundation Library, Room 203**
**307-268-2680 or caspercollege.edu/whc**

The Casper College Western History Center acquires, preserves, arranges, describes, and provides public access to published and original documentary material of enduring historical value about Wyoming and the West, with a focus on Casper and central Wyoming. Public access is a physical arrangement of providing reference services. The center allows access, reference and delivery services without compromising the preservation of the materials or the legal rights of the creators, donors, subjects, and owners of those materials.
SCHOLARSHIPS
AND FINANCIAL AID

Walter H. Nolte Gateway Center, third floor
307-268-2323 or caspercollege.edu/enrollment-services

Enrollment Services administers and coordinates institutional, state, federal, and private financial assistance programs for qualified students including scholarships, grants, loans, and student employment based on merit and financial need. Awards recognize scholastic achievement, assist low-income students, and provide funding so students can reach their graduation goals. Contact Enrollment Services for detailed information on all financial aid programs. Financial aid policies and procedures may change without notice.

Enrollment Requirements for Federal Aid Eligibility

Enrollment Status: Students must be fully admitted and enrolled as degree seeking in an approved degree or certificate program to be eligible for consideration for federal aid. Loan applicants must be enrolled in at least six credits that are approved for federal funding.

Dual Enrolled Students: Students enrolled in two or more institutions simultaneously can only receive federal funding from one institution. Generally, students should select the institution from which they wish to earn their degree as their home institution. Students complete the home institution’s consortium form so that credits from all institutions required for the degree the student is seeking can be considered for aid funding.

Census Date: Generally, the 10th class day of each semester (fifth for summer) is the official census date. Students need to have their classes finalized by this date as aid awards will be recalculated and aid increased, reduced or canceled as necessary. (See section on Withdrawing and Nonattendance: Impact of Financial Assistance), Page 17.

Federal Student Financial Assistance Programs

Eligibility for most federal student aid programs is limited to fully admitted, degree-seeking students with documented financial need and who meet academic and satisfactory progress requirements. Students in default on a federal student loan or who owe a repayment to any institution for funds received under Title IV federal programs are not eligible to receive Title IV federal funds at any school until those funds are repaid or satisfactory repayment provisions have been met. Following are descriptions of the federal programs available to Casper College students. For more information, go to ed.gov.

To apply for federal grants, loans, or work-study, students must complete the Free Application for Federal Student Aid form. Additional steps are required for loans and work-study. The FAFSA form is available at fafsa.ed.gov. Students who do not have internet access should contact Enrollment Services or their high school guidance office for assistance. Students must complete a new FAFSA each year. Early filing is recommended. Check with Enrollment Services for priority date information.

Grant Programs. Federal grants are for qualified undergraduates.

Pell Grant. The Federal Pell Grant is the foundational federal aid program, to which other federal and nonfederal aid sources may be added. The federal government establishes the dollar limit for the Pell Grant program each year.

The Federal Supplemental Educational Opportunity Grant. FSEOG is a limited-fund grant awarded to undergraduates who meet the financial need requirements.

Federal Work-Study. This is a limited, need-based program. Students may work limited hours per week. Most positions are on campus. Enrollment Services determines eligibility and the Career Center completes placement.

Federal Direct Stafford Loan. These loans are made to students who request loan consideration. Repayment of the loan principal is deferred until the borrower either completes an education program or ceases to be enrolled for at least half time. The process has multiple steps for first-time borrowers. The FAFSA is the primary application form. A master promissory note and entrance loan counseling are required and available at caspercollege.edu/admissions/loans. Students must complete a student loan request each time they want to borrow.

Federal Direct Parent Loan for Undergraduate Students. Parents may be able to borrow for a dependent student with a PLUS loan. Repayment begins within 60 days for a parent. Applications are available at caspercollege.edu/admissions/loans.

Standards of Satisfactory Progress for Federal Student Financial Aid. In accordance with Title IV of the Higher Education Act of 1965 and all relevant amendments, students receiving federal assistance (i.e. Pell Grants, Stafford Loans, Federal Work-Study, etc.) must meet and maintain academic and satisfactory progress standards each term to remain eligible to receive assistance. The following information is subject to revision. Check with Enrollment Services for current standards. Standards are evaluated at the end of each term and include all terms attempted regardless of whether the student received financial assistance.

Federal Satisfactory Academic Progress Standards

Grade Point Average. Students must maintain a cumulative GPA of 2.0 or higher.

Pace. Students must successfully complete on a cumulative basis at least 67 percent of the courses they attempt. Satisfactory progress ratios are calculated by dividing credits earned by credits attempted. For example, if 12 credits are attempted and nine credits are earned, the ratio is 9/12 = 75 percent. Grades of A, B, C, D, and S qualify as earned and attempted credits. Audits, incompletes, withdrawals, drops, F, and U grades are attempted credits but are not earned. Repeat courses count as attempted each try, but count as earned only once. Additional restrictions exist on multiple repeats.
Maximum Credits Attempted (maximum time frame). Federal regulations require students to complete their program of study within a reasonable period, defined as 1½ times the minimum credits required to complete a program. For programs requiring 60 credits, the regulations would allow up to 90 credits attempted. Students should determine the number of credits required for their selected program. All credits attempted are counted, whether or not aid is received. Credits earned at other schools are included. If it is determined that the student cannot complete his or her program by the maximum credits, the student is deemed ineligible for federal assistance.

Eligibility Status

Satisfactory. Satisfactory status is achieved when all standards of academic progress are being met or when a student is meeting the requirements established under an individual academic action plan.

Financial Aid Warning. A student on financial aid warning may receive Title IV funds (but may lose other assistance) for one payment period. During this period, the student must meet the required standards to avoid financial aid suspension.

Financial Aid Probation. A status assigned by the institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated under the conditions of an individual academic action plan.

Financial Aid Suspension. Students on financial aid suspension are ineligible to receive Title IV federal assistance.

Mitigating Circumstances. Federal regulations allow students to submit a written appeal for reconsideration by the college if the cause of their failure to meet the required standards was 1) the death of a relative of the student; 2) an injury or illness of the student; or 3) other significant extenuating circumstances. Circumstances need to be of sufficient magnitude and outside of the student’s control. If approved, an academic action plan will be established. The student must agree to and meet the requirements of the action plan, until they are once again meeting the overall standards of progress requirements. The Request for Reinstatement of Financial Aid form is available from Enrollment Services.

Withdrawing and Nonattendance: Impact on Federal Financial Assistance. Students who alter their enrollment status (drop or add courses) during a semester are subject to recalculation of their federal financial assistance eligibility and could be required to return a portion or all of their federal assistance. Students should review the following explanations.

Enrollment Changes prior to the Census Date: A student’s official enrollment status is determined at the end of the 10th class day of each semester (the fifth day for summer session). This is the “census date.” Previously offered assistance for the term will be reevaluated and either increased, decreased, canceled, or left unchanged based on the student’s status as of the census date. An increase in credits after this date cannot reinstate certain types of assistance lost because of inadequate enrollment on the census date. New awards calculated after the census dates are based on the student’s actual enrollment status as of the date of the calculation.

Nonattendance: Students must attend classes to be eligible for federal assistance. Students who fail to attend some or all of their courses must have their eligibility for federal assistance recalculated, excluding courses they are not attending, regardless of the student’s enrollment status. Students who never attend class must return all over-awarded funds. Students who claim federal funds and never attend class are subject to referral to the Office of the Inspector General of the United States Department of Education for possible federal fraud investigation. Written examples of return of funds calculations are available at Enrollment Services. Enrollment Services reserves the right to modify or change the above policy as necessary. Return of funds regulations for students with Title IV federal funds are provided by 34 CFR 668.22.

Dropping Out, Withdrawing or Expulsion: Students who unofficially withdraw (drop out, walk away, etc.), officially withdraw, or are expelled will have the percentage of aid earned (the amount of federal assistance the student can keep) calculated based on the percentage of the term completed. For example, if a student completes 20 percent of a term, federal rules consider 20 percent of their aid earned and 80 percent unearned and subject to return. The college uses the official withdrawal date or, for students who unofficially withdraw, the mid-point of the term or the last day the student participated in a documented, academic activity to calculate the percentage earned. Students who withdraw after completing at least 60 percent of the term are considered to have earned 100 percent of their federal assistance. (Students are still subject to the standards of progress evaluation.)

Verification Policies and Procedures for Federal Student Aid Applications. Enrollment Services is required to verify or validate FAFSA application information if the federal government selects the student during the FAFSA process. Enrollment Services has reason to believe any of the information critical to the calculation of the student’s expected family contribution is inaccurate, or the application information is in conflict with other information. Enrollment Services will notify applicants whose applications have been selected for verification. The notice will specify what information the applicant must verify, documents and procedures required for verification, period within which the applicant shall provide the required documentation, and consequences of the applicant’s failure to comply within the specified period. The period granted to the applicant to complete the required documentation may vary with the complexity of the requirements and the time remaining in the school term for which funding is sought. Normally, the student is afforded 30 days from the request date to provide verification documents to Enrollment Services.

The deadline for submission of verification documents is at least 30 days prior to the end of the school term for which the applicant is seeking funding to allow for processing and correction. If the applicant fails to provide the required documentation on time, the application becomes invalid and applicant forfeits assistance eligibility from Federal Title IV student aid programs for the program year for which the application was filed.
Enrollment Services will notify applicants who provide verification documents on time if the documents are accurate and all requirements have been met. If the verification documents reveal inaccuracies, Enrollment Services will correct and submit the Student Aid Report/Institutional Student Information Report for reprocessing. If the applicant submits incomplete or inadequate verification documents, Enrollment Services will notify the applicant as to how to correct deficiencies. Enrollment Services must refer any applicant to the Office of the Inspector General of the United States Department of Education for investigation if a review of an application for Title IV student aid indicates that the applicant may have engaged in fraud or other criminal misconduct in connection with his or her application. Examples include, but are not limited to, false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures or certificates, and false statements of income.

Casper College Scholarships

Casper College administers and coordinates state, institutional, foundation, private agency, service club, and individual scholarships. Scholarship information, including criteria, application requirements, and deadline dates is available on the My CC Scholarship application portal at caspercollege.edu/financial-aid/scholarships/foundation-institution. Students may apply for scholarships January 1 to March 15 for the fall semester and October 1 to November 1 for spring semester by visiting caspercollege.edu/stars. For more information, contact Enrollment Services.

Scholarship Guidelines. Scholarship awards are intended to recognize academic and other achievements, encourage such performance, and assist as many qualified degree-seeking students as possible.

Tuition Awards Policy. Students may accept only one tuition scholarship. Students awarded more than one scholarship designated for tuition only must choose between the awards (unless otherwise noted). Scholarships not specifically designated for tuition and fees may be used toward any educational expense.

Total Award Limits. The total assistance a student may receive involving any combination of institution-controlled funds is limited to the student’s standard cost of attendance at Casper College. The college establishes standard budgets each year according to the federal Title IV financial aid program rules. In addition, all scholarships can have their own rules that could cause limitations should they conflict with the rules of other types of assistance the student is awarded.

Recovery of Funds. Casper College reserves the right to recover funds from students who receive scholarship funds and subsequently drop out, withdraw, or fail to attend courses throughout the semester. Students who receive scholarships or other sources of financial aid are responsible for knowing the standards to receive and retain each type of aid.

Maintaining Eligibility. The different types of scholarships require varying conditions to maintain each scholarship. Students should inquire with Enrollment Services about requirements to maintain their individual scholarships before they withdraw or change courses. The majority of Casper College scholarships are reviewed at the end of each semester for standards of progress.

Grade Point Averages. All grade point benchmarks in the scholarship descriptions are based on a 4.0 scale.

Activities Scholarships. Coaches or sponsors select scholarship awardees and stipulate award amounts for the following activities. All scholarships are subject to the scholarship guidelines including maintenance of eligibility and prescribed participation level. Scholarships are not guaranteed to be awarded again. Reapplication is permitted.

• Basketball, Men’s, Dan Russell
• Basketball, Women’s, Dwight Gunnare
• Chinook Newspaper, Peter Van Houten
• Expression Magazine, Terry Rasmussen
• Forensics, Doug Hall
• Journalism, Peter Van Houten
• Livestock Judging, Jeremy L. Burkett
• Music, Kristen Lenth
• Rodeo, Tom Parker
• Student Government, Kim Byrd
• Student Activities Board, Barb Meryhew
• Theatre and Dance, James Olm
• Visual Arts, Mike Olson
• Volleyball, Angel Olson
• Writing Center, Julia Whyde

Academic Scholarships. Scholarships are awarded through a nomination or application process for the following academic areas. All scholarships are subject to the scholarship guidelines including maintenance of eligibility and prescribed participation level. The award amounts vary depending on GPA and credits enrolled. Scholarships are not guaranteed to be awarded again. Reapplication is permitted.

• Casper College Achievement Scholarship
• Casper College Advancement Scholarship
• Casper College Enrichment Scholarship
• Casper College Opportunity Scholarship
• Casper College Trustee Scholarship
• Dick Means Scholarship
• WUE Difference Scholarship
• General Education Development (GED) Scholarship

Foundation Scholarships

The Casper College Foundation, through the generous support of donors, has numerous scholarships available to Casper College students. Scholarship information, including criteria, application requirements, and deadline dates are available on the My CC Scholarship application portal. Students can apply for scholarships January 15 to March 15 by visiting caspercollege.edu/stars. Contact Enrollment Services for more information.
State-Funded Scholarships

The following scholarships are provided through support from the state of Wyoming. All are subject to the scholarship guidelines.

Hathaway Scholarships. Hathaway provides merit and need-based awards to eligible Wyoming students. Four merit categories ranging from $3360 to $1680 per year are available to graduates of eligible Wyoming high schools, high school equivalency certificate (GED or HiSET) recipients, and home-schooled students. Each merit scholarship has specific eligibility requirements. For Hathaway Need scholarships, the program uses the Free Application for Federal Student Aid form to determine need. The FAFSA is not required for Hathaway Merit scholarships.

Each merit level has a Hathaway Success Curriculum outlined by state statute that students must complete in addition to the following criteria:

Hathaway Merit Scholarship Award Types and Eligibility Requirements

- Honors – $1680 per semester, minimum GPA 3.5, and ACT score 25 or better.
- Performance – $1260 per semester, minimum GPA 3.0, and ACT score 21 or better.
- Opportunity – $840 per semester, minimum GPA 2.5, and ACT score 19 or better.
- Provisional Opportunity – $840 per semester, minimum GPA 2.5, and ACT score 17 or WorkKeys score of 12 or better. NOTE: Provisional Opportunity Hathaway must be used initially at a community college. An additional four full-time semesters are available at a community college or UW if the student earns a certificate or degree.

Hathaway awards are available for the equivalent of four full-time semesters (two years) at a community college and four full-time semesters at the University of Wyoming. Students who enter an eligible professional program may request an extension.

Maintenance requirements include a minimum 2.5 Hathaway GPA for Honors and Performance recipients and 2.25 Hathaway GPA for Opportunity and Provisional Opportunity recipients. A Hathaway GPA includes all courses attempted for which a student has received Hathaway funding. Remedial courses do not count towards Hathaway GPA, credits or payment. Recipients must be enrolled continuously and complete six credits per semester if awarded Hathaway part time and twelve credits per semester if awarded full time. Students can earn back Hathaway scholarships depending on original payment and timeframe. Contact Enrollment Services or go to caspercollege.edu/financial-aid/scholarships/hathaway/apply coordinator for Hathaway transfer transcripts, eligibility recheck requests, extension requests, or for an application.

Combat Veterans and Surviving Spouse/Dependents Tuition Benefit. These benefits consist of the Wyoming Vietnam Veterans, Overseas Combat Veterans, Combat Veterans Surviving Spouse, and the Combat Veteran Surviving Orphan programs. Wyoming residency is a consideration for all hour parts. Special application is required with a copy of DD-214 or DD-215. Contact Enrollment Services for more details.

EMT, Firefighter, and Peace Officers Surviving Dependents Tuition Awards. Authorized by the Wyoming Legislature, these awards will have special application and eligibility requirements. Contact Enrollment Services for more information.

Private Agency and Service Club Scholarships

Many outside organizations provide scholarship applications for Casper College degree-seeking students. For a current list, go to caspercollege.edu/financial-aid/scholarships. All scholarships are subject to the scholarship guidelines.

Other Financial Assistance Programs

Martha Vucurevich Trust Scholarship. This scholarship is available to Kelly Walsh High School and Natrona County High School graduates with a cumulative GPA of 2.5 or better. The awarded amount varies. Students apply online through the scholarship portal at casper.awardspring.com.

Richardson Scholarship. This scholarship is available to graduates of Casper and Cheyenne public high schools. This scholarship provides awards based on financial need for up to six semesters at Casper College or a combined total of eight semesters at Casper College and the University of Wyoming. It requires a 2.0 GPA for consideration and at least 12 graduation credits attempted. Students must maintain a 2.0 GPA and complete 24 credits each year for continued eligibility. Students can use Hathaway and Richardson scholarships together. Note: students must file the Free Application for Federal Student Aid form each year to apply for this award annually.

Student Employment Programs. Employment opportunities available include the work-study program, on-campus departmental positions, and community part-time employment. Students interested in working on or off campus should register for employment consideration with the Career Center.

College Loan Funds. Casper College has short-term loan funds available. Consult with Accounting and Financial Management about the procedures required to qualify for a short-term loan.
STUDENT LIFE AND ACTIVITIES

Research shows that students who are involved with their college beyond going to classes have higher retention rates and GPAs. Students may participate in student government; clubs and organizations; publications; intercollegiate and intramural athletics; performing arts; and political, community service, cultural, and religious organizations. Students interested in getting involved should contact the Student Life Office located in the Union/University building, fourth floor. They welcome suggestions and requests for social, cultural, recreational, and co-curricular activities.

Center for Learning through Service
Liesinger Hall, Room 132A
307-268-2390 or caspercollege.edu/service-learning

The Center for Learning through Service is committed to developing and integrating a campus-wide pedagogy that combines community service with classroom instruction, focusing on critical, reflective thinking, and personal and civic responsibility. Community service is an integral part of Casper College students’ education to prepare them to be lifelong learners, responsible community members, and productive citizens.

Clubs and Organizations
Union/University building, Room 405
307-268-2638 or caspercollege.edu/student-activities

The Casper College Student Senate supervises all student clubs and organizations. Go to caspercollege.edu/student-activities/clubs-organizations for a list of active clubs and organizations, Student Senate and club advisors, and advisor contact information. The Student Life Office staff coordinates all proposed social, curricular, and special interest student clubs and organizations. Contact the student activities coordinator for information on how to start a new club or organization.

Forensics (Competitive Speech)
Gertrude Krampert Center for Theatre and Dance
307-268-2496 or caspercollege.edu/communication/forensics-team

Intercollegiate competition is central to the forensics program. Students receive systematic and careful instruction in preparation for regional, national and international tournament competitions. All qualified students may participate on the forensics team.

Fitness
Aerobic activities are offered each semester. Free YMCA swim passes are available at the Student Life Office in the Union/University building, Room 400. Free family swims and recreation programs are offered for students with children.

Honors Program
Strausner Hall, Room 203
307-268-2379 or caspercollege.edu/programs-courses/honors

The Casper College Honors Program promotes a rigorous academic program for exceptionally talented and motivated students. Moved by the quest for truth, and with the goal of gaining a comprehensive view of the nature of thought, knowledge, and human understanding in an environment of creative interaction, honors students explore the fundamental ideas and values of human culture from a variety of disciplines. Students are challenged to develop and exercise their moral responsibilities, which include leadership, thoughtful self-governance, and social consciousness.

Intercollegiate Athletics
307-268-2667 or tbirds.cc

Athletic programs can be a vital and integral part of a student’s educational experience. Athletics develops teambuilding, leadership, and self-discipline skills. Competitive sports include men’s and women’s basketball, rodeo, and women’s volleyball. The Thunderbirds are members of the National Junior College Athletic Association (NJCAA) and the National Intercollegiate Rodeo Association (NIRA).

Men’s Basketball. Casper College schedules games with other community colleges in Wyoming and surrounding states. The Thunderbirds have a much-deserved national reputation in basketball and have a loyal following in the community. Casper College competes in Region IX for the right to play in the national junior college tournament. The Thunderbirds have made 11 trips to the national tournament as regional champions and have placed as high as second in the nation.

Women’s Basketball. The Thunderbird women’s team is a perennial Region IX power. They have made eight trips to the national tournament, finishing third in 1996 and fourth in 2010, and are coming off another 20-win season. In 2016, the T-Birds were honored as an Academic All-American team.

Women’s Volleyball. The Thunderbird volleyball team is a top junior college program. Over the past eight seasons, Casper has won three regional championships and ranked consistently in the nation’s top 25.

Rodeo. Casper College competes in the Central Rocky Mountain Region of NIRA. Rodeo is a varsity athletic program at Casper College. The T-Birds practice and compete in facilities at the Central Wyoming Fairgrounds, including the indoor arena. Casper College has a storied program in college rodeo. In 1963, Casper College became the first junior college to win the national intercollegiate championship. By winning the national championship again in 1964, 1965, and 1966, Casper College became the first college in history to win the national championship for four consecutive years.
International Education
Liesinger Hall, Room 289
307-268-2849 or caspercollege.edu/international-education

International education fosters an institutional culture and climate that supports cross-cultural education and awareness to prepare students for active involvement in a global environment. International study, exchanges, and volunteer experiences abroad are available.

Learning Communities
Strausner Hall, Room 103
307-268-2116 or caspercollege.edu/learning-communities

Learning communities pair classes together to offer students and faculty the opportunity to collaborate in an environment that fosters students’ abilities to integrate learning across courses, over time, and between campus and community life. To see a list of current learning community classes, go to caspercollege.edu/learning-communities.

Livestock Judging

The livestock judging team competes nationally, regionally and locally and has been successful, winning numerous awards at all levels of competition. The team is restricted to students enrolled in a livestock judging class. Interested students may enroll in the course and become eligible for the team, regardless of prior experience. Contact the Casper College Agriculture Department for more information.

Performing Arts
Gertrude Krampert Center for Theatre and Dance
307-268-2365 or caspercollege.edu/theatre-dance

Casper College offers performance arts opportunities to participate in or attend including music, theatre, and dance. The Theatre and Dance Department provides opportunities for students interested in theatre performance, tech and design, and dance performance. Production styles include Broadway musicals, Shakespeare’s comedies and tragedies, modern comedies, and dance concerts. Students do not need to major in music, theatre or dance to participate. Check the website for information about auditions and performances.

Music Building
307-268-2606 or caspercollege.edu/music

Casper College offers a modern and well-equipped program that provides opportunities for students to explore music technology, music education, music performance, musical theatre, or music in the liberal arts curriculum.

• Brass Ensemble. Membership is by audition.
• Concert Chorale. Membership is by audition. One credit per semester may be earned.
• Concert Band. Membership is by audition.
• Contemporary Singers. Membership is by audition.
• Jazz Ensemble. Membership is by audition.
• Men’s Choir. Membership is open to all male students. This is a one-credit course.
• Orchestra. One credit per semester may be earned.
• Percussion Ensemble. One credit per semester may be earned.
• Women’s Choir. Membership is open to all female students. This is a one-credit course.

Student Activities Board
Union/University building, third floor
caspercollege.edu/student-activities

All students who pay mandatory per credit student fees are eligible to participate on the Student Activities Board. Four elected members of Student Senate lead the SAB. The chairperson(s) of events appoint other SAB members. SAB organizes, advertises and conducts programs such as dances, movie nights, special events, family fun events, games, and lectures. SAB programs supported by per-credit student fees are typically free but require a current student ID to participate.

Student Activities and Intramural Sports Program
Union/University building, Room 405
307-268-2638 or caspercollege.edu/student-activities

The Student Activities Program at Casper College offers fun individual, dual and team intramural sports to Casper College, UW-Casper, and UND students, faculty, staff, and administrators. You do not have to be skilled to participate. Intramural activities range from traditional sports such as flag football, basketball, and slow-pitch softball to nontraditional sports such as dodgeball, blitzball and quidditch. Some activities are scheduled over an extended period (four to five weeks) while others take place in one or two afternoons or evenings. Most teams play once a week. Contests are scheduled during the late afternoon and evening hours.

Throughout the year, Student Activities also provides special events like comedians, hypnotists, BBQs, dances, Friday Night Fever, and family fun events for nontraditional students. The special events provided by Student Life are free to Casper College, UW-Casper, and UND students, faculty, staff, and administrators. The Student Life Office provides over 50 different activities and intramural sports each semester.

Student Government
Union/University building, Room 410
307-268-2638 or caspercollege.edu/clubs-organizations/student-senate

Associated Students of Casper College (ASCC) Student Senate represents students on college policies, campus enhancements, and student activities, and they administer a portion of the per-credit student fees. Student Senate is comprised of five executive officers elected by the student body and other members elected by their class or appointed through UW-Casper. Elections are held in the spring semester for officers and sophomore representative positions and in the fall semester for four freshman representative positions. Only degree seeking, full-time students are eligible to hold an executive office. First-year freshmen must have achieved a high school GPA of 2.0
or higher or have met the national eligibility standard for their program. Student senators receive scholarships for holding office. The Student Senate Constitution and Bylaws are available at caspercollege.edu/clubs-organizations/student-senate.

Student Organizations

- Assoc. of Dance Performance Students of Casper College (The Flight)
- Assoc. of Theatre Performance & Technical Students of CC (The Bakkhai)
- Baptist Collegiate Ministries of Casper College
- Campus Ventures
- Campus Democrats
- Chess Club
- Computer Science Club
- Criminal Justice Club
- Culture Club
- Entomology and Beekeeping Club
- Fire Science Club
- Fitting & Showing Club
- French Club
- GEAR UP Club
- Geology Club
- German Club
- International Students Club
- Japanese Club
- Latter Day Saints Association
- National Association of Science Teachers
- Non-Traditional Student Club
- Oil City Ag Club
- Occupational Therapy Assistance Club (OTA)
- Opera Club
- Phi Rho Pi (Forensics)
- Phi Theta Kappa-Zeta Alpha Chapter (PTK)
- Robotics Club
- Ropin’ n’ Riggin’ Rodeo Club
- Rugby Club
- Shanklin Travers Addictionology Resource Society (STARS)
- Social Science Club
- Student Association of Respiratory Care (SARC)
- Livestock Judging Club
- Student Nurses’ Association
- Student Pharmacy Association
- Student Radiography Association
- Technical Education Collegiate Association (TECA)
- UW Tech Education Collegiate Association
- Veterans Club
- Welding Club and Auto Body Club

Student Publications

*Chinook: Liesinger Hall, Room 151B, Expression: Strausner Hall, Room 105*

Chinook: 307-268-2375, Expression: 307-268-2511 or caspercollege.edu/expression

Students publish and manage the student newspaper, Chinook, named after the warm winds that frequently blow in this area. Expression, a literary magazine, is an annual publication of short stories, poems, essays, music, and artwork.

T-Bird Nest

*Union/University building, third floor*

The T-Bird Nest is a gathering place for students, faculty and staff. Student Life holds events in the nest throughout the week, such as Friday Night Fever, movies, pool leagues, comedy nights, and open mic nights.
SAFETY

Campus Security
Strausner Hall, Room 205
307-268-2688 or caspercollege.edu/security

Students should contact Campus Security if they feel unsafe while on campus. Campus Security officers are responsible for the security of college buildings and grounds, and enforcement of traffic and parking regulations. They have the authority to quell disturbances, direct persons off college property, and enforce college policies, rules and regulations including the Casper College Student Code of Conduct and housing, parking and traffic regulations. They may require identification of any person on campus or search any areas owned or controlled by the college including personal effects. Officers may impound prohibited articles or order their owner’s immediate removal from campus. Refusing to allow an officer to search an allowable area or interfering with a search may result in disciplinary action. Officers may ask to search a privately owned vehicle. The owner/operators may refuse the request; however, they may be required to remove the vehicle from campus, and their campus operating and parking privileges may be suspended.

Campus Security has personnel on duty 24 hours a day, seven days a week, including holidays. They are CPR and automated external defibrillator – AED – trained. Officers will unlock vehicles and provide vehicle jump-starts and safety escorts.

Safety on Campus

Students, employees, and visitors are encouraged to take responsibility for their own security and the security of others. The following practices help protect everyone.

• Walk with a companion, especially at night. If a companion is unavailable at night, Campus Security (307-268-2688) may be called for an escort.
• Know the people you visit both on and off campus.
• Close and lock ground floor windows when you are not in your campus residence or office.
• Keep vehicle windows rolled up and doors locked at all times. Lock valuables in the trunk where they cannot be seen or take them with you.
• Notify Campus Security (307-268-2688) when working on campus at night or on the weekend in an area usually locked at that time, so that officers are aware of your presence in case of an emergency.
• Be aware and concerned about use and abuse of alcohol and drugs. Sexual assaults and other violent acts occur more often when people are under the influence of alcohol or drugs.
• Call Campus Security at 2688 from any campus landline phone or 307-268-2688 from a cell or off-campus phone for emergency assistance on campus.
• Immediately report weapons on campus to Campus Security. Weapons, including concealed weapons for which the carrier has a legal permit, are prohibited in all college owned or leased buildings. The term “weapon” includes any object or substance designed to inflict a wound, cause injury, or incapacitate including, but not limited to, all operable or inoperable firearms (or replicas), explosives, dangerous chemicals outside of laboratory settings, clubs or other impact weapons, swords, arrows, bows, martial arts weapons, and knives designed or adapted for combat or use against another person. (Go to Casper College Policy Manual for the full policy.)
• Pay attention to security alerts, safety announcements, and other information about crime prevention and personal safety provided by the college. Knowledge of safety precautions and resources can make a difference in a crisis.

Behavioral Intervention Team

The Behavioral Intervention Team addresses student behavioral concerns that are not consistent with the college’s mission. BIT serves as the centralized coordinating body for reports, discussion, and action regarding students exhibiting behaviors of concern including threats, aberrant or strange behavior, violent or perceived violent behavior, suicide threats, or violence against others. It also recommends policies to address such behaviors. BIT does not preempt departments from enforcing policies, practices, or managing student situations. BIT consists of the associate vice president for student services (chair) and representatives from Campus Security, the Counseling Center, Academic Affairs, UW-Casper, and Student Life. BIT consults with ad hoc members as dictated by the situation.

Important information about a student’s behavior often is housed in isolated areas and connections are not made until tragedy strikes. Anyone concerned about a student’s behavior should make a report to caspercollege.edu/bit. Call 911 in an emergency. Then, call Campus Security at 307-268-2688.

Reporting a Crime

Students, employees and visitors are encouraged to report all crimes and safety issues to Campus Security at 307-268-2688, local law enforcement by calling 911, or the vice president for student services during business hours at 307-268-2201. Anyone may anonymously report a crime or suspicious activity by completing the Behavioral Intervention Team form at publicdocs.maxient.com/incidentreport. This form is the only confidential way to report a crime. The college will investigate and refer serious matters to law enforcement and issue a warning when necessary.

Campus Security personnel along with the following positions are campus security authorities under the Clery Act and are required to report offenses listed within the act to the campus security director.
• Vice president for student services
• Deans and directors
• Department heads and program directors
• Faculty who lead student trips
• Housing and student life professionals and student employees, including the director of student life, housing area coordinator, activities coordinator, resident assistants, and desk attendants
• The athletic director, coaches, and assistant coaches
• Sponsors or advisors of student clubs or organizations

**Missing Student Notifications**
Immediately report a missing person who may be in danger. Report any student who lives in residential housing that has been missing for 24 or more hours. Reports can be made to:

- Student Life and Housing employees
- Campus Security officers
- Director of security
- Student Services (Student Success Center) employees
- Vice president for student services
- Associate vice president for student services
- Athletic team coaches
- School deans
- Academic department heads and program directors

If the student is not located, Campus Security will contact local law enforcement and the parents or guardians of students under 18 years old. Students who live in residential housing may register a contact person to notify if they go missing. This information will be shared with college officials and law enforcement only.

**Timely Warnings**
Campus Security or the Vice President for Student Services Office issue timely warnings to the campus community for incidents that have occurred on campus or adjacent property that pose a potential threat. The college may use any of the following means to communicate information to issue a timely warning.

**Mobile devices.** The college enrolls employees and people who register for a class into the CC ALERT system. This mass notification system sends email, text and telephone messages based on the contact information provided by the enrollee. Update your CCAlert account whenever you change phone numbers or email addresses. To stop getting messages, login to caspercollege.edu/alert and remove your number or text the word “STOP” to 67283.

**The Web.** Visit caspercollege.edu.

**Phone.** Call the campus info line at 307-268-2100.

**Email.** Check your official college email.

**Social media.** Check the Casper College Facebook page.

Campus early alert system (audible). Casper College has an outdoor warning siren/public address unit on campus. The college uses the sirens to alert people who are outdoors of an emergency. People outdoors on campus should be able to hear the sirens and public address announcements, which may not be audible inside campus buildings. People indoors should access other communication methods.

**Emergency Responses**

In an emergency, call 911. Then, call Campus Security at 307-268-2688.

The college or law enforcement may issue an evacuation notice. Evacuations can be for one or more buildings or campus-wide.

If the evacuation is for one or more buildings, everyone must evacuate those buildings and move to a designated location or leave campus. If the evacuation is campus-wide, everyone must leave campus. Evacuation plans are subject to change.

If the college or law enforcement issues a “shelter in place” notice, stay where you are or go to a safe area in a building such as an interior room with few or no windows.

Following are recommended responses for difference situations. Use your best judgment to secure your safety.

**Active Shooter on Campus**
- Shelter-in-place.
- Close and lock all windows and doors. If the door does not have a lock, move to a room with a lockable door if you can do so safely.
- Turn off the lights.
- Get on the floor. Ensure no one is visible from outside of the room.
- One person call 911 and then Campus Security (307-268-2688). Inform the dispatcher of the situation and your location.
- Remain in place until the police or a Casper College official you know gives the all clear. Unfamiliar voices may be the shooter attempting to lure people from their safe place.

**Active Shooter in the Same Building as You**
- Follow the procedure for a shooter on campus.
- Exit the building if it is safe to do so.

**Active Shooter Enters the Room Where You Are Located**
- Remain calm.
- Call 911 and Campus Security (307-268-2688). Alert the police to the shooter’s location. If you cannot talk, leave the telephone connection open so the dispatcher can hear what is taking place.
- Negotiate with the shooter.
- Overpower the shooter (considered a last resort).

If the shooter leaves, consider fleeing the area. Have an escape plan before fleeing. Do not touch anything that was near the shooter. Leave all items behind. Move quickly. Keep your hands visible, and follow the police officer’s instructions. Notify authorities of the location of wounded people as soon as possible. Stay on campus until a police officer or campus official says you can leave.
Other Criminal Activity

- Do not approach or attempt to apprehend the person(s) involved.
- Call Campus Security (307-268-2688) if you observe a crime in progress or suspicious behavior. Then call 911. Report information, including:
  - Location
  - What the person is doing
  - Weapons or tools involved
  - Physical and clothing description
  - Direction of travel when last seen
  - Vehicle description, license plate number

Severe Weather

- Close windows, exterior doors, and openings to the outside.
- Gather essential disaster supplies.
- Find an interior room below or at ground level with adequate space for everyone to sit. Select a location with few or no windows. Restrooms and custodial closets are an option.
- Close the door after everyone has entered the room.
- Listen to local radio or television or check CC Alert for further instructions.
POLICIES

Alcohol and Drug Free Campus
caspercollege.edu/policies

Alcohol and illegal drugs (or legal drugs used illegally) are not permitted on campus. Campus Security or campus housing staff may impound or destroy any alcohol or drugs found on campus. Anyone who violates this policy or refuses to cooperate in an investigation is subject to disciplinary action, and local law enforcement may be notified. Students who violate this policy may be referred to the Casper College Counseling Services for a substance abuse assessment. Refer to the Alcohol and Drug Free Campus Policy for the complete policy. Under the Higher Education Act Amendments (HEA) of 1998, the college may contact parents or legal guardians of students under 21 years of age found to have violated the Alcohol and Drug Free Campus Policy with the results of campus disciplinary hearings.

Counseling Services offer programming on responsible decision-making regarding alcohol use, the addictive behavior recovery process, and aftercare counseling to maintain recovery. Students who would like to discuss their use of alcohol and other drugs may make an appointment with a professional counselor in the Wellness Center. All services are confidential. Referrals to other resources may be provided.

Animals on Campus

Pets are allowed on campus on a leash and under control of the owner. Pets are not allowed in college buildings. Violators are financially responsible for extra cleaning, pest control, or repairs that are a result of the animal’s presence. See the Casper College Policy Manual for information about pets, service animals, and comfort animals on campus. Students who need the assistance of a service or comfort animal should contact the disability services counselor in the Walter H. Nolte Gateway Center, Room 344 or at 307-268-2557.

Bicycles

Bicycles cannot be parked or stored in hallways, entranceways, stairwells, or common areas. They cannot be locked to handrails, banisters, railings, poles, or fences. Bicycles found attached to or blocking an entrance or exit will be immediately removed and confiscated. Contact Campus Security to retrieve a confiscated bicycle.

Exterior bicycle racks are located throughout the campus. Bicycles may be stored in a student’s room.

Cellphone and Other Mobile Devices

Users of electronic devices are expected to turn cell phones or other personal devices off or on silent mode while in the classroom, library, or other group settings. When using a cell phone, move away from others to avoid disturbing them or a class. Faculty may establish classroom cell phone policies.

Children on Campus

College facilities cannot accommodate the care of children while parents are working or attending class. Students must arrange for their care. Children are not allowed in classrooms or laboratories while a class is in session.

Contagious Diseases

Contagious diseases spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic situation and threaten the health of the campus community. These diseases include but are not limited to:

- tuberculosis (TB)
- measles or German measles (rubella)
- certain strains of hepatitis and meningitis
- SARS and certain strains of influenza
- chicken pox
- pneumonia

Persons who know or have reason to believe they are infected with a contagious disease should seek advice from a medical professional and must follow the directions of local health authorities to prevent the spread of a contagious disease. Students who know or suspect they are infected with a contagious disease must notify the vice president for student services. All medical information is confidential.

Copyright

Students are expected to comply with federal copyright law, which protects the rights of the owner of creative materials, including print materials, music, recordings, films, art, software, and digital and internet materials. Materials do not need to have the copyright mark to be protected. Copyrighted materials may not be published, reproduced, performed, or displayed without permission of the owner of the material. Limited use is allowed without permission under the fair use clause of the Copyright Act of 1976, 17 U.S.C. § 107. See the Using Protected Copyright Works Policy.

Drones

The campus security director must preapprove the use of drones for any reason. Call 307-268-2672 to request approval.

Facility Use

307-268-2265 or caspercollege.edu/offices-services/facilities

Requests to use rooms on campus must be made through the facilities scheduler. Public access to campus facilities is limited to hours when buildings are open for classes and college business, except when special arrangements are made with the facilities scheduler.

Campus Security officers patrol the facilities during nonpublic hours. A Campus Security officer is assigned to the Residence Hall during specified days and times but not on a 24-hour basis and not seven days a week. The Residence Hall exterior doors are locked.
24 hours a day and are accessible by key card only. Wheeler Terrace, Thorson, and Civic Apartments have exterior doors to each apartment. Authorized college employees may grant students access during nonpublic hours. Campus Security officers may grant access during nonpublic hours to employees and people identified as needing access upon proper identification. Housing staff or Campus Security may grant access to residential areas upon proper identification. The Residence Hall lobby desk is staffed from 9 a.m.-midnight, Monday-Friday and on designated weekends.

Immunization
New degree-seeking students must provide proof of immunity to measles, mumps and rubella prior to registration. Persons born before 1957 are exempt from this requirement. Acceptable proof of immunization includes 1) an immunization record documenting the receipt of two doses of the MMR vaccination at 15 months of age or later or one dose for people who receive the vaccination after age 18; 2) a signed physician statement verifying a diagnosis of all three of the diseases; or 3) an official, signed statement documenting laboratory evidence of immunity for all three diseases. Immunization must be validated prior to registration. Students may obtain an MMR immunization through public health, a private physician, or at Student Health Services. Students are responsible for paying for required immunization vaccination fees. Programs that place students in clinical settings may require additional immunization records or vaccinations. Please see individual program requirements.

Students may request a medical or religious exemption. For a medical exemption, students submit a signed statement from a medical practitioner verifying a medical contraindication (i.e., anaphylactic reaction to eggs or neomycin, pregnancy, and altered immune status) to Student Health Services. For a religious exemption, students must submit a signed statement declaring religious beliefs contrary to immunizations to Student Health Services. If a measles, mumps or rubella outbreak occurs on campus, students with an exemption will be excluded from campus for the duration of the outbreak. Any MMR immunization exemption is only applicable to enrollment to Casper College. It does not extend to any program, course, clinical, or internship/cooperative work experience offerings in which an accrediting agency or third party site provider requires the MMR immunization.

Lost and Found
Strausner Hall, Room 204
307-268-2688 or caspercollege.edu/security

Lost personal items are stored in the Campus Security Office. Items may be claimed with appropriate demonstration of ownership.

Parking and Traffic Regulations
Driving and parking a motor vehicle on campus is a privilege. Drivers are required to obey all state, city and college regulations. Campus Security and local law enforcement enforce traffic regulations on campus. Failure to comply with parking and traffic regulations or pay fines may result in revocation of this privilege. Campus Security will impound or immobilize (boot) vehicles registered or operated by students who have lost on-campus driving or parking privileges. The person to whom a vehicle is registered or who has legal ownership is responsible for all violations and related fines.

Abandoned vehicles – not moved for 14 days, have flat tire(s), or have expired license plates – may be towed and impounded at the owner’s expense. Overnight camping or parking on campus and the storage of motor homes, boats, personal watercraft, trailers, or other vehicles not normally driven or used daily on campus is prohibited.

Casper College is not responsible for vehicle theft or damage to the contents thereof or the death or injury of any person resulting from an on-campus accident.

Parking Regulations. Campus Security enforces parking regulations 24 hours a day, seven days a week, and on holidays. Parking is prohibited in the following areas:

- Curbs or fire lanes painted red
- Marked pedestrian crosswalks
- Yellow striped pavement
- Parking lot driving lanes
- Driving lanes
- Reserved for college or security vehicles or TE (traveling employee) parking spot if not in a college vehicle or not a traveling employee
- Handicapped spaces without a state-issued handicapped placard or license plate
- Spaces reserved or blocked with cones, signs, or other indicators that the space is unavailable
- 30-minute visitor spaces by people who are not visitors or who park in the space for longer than 30 minutes
- Residence Hall lots without a permit
- Areas that block sidewalks, driveways, ramps, loading zones, islands, medians, or walkways
- On grass, dirt, or area other than a designated parking space

The Wyoming Department of Transportation provides permanent or temporary handicapped parking placards. For more information, go to dot.state.wy.us/home/driver_license_records/disabled-parking-placards.default.html.

Moving Vehicles Regulations
- The speed limit is 15 miles per hour on lower campus and 20 miles per hour on upper campus unless otherwise posted
- Pedestrians have the right of way in crosswalks
- Obey signs, lights, and other traffic control devices
- Obey orders, instructions, or hand signals of campus security officers, law enforcement officers, or other persons authorized to regulate traffic
- Do not enter an area that has been barricaded or has signage indicating restricted access
Reporting Vehicle Accidents

- When an accident occurs where all parties are present and there are no injuries, the parties should exchange contact and insurance information. Either party may call the Casper Police Department to have a formal report taken. Campus Security will assist in this process if requested.
- Campus Security will take a report and contact the Casper Police Department when an accident occurs
  - where a vehicle strikes a fixed object such as a pole, railing or wall
  - where a vehicle strikes another vehicle, then flees the scene
  - that involves injuries to a person
  - where one or more vehicles are inoperable

Issuing Citations

- Campus Security officers issue parking and traffic citations at the time of the violation or shortly thereafter. The timing is at the discretion of the officer.
- Campus Security officers may issue a parked vehicle one citation per shift for the same offense. If the vehicle is not moved, it may continue to accrue citations.
- The director of security sets fines in agreement with the vice president for student services.
- Fines are subject to change.

Contest and Appeal. Students may contest a citation by completing and submitting the online appeal form. Reasons for appealing a citation include a mistake by the issuing officer, misidentification of the vehicle that committed the violation, or an error or oversight regarding signage, pavement markings, or other matters beyond the control of the vehicle operator or the issuing officer. The reviewing authority may let the citation stand, reduce the fine, or void the citation. Only the director of security may rescind or void a citation. Appeals based on a philosophical disagreement with the parking regulation(s), claiming that they were violating the regulations for only a short period, or other justification will not be entertained.

Fines. Fines are paid during normal business hours at Accounting and Financial Management office located in the Walter H. Nolte Gateway Center. Campus Security cannot accept payment for citations. Failure to pay fines by the end of the semester in which they were issued may result in a hold being placed on the student’s account, referral to a collection agency, or withdrawal of privileges.

Violations and Fines

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parked in fire zone</td>
<td>$ 50</td>
</tr>
<tr>
<td>Parked on yellow curb/line</td>
<td>$ 20</td>
</tr>
<tr>
<td>Parked in driving lane</td>
<td>$ 30</td>
</tr>
<tr>
<td>Nonresident in residential lots</td>
<td>$ 20</td>
</tr>
<tr>
<td>Parked in college vehicle space</td>
<td>$ 50</td>
</tr>
<tr>
<td>Parked in security vehicle space</td>
<td>$ 50</td>
</tr>
<tr>
<td>Parked in handicapped space</td>
<td>$100</td>
</tr>
<tr>
<td>Parked in other reserved space</td>
<td>$ 30</td>
</tr>
<tr>
<td>Speeding/red light violation</td>
<td>$ 30</td>
</tr>
<tr>
<td>Disregard officer/cone/sign</td>
<td>$ 40</td>
</tr>
<tr>
<td>Parked on sidewalk, island, off pavement</td>
<td>$ 50</td>
</tr>
<tr>
<td>Regulatory or mechanical violation</td>
<td>$ 20</td>
</tr>
</tbody>
</table>

Photographs and Filming

The college may release to the media or use for college publications photographs taken of students in classrooms, student lounge areas, or other academic or student life areas. The college will not identify students by name or position and will not release their names to outside individuals or organizations without prior written permission.

Publicity and Posting

The college provides designated areas to post information about upcoming events. Flyers must include the name of the group or person responsible for the event. Including contact information is encouraged. Posting on doors, walls, windows, trees, sidewalks, poles, or elevators is not allowed.

The college does not censor the content of flyers, except when the content violates college policies. Flyers with content that violates college policies will be removed. Following is information on posting in specific areas.

- **Community Bulletin Boards.** Anyone can post flyers on the five community bulletin boards located in the Walter H. Nolte Gateway Center, Union/University building, Wold Physical Science Center, Liesinger Hall, and the Residence Hall.
- **Campus Events and Information Bulletin Boards.** Only the Casper College Public Relations Department may post flyers to the campus events and information bulletin boards located around campus. If you would like a flyer posted on the campus events and information bulletin boards visit Public Relations office located in the Nolte Gateway Center.
- **Residence Hall.** Resident advisers are responsible for posting in the Residence Hall. Students request permission from their RA to post a flyer in the Residence Hall.
- **LCD Screens.** LCD screens are located in high-traffic areas around campus to disseminate campus information, including the promotion of campus events. Contact Public Relations at 307-268-2456 to request having an event posted.
Skateboards

The use of skateboards, longboards, or similar items is not permitted anywhere on campus. Persons using these items will be instructed to cease the activity and leave campus if they are not a student or otherwise affiliated with the college.

Smoking

Smoking is prohibited in all buildings, structures, or vehicles owned, leased, or rented by the college, including covered walkways, temporary enclosed structures, trailers, and tents. Smokers must be at least 10 feet from an entrance, exit, outdoor air intake, or operable window. Smoking includes the carrying or holding of any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device; or the igniting, inhaling, or exhaling from a pipe, cigar, cigarette, electronic cigarette, or any other smoking equipment or device.

Student Records

Student Record Retention. The college maintains official academic records, financial aid data, and applicant materials during and for a period after a student is enrolled. Permanent records include courses attempted, grades, and degrees and certificates earned.

Student Travel


Theft and Unauthorized Use

The college expects students, college employees, and visitors to respect college property, private property, and property of the larger community in which we live. Theft, attempted theft, or unauthorized use or possession of property or services owned or controlled by someone else, regardless of location, may result in disciplinary actions including restitution, repair costs, probation, suspension, termination, and referral to law enforcement.

Trespass

College facilities include all buildings, structures, grounds, fields, and parking lots owned or leased by the college. College facilities are for the use of the college community and visitors. Being a college community member or visitor does not give an individual unlimited access to all facilities at all times or days. College officials may limit or restrict access to facilities. Trespassing examples include the following:

- The entry or attempted entry of college facilities without authorization or legal right.
- Remaining in college facilities without authorization or legal right.
- Remaining in college facilities after being instructed to leave by a college official.
- Unauthorized possession, duplication, or use of keys or fobs to access college facilities.
- Using a false ID card to gain access to college facilities.

Anyone who trespasses is subject to expulsion from campus, being prohibited from returning to campus, and arrest. Students who trespass may face disciplinary sanction. See the Casper College Student Code of Conduct on Page 31.

The information contained in educational records, except for directory information, will not be disclosed to anyone without the prior written consent of the student.
Vehicle Registration

Students are required to register their vehicles with Enrollment Services at the time of enrollment of employment. Students who purchase new vehicles or bring additional vehicles on campus must also register these vehicles. Vehicles without permits will be cited. Students may park trailers on upper campus in the McMurry Career Studies Center parking lot and on the west side of Josendal Drive unless otherwise posted.

Weapons

Weapons include any object or substance designed to inflict a wound, cause injury, or incapacitate including, but not limited to, all operable or inoperable firearms (or replicas), explosives, dangerous chemicals outside of laboratory settings, clubs or other impact weapons, swords, arrows, bows, martial arts weapons, and knives designed or adapted for combat or use against another person. Possession or carrying of a weapon in college buildings is prohibited. Exceptions may be granted for a limited period and for specific purposes related to a college class, program or training. Exceptions must be applied for through Campus Security and are granted by the president. The college provides limited storage for firearms for residential students. Contact Campus Security for more information or review the full policy in the Casper College Policy Manual at catalog.caspercollege.edu/index.php?catoid=7.
STUDENTS RIGHTS AND RESPONSIBILITIES

Code of Conduct

Casper College is dedicated to providing an academic environment that supports learning and the development of responsible personal and social conduct. Students are expected to treat others with civility, dignity, and respect and abide by all federal, state and local laws, and college policies, rules and regulations both on and off campus. Casper College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Student Code of Conduct is a means to communicate the goals of the college and maintain a healthy campus environment.

In addition to policies listed in the Casper College Policy Manual, Student Handbook, and all school, department, or program requirements, the Student Code of Conduct outlines student rights, responsibilities, and prohibited behaviors. This is not an exhaustive list but a general guideline. Students residing in campus housing are subject to the conduct standards described in the Residence Hall Handbook, Terms and Conditions for Occupancy, and other campus housing materials. Students participating in campus activities and college sports are subject to conduct standards set by the campus team/activity and regulations set by conference, regional and national organizations responsible for the sanctioning of the sport or activity. Students are responsible for becoming familiar with all conduct policies, rules and regulations specified in official college publications.

The college may discipline students who violate standards. Students have a right to due process to ensure sanctions are appropriate for the code violations, educational, corrective, and serve as a deterrent. Only the president can expel a student for code violations. Removal from college housing for conduct that endangered or has the potential to endanger the life or safety of any person, including the student, or resulted or may result in property damage is a reasonable safety response and not a disciplinary sanction for the purposes of this code.

Student Rights

Students have certain rights as long as they abide by all college policies and federal, state and local laws. As a Casper College student, you have a reasonable expectation to the following rights.

1. Freedom to pursue your educational goals. The college will provide appropriate learning opportunities through its curricula.
2. Due process, unless specifically stated in a policy.
3. Freedom to express ideas and thoughts. inquire, and assemble provided your actions do not interfere with the rights of others or effective operation of the college. The college retains the right to be informed about the scheduling of events to ensure events are orderly and conducted appropriately for an academic community.
4. Freedom from discrimination based upon race, color, national origin, age, marital status, sex, sexual orientation, gender identity and expression, disability, religion, genetic information, veteran status, or any other characteristic protected under applicable federal, state or local law.
5. Privacy of personal information. Student educational records are only released when there is a legitimate need or permission is granted. Student educational records include, but are not limited to, a) academic transcripts and grade records, b) disciplinary proceedings transcripts, c) medical condition and treatment records, d) counseling and psychiatric treatment records, e) financial aid data, and f) attendance records.
6. Academic professionalism and standards including:
   a. Accurate information on course requirements through a written syllabus.
   b. Protection against arbitrary or capricious evaluation.
   c. Experience free and open discussion, inquiry and expression in the classroom and student/faculty conferences that are respectful, rational and germane to the issue at hand.
   d. Experience competent instruction and academic advising.
   e. Freedom to disagree, in a scholarly manner, with the data or views presented and reserve judgment on matters of opinion.
   f. Protection against a faculty’s unprofessional disclosure of your views, beliefs and political associations that may surface as a result of the faculty’s teaching or advising. However, faculty have the right to contact college or off-campus officials if a student discloses information that indicates the student or others are in danger or engaging in or intend to engage in illegal activity.
   g. Protection from sexual misconduct.

Student Responsibilities

Students are expected to adhere to the Student Code of Conduct and are subject to disciplinary action up to expulsion for code violations. There are two types of conduct violations: academic and general.

Student Code of Conduct for Academic Code Violations

Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating; plagiarism; buying, selling, or stealing exams; substituting for another person; collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. All of the following examples are considered plagiarism:

1. Turning in someone else’s work as your own
2. Copying words or ideas from someone else without giving them credit
3. Failing to put a quotation in quotation marks
4. Giving incorrect information about the source of a quotation or not accurately presenting quoted material

5. Giving incorrect information about the source of a quotation or not accurately presenting quoted material
5. Changing words but copying the sentence structure of a source without giving credit
6. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
7. Unacknowledged use of materials prepared by another person or agency engaged in the selling of papers or other academic materials or materials found on the internet

Disciplinary Procedures for Academic Code Violations

The vice president for academic affairs is responsible for addressing academic code violations. Academic code violations can be addressed through a direct resolution, conference, or administrative review. In the case of a student taking a distance education class that does not live in the area, all meetings will be via phone or digital media.

Direct Resolution. Faculty who suspect academic dishonesty may address the violation directly. They work with the respective department head or program manager to gather evidence and provide documentation of the violation. The department head or program manager will verify with the office of the vice president for student services if the student has had previous academic code violations. If there have been previous violations, the matter immediately moves to a conference.

The faculty member provides the student with a written description of the code violation and notification of the date, time and location of a meeting to discuss the violation. The faculty member meets with the student, provides evidence, and may issue sanctions upon the student. If the student accepts the decision, the faculty member provides a written statement about the meeting and any sanction issued against the student to the dean, who forwards it to the office of academic affairs. If the student is not responsive to corrective action or the employee thinks the matter would be better addressed by a conference, the faculty member may refer the violation to his or her dean.

If the student fails to attend the meeting, the faculty member may review the documentation and make a decision regarding the violation. The faculty member issues any sanctions upon the student and provides a written statement about the violation and any sanctions issued to the office of academic affairs and to the student.

Students may appeal a code violation decision by requesting a conference. The student must submit a written request for a conference to the vice president for academic affairs within five business days of receipt of the decision.

Conference. The dean of the respective school meets with the student to discuss the violation and evidence from the faculty member and the student. If the dean finds the student has likely violated code, the dean will issue a written sanction to the student after reviewing any sanctions issued by the faculty.

If the student fails to attend the meeting, the dean may make a decision based on available evidence. The dean issues any sanctions and provides a written statement about the code violation and sanctions issued to the office of academic affairs and to the student.

Students may appeal the dean’s decision by requesting an administrative review. Disagreement with the college’s policies, procedures, regulations, or sanctions issued is not grounds for an administrative review. The student must submit a written request for an administrative review to the vice president for academic affairs within 10 business days of receipt of the decision.

Administrative Review. Students who wish to appeal a conference decision must submit a written request for an administrative review to the vice president for academic affairs within 10 business days of the conference decision. The vice president will review the case and issue a written decision to the student. The decision is final, except for suspensions or expulsions, which may be appealed through the student grievance process.

Academic Sanctions

Sanctions are penalties issued to students for student code of conduct violations. The sanctions issued depend on the nature and severity of the violation; student’s disciplinary history, developmental needs, accountability, responsibility, and cooperation; interests of the college community and those affected by the violation; and other aggravating or mitigating factors. Students will receive more severe sanctions for repeat violations or if they are on probation. Students may not withdraw from a class to avoid repercussions of a sanction. A grade will be recorded for the class. The vice president for academic affairs may recommend expulsions to the president, who is the only person who can expel students from the college. Sanctions may include, but are not limited to the following:

1. Grade reduction for the assignment or exam
2. Failing grade for the assignment or exam
3. No credit for the assignment or exam
4. Grade reduction for the course
5. Failing grade for the course
6. Suspension from the program, fieldwork, clinicals, or academic endeavors. Must be approved by the dean.
7. Termination from the program. Must be approved by the dean.
8. Suspension from the college. Prohibited from enrolling in classes, attending or participating in college events, and/ or being on campus for a defined period. Must be approved by the vice president for academic affairs and notification provided to the vice president for student services. Students may petition for readmission. Conditions for readmission may apply.
9. Expulsion. Permanent termination of student status with no opportunity to petition for readmission or the right to enroll. Only the college president can expel a student.

The person who issued the sanctions may modify or lift them if the student has complied with the conditions of the sanctions for a period, and if the issuer, after hearing from the faculty member, determines it would be beneficial to lift the sanctions. The faculty member may advocate for the continuation of any sanctions. Students who fail to comply may have their student accounts placed on hold, preventing them from enrolling in classes.
Student Code of Conduct
General Violations

General code violations focus on behavior. Students should not:

1. Disrupt or obstruct teaching, research, administration, disciplinary proceedings, or other college activities. Faculty have primary responsibility for managing the class environment. They are authorized to define, communicate, and enforce appropriate standards of behavior in class and other learning environments. In most cases, the initial response to disruptive classroom behavior is to ask the offender to refrain from the behavior or meet with the faculty during nonclass time to discuss the issue. Faculty may dismiss students from a class session if they fail to act accordingly or their behavior is disrupting learning.

2. Knowingly provide false information to a college official, including employees with the authority to issue instructions on behalf of the college. This includes the college president, vice presidents, associate vice presidents, deans, directors, department heads, security officers, and custodial staff.

3. Forge, alter, or misuse a document, record, or ID from Casper College, another institution of higher education, or a national, federal, state, or local entity with intent to defraud, or possession of such a document.

4. Tamper with the election of a recognized student organization.

5. Fail to comply with directions or behave disrespectfully towards college employees.

6. Behave in a disorderly manner; engage in disruptive activity that causes major interruption of normal business; or occupy or use an unauthorized common area, office, or private dwelling. Examples include unreasonable noise; public intoxication; loitering with intent to intimidate another; obstructing traffic or an entrance or exit of a room, building or area; using obscene or abusive language or gestures; verbal abuse amounting to more than mere disagreement; displaying a weapon; and peeping into occupied rooms.

7. Abuse, threaten, hazzle, harass, or coerce in a physical, psychological or verbal manner any college community member or visitor.

8. Commit sexual misconduct including assault or sexual harassment, domestic violence, dating violence, and stalking.

9. Participate in or incite a riot or unauthorized assembly.

10. Litter, steal, deface, destroy, seize, or damage college property or facilities.

11. Misuse or abuse college resources, including college computers, software and networks.

12. Refuse to leave college property or facilities when directed to do so by a college official.

13. Possess or use college keys, fobs or access codes without authorization.

14. Use, sell or possess alcohol on college property.

15. Gamble or hold a raffle or lottery on college property without prior approval.

16. Use, sell, possess, or distribute an illegal substance or sell or distribute a controlled substance in an illegal manner.

17. Possess a weapon on college property or at a college event outside of approved exceptions or exemptions per the policy manual.

18. Bring animals into college facilities except those animals serving the disabled or used for educational purposes.

19. Physically detain or restrain another person or remove a person from an area where he or she is authorized to be.

20. Discriminate toward an individual or group on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity and expression, disability, religion, genetic information, veteran status, or any other characteristic protected under applicable federal, state, or local law.

21. Willfully encourage others to commit an illegal act or violate student code.

22. Violate federal, state and local laws.

23. Violate published college policies, rules or regulations.

24. Violate college emergency and fire rules and regulations.

25. Abuse or demonstrate contempt of the college judicial system.

College Jurisdiction

The college has jurisdiction over conduct that occurs on college property or at college athletic events or other officially sponsored activity and may include off-campus conduct that endangers the health or safety or adversely affects the college community or the pursuit of its mission.

Interpretation and Revision

Refer questions of interpretation of the code to the associate vice president for student services, whose interpretation is final.

Complaint

Anyone may report a student or a student group or organization of a suspected code violation to the associate vice president for student services or the director of security.
Contempt or Abuse of the Judicial System

Students will be notified of complaints of merit filed against them. If a student refuses to cooperate with an investigation, the associate vice president for student services or the director of security will impose sanctions based upon the available evidence. Sanctions will stand if the student fails to appear at an appellate proceeding. Sanctions may be issued for attempting to intimidate, bribe, or influence witnesses, college personnel, or persons relevant to the proceedings; disrupting a proceeding; filing a complaint in bad faith; giving false evidence or testimony; or attempting to use the judicial system in a malicious way.

Disciplinary Procedures for General Code Violations

The associate vice president for student services is responsible for addressing general code violations. Violations of the law that occur off campus are the responsibility of civil authorities except when such actions affect the safety or security of the campus community or the pursuit of the college’s mission. Disciplinary actions may occur prior to, simultaneously, or following legal proceedings. The college will cooperate with law enforcement and other authorities to enforce the law and adhere to the conditions imposed by the courts for the rehabilitation of student violators.

General code violations can be addressed through a direct resolution, conference, or administrative review. Refer sexual misconduct violations to the Title IX coordinator, which are addressed in the sexual misconduct policy. In situations that involve students taking distance education classes who do not live in the area, all meetings will be via phone or digital media.

Direct Resolution. Employees who suspect a code violation may address the violation directly. They will work with the associate vice president for student services to gather evidence and provide documentation of the code violation. The associate vice president will verify if the student has had previous code violations. If there have been previous code violations, the matter immediately moves to a conference.

The employee provides the student with a written description of the code violation and notification of the date, time and location of a meeting to discuss the violation. The employee meets with the student, provides evidence, and may issue sanctions upon the student. If the student accepts the decision, the employee provides a written statement about the meeting and any sanction issued against the student to the office of the vice president for student services. If the student is not responsive to corrective action or the employee thinks the matter would be better addressed by a conference, they may refer the violation to the associate vice president for student services.

If the student fails to attend the meeting, the employee may review the documentation and make a decision regarding the violation. The employee issues any sanctions upon the student and provides a written statement about the violation and any sanctions issued to the office of the vice president for student services and to the student.

Students may appeal a code violation decision by requesting an administrative review. The person who issued the sanctions may modify or lift them if the student has complied with the conditions of the sanctions for a period, and if the issuer, after hearing from the student, witnesses, victims, and anyone who may wish to advocate for the continuation of a sanction, determines it would be beneficial to lift the sanctions. Students who fail to comply may have their student accounts placed on hold, preventing them from enrolling in classes.

Sanctions may include, but are not limited to the following:

1. Warning. An oral or written notice that a violation has occurred and should not be repeated.

General Sanctions

Sanctions are penalties issued to a student for student code of conduct violations. The sanctions issued depend on the nature and severity of the violation; student’s disciplinary history and developmental needs; accountability, responsibility and cooperation taken by the student; interests of the college community and those affected by the violation; and other aggravating or mitigating factors. Students will receive more severe sanctions for repeat violations of the same code or if the student is on probation. Sanctions are provided to the student in writing. The vice president for student services may recommend expulsions to the president, who is the only person that can expel students from the college. Victims of sexual misconduct or a violent crime will receive written notification of any decisions made regarding the violation and sanctions issued.

The person who issued the sanctions may modify or lift them if the student has complied with the conditions of the sanctions for a period, and if the issuer, after hearing from the student, witnesses, victims, and anyone who may wish to advocate for the continuation of a sanction, determines it would be beneficial to lift the sanctions. Students who fail to comply may have their student accounts placed on hold, preventing them from enrolling in classes.

Sanctions may include, but are not limited to the following:

1. Warning. An oral or written notice that a violation has occurred and should not be repeated.
2. **Probation.** A designated period during which the occurrence of another code violation may result in suspension.

3. **Housing Probation.** A designated period during which the occurrence of another code violation may result in suspension or removal from residential housing.

4. **Restriction of Privileges.** Denial of specified privileges, such as attendance at events or activities, for a designated period.

5. **Restitution.** Repayment to the college or individuals for any loss or damages resulting from a code violation.

6. **Community Service.** Unpaid work performed at a preapproved organization to benefit the college or community. Community service may be assigned on or off campus.

7. **Education.** Attendance of a class or seminar related to the code violated. For example, alcohol or drug assessment, domestic violence awareness, anger management, or interpersonal skill development. The student is responsible for any costs.

8. **Fine.** A monetary penalty.

9. **Suspension from the college.** Prohibited from enrolling in classes, attending or participating in college events, and/or being on campus for a defined period. Suspensions must be approved by the vice president for student services and notification provided to the vice president for academic affairs. Students may petition for readmission. Conditions for readmission may apply.

10. **Housing Suspension.** Prohibited from living in residential housing for a defined period, after which the student may petition for readmission. Conditions for readmission may apply.

11. **Housing Removal.** A permanent ban from residential housing to ensure the safety of individuals, the community, or the removed student, or to protect institutional or private property from damage. The associate vice president for student services must approve housing removals. This sanction is not considered a disciplinary sanction and is not subject to review or appeal.

12. **Expulsion.** Permanent termination of student status with no opportunity to petition for readmission or the right to enroll. Only the college president can expel a student.

13. **Deactivation.** Termination as a college recognized organization.

**Interim Sanctions**

In cases of severe misconduct, a student may be removed immediately from the college, or part of the college. Removed students retain their appellate rights. The vice president for student services will notify immediately of the removal of a student. The vice president will review the evidence that led to the student’s removal, and, if there are grounds for an appeal, notify the student of hearing dates, times, locations, and the conditions under which the student will be allowed to return to campus for the hearing.

**Student Grievances**

Students who believe the college or its employees have treated them unfairly or inequitably may seek resolution through the student grievance policy. The full policy and procedures are available in the Casper College Policy Manual. The vice president for student services is available to review the policy with students. Students may not grieve college policies, procedures, regulations, or sanctions issued for code of conduct violations.

Grievances may be addressed through an informal resolution, formal resolution, or grievance hearing. Sexual misconduct violations are referred to the Title IX coordinator and addressed in the sexual misconduct policy. In situations that involve students taking distance education classes who do not live in the area, all meetings will be via phone or digital media.

**Informal Resolution**

Students are encouraged to first attempt to resolve a grievance prior to initiating a formal grievance. Issues, concerns, and conflicts can be addressed more quickly by directly working with the person(s) involved. For academic matters, students should first contact their faculty. If a satisfactory resolution is not found, students may seek resolution by following the chain of command and contact, in order, the department head or program director, dean, and vice president for academic affairs. Students uncertain as to whom to contact or how to begin resolution may seek advice from their academic advisor, Student Success Center personnel, or the vice president for student services.

**Formal Resolution**

Students who wish to have a formal resolution must submit a completed Student Grievance Filing Form to the associate vice president for student services no later than 20 business days after becoming aware of the event(s) that led to the grievance. The associate vice president for student services will turn the complaint over to the vice president for academic affairs if it involves an academic matter. The appropriate vice president will review the Student Grievance Filing Form and may dismiss the complaint or, if the matter has merit, meet with the involved parties to seek resolution. If the parties reach a resolution, the vice president will issue a written agreement. If not, the vice president will issue a letter stating that no agreement was reached and the student may request a grievance hearing.

**Grievance Hearing**

Students who wish to have a grievance hearing, must submit a request for a hearing to the associate vice president for student services within five business days of the notice of failure to reach a formal resolution. A five-person panel will hear testimony, question witnesses, and review evidence for eligible cases. The panel’s decision is final. A grievance filling form can be found at caspercollege.edu/sites/default/files/documents/students/cc-student-grievance-form.pdf.
SEXUAL MISCONDUCT

Casper College is committed to and seeks to maintain a safe academic and work environment. The college prohibits sexual misconduct including sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The college has a duty to prevent and redress sexual misconduct under federal law including Title IX of the Education Amendment of 1972, Violence Against Women Act, and the Violence Against Women Reauthorization Act of 2013. The full policy is available in the policy manual.

Reporting

Anyone who believes they have been the recipient of sexual misconduct is encouraged to report the incident as soon as possible to any of the following offices or agencies:

- Title IX coordinator 307-268-2667
- Director of human resources 307-268-2025
- Campus Security (24 hours a day) 307-268-2688
- Casper Police Department (24 hours a day) 307-235-8278 or 911
- Counseling Services 307-268-2267
- Student Health 307-268-2263
- Office of the vice president for student services 307-268-2201

The Denver Regional Office of the Department of Education or the Equal Employment Opportunity Commission Office in Denver is also available to address harassment issues. Confidentiality will be maintained for all parties involved, insofar as possible.

Any college employee who receives a complaint of sexual misconduct must immediately notify the Title IX coordinator at 307-268-2667. College policy explicitly prohibits retaliation against individuals for bringing harassment complaints. Individuals found responsible for harassment are subject to disciplinary action.

The reporting party may decline to notify law enforcement or Campus Security. In such cases, college employees are required to provide the director of security with the type, date, time, and location of the offense for Clery Act reporting purposes only. Campus Security will contact law enforcement if the victim is still on the scene; or there is an immediate danger to the victim.

Consent

Consent occurs when all persons knowingly agree to engage in a sexual activity. Consent must be voluntary and may be withdrawn at any time. Agreeing to one activity does not mean agreeing to other activities nor does agreeing once mean agreeing to future occasions. Consent cannot be given when a person feels threatened, pressured, coerced, or is mentally or physically incapacitated, under the influence of drugs or alcohol, or under the age of legal consent.

Definitions

Sexual misconduct is an umbrella term used to encompass sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

Sexual harassment includes unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made explicitly or implicitly as a term or condition of an individual’s employment, academic advancement, evaluation, or grades; 2) submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Sexual harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the college’s educational mission.

Sexual violence includes any sexual act perpetuated against a person’s will or where the person is incapable of giving consent due to the use of drugs, alcohol, or an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse, intimate partner, or someone who lives with or shares a child with the victim.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Existence of such a relationship will be determined by consideration of the length of the relationship, relationship type, and frequency of interaction between the persons involved.

Stalking includes nonconsensual communication or contact, harassment by the stalker or through a third party, threatening gestures, pursuing or following, surveillance or other types of observation, and trespassing that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

Confidentiality

The college will make all reasonable efforts to maintain the confidentiality of the parties involved in an investigation or hearing to the extent permissible by law. Confidential discussions about sexual misconduct may be available from people who, by law, have special professional status, such as the counselors in the Counseling Services Office. They can be reached at 307-268-2366 during business hours or Campus Security can contact them for the student after hours. Other resources include The Self-Help Center of Casper (307-235-2814) and the Natrona County Victim and Witness Services Office (307-235-9282).
Resources and Support
The college’s immediate priority is the well-being and safety of the reporting party. The college will provide the reporting party with information about appropriate college or local resources, including law enforcement, legal, medical, counseling, and victim advocacy services. Reporting parties will be informed of options for changing academic, living, and working situations, if requested and reasonably available. Reporting parties will be advised of the importance of preserving evidence.

Interim Actions
The college will take necessary actions in response to an allegation to protect an individual’s rights and safety and the safety of the college community. Interim actions may include, but are not limited to, suspension, changes in academic or work situations or schedules, a no contact order, and restrictions to access of the campus.

Due Process
The reporting party and the responding party will be given due process, will receive written notification of their rights, and are entitled to have an advisor of their choosing present during any meetings or proceedings related to an investigation as long as the advisor is not disruptive to the proceedings.

Investigating a Complaint
The college will conduct a prompt, fair, and impartial investigation into complaints of sexual misconduct, whether or not a law enforcement investigation occurs. College representatives trained on sexual misconduct and Title IX issues will investigate complaints. The college will protect the confidentiality of those involved to the extent possible under the law.

The college may enforce its policies whether or not legal proceedings occur. If there is sufficient evidence, the Title IX coordinator will issue sanctions and notify both parties of the decision. If either party disagrees with the outcome, they may request an appeal in accordance with the Student Conduct and Discipline Policy or the Employee Grievance Policy. If an appeal is granted, both parties will be notified of the outcome.

Sanctions and Protective Actions
Upon a finding of sexual misconduct, disciplinary action will take into account the nature and severity of the violation. Disciplinary actions include, but are not limited to, written warning, probation, suspension, expulsion, removal from college housing, restriction of privileges, community service, mandatory education, or termination of employment. In addition, the college may take protective measures as appropriate, such as no-contact orders or trespass notices. The college will assist the reporting party in changing academic, work, transportation, or living situations if requested and reasonably available. Local law enforcement is responsible for enforcing legal actions. Sanctions issued by the college will stand regardless of the outcome of legal proceedings.

Educational Programs to Promote Awareness
The college provides information on sexual misconduct including defining sexual misconduct, identifying reporting procedures and available campus and community resources for reporting parties, ways to minimize risk, and security services available.
ADDRESSING SEXUAL MISCONDUCT

Notice

Assess Interim Suspension

Initial Remedial Action

Assess Duty to Warn

Preliminary Investigation (Title IX investigator/AVPSS)

Title IX or AVPSS determines no reasonable cause for investigation

Investigation Ends

Resolve through informal administrative resolution

Investigation Ends

Title IX or AVPSS determines there is reasonable cause for investigation

Notice of Investigation

Investigation begins with Title IX Investigators (2)

Findings

No Violation/Not Responsible

Appeal

Appeal to VPSS

Case Closed

Sanction

Violation/Responsible

Share Outcome with both Parties

Notice of Charge to Both the Reporting Party and the Responding Party

Case Re-Opened Returns to Investigation Level

No Appeal

Appeal Decision

Case Closed

Notice of Investigation
### NUMBERS TO KNOW

#### ACADEMIC AFFAIRS

<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>School of Business and Industry</td>
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#### ACCOUNTING AND FINANCIAL MANAGEMENT

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#### STUDENT SERVICES

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