

Policies and Procedures



NWC regulations that help to maintain a safe and orderly environment

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General Code of Student Conduct

Northwest College has established standards and regulations which are designed to ensure unimpeded college functions and activities and to maximize the learning environment on campus. Regulations include those items which fall within policies set by the Board of Trustees, the college administration, along with local, state and federal laws. Other rules and regulations developed by the college to maintain a safe and orderly environment may be found in the **CATALOG, NWC HOUSING CONTRACT, RESIDENCE HALL GUIDE, and CAMPUS SAFETY AND SECURITY BROCHURE**. These publications may be obtained from the Vice President for Student Affairs, Residence and Campus Life, and Admissions.

All students enrolled in Northwest College, University of Wyoming, or any other colleges courses taught on the NWC campus, or any other student, visitor or entity using NWC facilities or services, are expected to be familiar with and to abide by all policies, rules and regulations established by the college. Each student enrolling in Northwest College, University of Wyoming, or any other colleges courses taught on the NWC campus assumes an obligation to conduct himself or herself in a manner compatible with the college's function as an educational institution. Conduct which is not compatible is specified in this handbook and the student may be subject to disciplinary action for violations of these codes. The goal of disciplinary proceedings will be to help a student avoid future inappropriate behavior and become a responsible member of the college community.

The Northwest College Student Handbook is made available online. If you would like a printed copy, please visit the Student Affairs Office.

College Governance

Northwest is governed by an elected Board of Trustees and administered by the President. Assisting the President are the Vice President for Academic Affairs, the Vice President for College Relations, the Vice President for Student Affairs, the Vice President for Administrative Services and their staffs. The faculty and students participate in governance through membership on established committees.

General Code of Student Conduct Statement of Jurisdiction

The General Code of Student Conduct prohibits misconduct on college premises (*buildings or grounds owned, leased, operated, controlled, or supervised*

by Northwest College) or at any college sponsored event or activity whether it be on or off campus. The code may also address off campus conduct at non-college sponsored events when the behavior or the presence of the individual, in the college's sole judgment, impairs, obstructs, or interferes with the mission, processes, or functions of Northwest College. Students should be aware that Northwest College reserves the right to review and take disciplinary action based on conduct occurring off campus or between academic periods.

If a student breaks a local, state, or federal law that also violates the college's code of student conduct, that student may be held accountable by both civil authorities and the college.

Northwest College may, at its sole discretion, elect to pursue disciplinary action against the student at the same time as criminal proceedings, even if criminal charges involving the same incident are not complete, have been dismissed, or were reduced.

STANDARDS OF STUDENT CONDUCT

Each student will be expected to conduct himself or herself as a responsible member of the educational community. The college may take disciplinary action for the following which are considered violations of the General Code of Student Conduct.

These policies are not designed to define misconduct in exhaustive terms.

- Where the term “including or “includes” is used, it is defined as “including, but not limited to...”
- Obvious attempts to commit acts prohibited by Northwest College policies, rules and regulations shall be subject to the same disciplinary action as completed violations.
- Violations of regulations may be cause for further disciplinary action (e.g. *immediate dismissal from the residence halls, suspension/expulsion from the college, referral to local law enforcement officials*).
- Students participating in teams, clubs, student groups, academic activities, etc., must comply with associated written rules, regulations, policies, and sanctions.
- The college reserves the right to establish additional rules as necessary, and to take appropriate action to protect the safety and well-being of the campus community.

Academic Integrity Violations

Academic integrity violations include but are not limited to the following:

- plagiarism

- cheating
- trafficking
- copyright infringement
- interfering with the learning of other students

Detailed information on academic misconduct is available on page 48.

Affirmation of Personal Dignity

NWC holds as basic, the integrity and well-being of every person in the community. Therefore the College prohibits actions or activities which intentionally or recklessly:

- cause or threaten mental or physical harm, suffering, or exhaustion.
- demean the dignity and personhood of any individual.
- interfere with a person’s academic or professional pursuits.

Examples of such actions include, but are not limited to: verbal threats or abuse, harassment, intimidation, stalking, threatened or actual physical assault, provoking or engaging in physical fights, and consistent disregard for the rights and welfare of others. (See *Stalking, Harassment and Hazing policy* also.)

Alcohol

NWC is an alcohol free campus (see page 35 of this handbook for the complete policy, and the *Residence Hall Guide* for specifics on how policy is implemented).

Animals on Campus

Bringing animals into college facilities except those animals serving the handicapped or those used for educational purposes is prohibited.

Arson

A person deliberately setting fires may be dismissed from the college and referred to local law enforcement officials.

Assault and Sexual Offenses

- Physical assault, which includes but is not limited to: physical contact of an insulting or provoking nature or

physical interference with a person which prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.

- Sexual intercourse without consent, sexual assault or any other non-consensual conduct of a sexual nature.

Behavior of Guests at NWC

Students who bring guests to campus and college events are responsible for informing the guest(s) of appropriate conduct and may be held responsible for the guest's conduct.

Building Security

Unauthorized presence in, or unauthorized use of keys to campus buildings or residence hall rooms, including tampering with locks, duplicating or lending keys, or use of unauthorized keys, is prohibited. Locked or closed buildings, areas (e.g., roofs, balconies, etc.) and rooms may be entered only with permission of supervisory personnel.

NOTE: *All members of the college community are responsible for the security of their buildings. In the residence halls students are expected to keep entrance and room doors locked, and are urged to report the presence of unescorted guests or strangers to hall staff members or to Residence and Campus Life.*

Concern for People and Property

Students are expected to use common sense and good judgement in all areas where safety, security, health, and cleanliness are concerned. Students participating in activities which may cause damage or constitute a safety or health hazard are subject to disciplinary action. Such activities include, but are not limited to: entering or exiting buildings through the windows; throwing, projecting or dropping items that may cause injury or damage; improper disposal of trash; and "pranks" or actions that intentionally, recklessly or

negligently create safety, security or health hazards for others and/or cause damage to college or private property.

Confiscation of Possessions

The college reserves the right to confiscate items considered illegal, hazardous or harmful to the community.

Contractual Obligations

Students enter into many types of contracts (e.g. housing, financial aid, promissory notes) during their association with the college. The college considers a signed contract to be a student commitment to abide by the terms and conditions outlined in the documents. Students are expected to be familiar with the contents of each contract before signing the document.

Dining Area Conduct

Students who disrupt the dining of others through inappropriate action (e.g. food fights, littering, contaminating foods) may be removed from the dining area and are subject to disciplinary action.

Disruption of College Business

Disruption or obstruction of teaching, research, administration, meetings of college committees, boards, or any authorized college activity on or off-campus is prohibited.

Drugs and Narcotics

No student shall possess, use, distribute, manufacture, or sell illegal drugs on campus. See the Alcohol and Drug Policies on page 35. This includes those categories often known as cannabis, acids, hallucinogens, barbiturates, amphetamines, narcotics and the illicit use of prescription drugs. This policy also includes possession of drug paraphernalia. Students violating the drug policy may be dismissed from the college and referred to local law enforcement officials.

Ethical Equipment Use

Use of any college equipment for personal use or gain is strictly prohibited.

False Information, Non-Cooperation, Belligerence

Students refusing or failing to cooperate or comply with official requests made by members of the college community or staff can expect such behavior to be noted and considered in any disciplinary decision made. Students who knowingly provide false information to staff members, or who in any way harass or attempt to prevent staff members from conducting their normal duties will be subject to severe disciplinary action.

Family Members on Campus

It is the policy of Northwest College to discourage the extended presence of children or other family members in the learning and working environment of the campus. Any exceptions to the policy must be requested and approved in advance by the appropriate supervisory personnel. Faculty members will determine reasonableness in allowing children or other guests to accompany students to class or classroom activities.

This policy does not preclude family members from visiting college employees or students for short periods of time, but rather is intended to avoid situations in which the extended presence of a family member may hinder the orderly functioning of the college, its employees, and its students.

It is the expectation of Northwest College that family members or children will conduct themselves in a non-disruptive manner while present in the working and/or learning environment. Employees and students will assume responsibility for the actions of their children or family members when those individuals visit the college. On

such visits, the employee or student shall monitor the activities of his or her family members to ensure:

- college property is not damaged or misused.
- college employees are not hampered in the performance of their duties or responsibilities.
- classes, college events or public meetings are not disrupted.
- the safety of employees, children, and members of the public while on college property.

Fire Alarms and Equipment

Everyone must leave the building when the fire alarm sounds. Obstructing or discouraging participation in building evacuations, and/or participating in pranks, jokes, or other intentional acts involving fire (e.g., tampering with alarms, extinguishers or smoke alarms) is prohibited.

Firearms, Explosives and Weapons

Items potentially hazardous to members of the campus community are prohibited. These include, but are not limited to: guns, firecrackers or other explosives, live ammunition, flares, large knives, and swords. Gun lockers are available for students living on campus through the Campus Resource Officer in the DeWitt Student Center. All target and hunting weapons and ammunition must be checked in with the Campus Resource Officer. Students violating this policy will be subject to immediate dismissal.

Freedom of Expression

Students who function and live in a college environment are encouraged to exercise freedom of expression, but must also understand that such freedom is not public license to act in an inappropriate manner. Every student has the right to express a personal opinion as long as it does not infringe on the rights of others or disrupt community or college functions.

Gambling

Gambling of any kind is prohibited on the campus.

Hate Crimes

A “hate crime” is one in which the victim is selected intentionally because of his or her actual or perceived gender, race, religion, sexual orientation, ethnicity/nationality or disability.

Illegal/Disruptive Conduct

- Violation of federal, state or local law or college policies, rules or regulations.
- Acting to impair, interfere with or obstruct orderly conduct, processes and function of the college, including:
 - a. Violence or threat of violence against self or any member or guest to the college community;
 - b. interference with the freedom of movement of any member or guest of the college;
 - c. interference with the rights of others to enter, use or leave any college facility, service or activity;
 - d. obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities, or of other authorized activities on college premises;
 - e. failure to comply with directions of law enforcement officers and college officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested;
 - f. trespassing or unauthorized entry into college buildings or property.

Incapacitation Policy

Northwest College continues the commitment to be aware of students experiencing severe alcohol or drug consumption, which may warrant

medical attention. An incapacitated person is one who as a result of the use of (*or withdrawal from*) alcohol or other drugs, is unconscious and has his/her judgment impaired so that s/he is in jeopardy of harming self, others, or property. Northwest College reserves the right to call the police or ambulance service and all costs incurred will be the responsibility of the student.

Information Technology Responsible Use Policy Excerpts

(Copies of the complete policy available from Vice President for Academic Affairs’s office or Vice President for Student’s Office)

All users of Northwest College computing resources must comply with all federal, Wyoming, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses. Examples include, but are not limited to, the laws of:

- libel,
- privacy,
- copyright,
- trademark,
- downloading of music,
- downloading of child pornography,
- the Electronic Communications Privacy Act,
- the Computer Fraud and Abuse Act, which prohibits “hacking,” “cracking,” and similar activities,
- the college’s code of student conduct,
- the college’s sexual harassment policy,
- and all applicable software licenses.

When a student of Northwest College is found to be in violation of this policy, the individual case will be handled in accordance with the terms of the student handbook. Violations of this policy may result in disciplinary action up to and including expulsion.

Appeals of any disciplinary action will be handled in accordance with the student handbook.

Users should be aware that their uses of college computing resources are not completely private. The college has access to any information on a college computer or on the college network. Appropriate copyright laws and related handbook policies will be honored. Users should utilize college computing services with this awareness.

The college does not routinely monitor individual usage of its computing resources. However, the college may also specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and communications, without notice, when —

- the user has voluntarily made them accessible to the public, as by posting to Usenet or a Web page;
- it reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability;
- there is reasonable cause to believe that the user has violated, or is violating, this policy;
- an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or
- it is otherwise required or permitted by law.

Any such individual monitoring, other than that specified above, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Computing Services Director or the Director's designees.

The college, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings.

Intoxicated or Drunken Behavior

Intoxicated behavior that endangers self or others, or brings discredit to the college is prohibited. Intoxicated behavior is considered a violation of the campus alcohol policy on page 35. (See *Residence Hall Guide for Incapacitation Policy in effect in the Residence Halls, college apartments, and college-sponsored activities.*)

Missing Student Policy

Northwest College takes student safety seriously. It is the policy of Northwest College to actively investigate any report of a missing student living in on-campus housing as either a part-time or full-time student. The following policy and procedure has been established to assist in locating Northwest College students living in College owned on-campus housing, who based on the facts and circumstances known to Northwest College, Northwest College has determined to be missing.

- I. All students living in on-campus housing (Ashley Hall, Cody Hall, Colter Hall, Lewis and Clark Hall, Simpson Hall, Trapper Village Main Apartments and Trapper Village West Apartments) must identify and provide confidential contact information. Students must register this confidential contact information at the beginning of each semester by completing the **Emergency Notification Card** when checking in to your assigned residence hall or apartment. This policy will also be available on-line by going to the Student Handbook link. Each student will be responsible for keeping the confidential contact information updated and current. A student living in on-campus housing will not be considered missing if they have provided information about their

intended whereabouts. A student living in on-campus housing will not be considered missing if they are gone during recognized College holidays and/or breaks. The security of the contact information will be maintained by the Residence Life Office.

2. Any report of a missing student, from any source, should immediately be directed to Campus Security (754.6067) and the Director of Residence and Campus Life (202.0898). Once this is reported, the Vice President for Student Affairs (754.6100) will be notified immediately and will implement the following steps:
 - The Campus Security Officer and/or Director of Residence and Campus Life will initiate an investigation to determine the validity of the missing student report.
 - Make a determination as to the status of the missing student.
 - Notify the individual identified by the missing student as their emergency contact within 24 hours of making the determination that the student is missing (this applies to students that are emancipated or eighteen (18) years of age or older).
 - If the missing student is *under the age of eighteen (18)*, notify the student's custodial parent(s) or guardian(s) as contained in the records of the College within 24 hours of the determination that the student is missing.
 - Notify the Powell Police Department within 24 hours after determining that the student is missing.
 - During this initial process, the Vice President for Student Affairs will notify the College President and the other three (3) Vice Presidents.

Upon notification from any

entity that a student may be missing, Northwest College may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

Through the Residence Life Office, the Resident Director (RD) or Resident Assistants (RA) may be asked to assist in physically locating the student by Keying into the student's assigned room or apartment (following the procedures outlined in the housing and apartment guides) and talking with known associates.

- Security may search on campus public locations to find the student (library, dining hall, etc.).
- The Vice President for Student Affairs may issue an ID picture to assist in identifying the missing student.
- The Vice President for Student Affairs (or Vice President's designee) may try to contact known family, friends, or faculty/staff members for last sighting or additional contact information.
- Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- Campus security may access vehicle registration information for vehicle location and distribution to authorities.
- Computing Services Department may be asked to look up e-mail logs for last login and use of Northwest College e-mail system.

If there is any indication of foul play, the Campus Security Officer will notify the Powell Police Department for immediate assistance.

Misuse of Electronic Devices

Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college owned or college operated

facility. Abuse of cellular devices with photographic capabilities, for purposes of photographing test questions or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, locker rooms and other areas where there is a reasonable expectation of privacy, and/or taking photographs of any person without expressed permission is strictly prohibited.

Noise

Students must realize that in a community setting, and especially in an academic environment, consideration for others is a very important factor. While some amount of noise is bound to occur, students who consistently infringe on the rights of others by maintaining unacceptable noise levels will be subject to disciplinary action. Students are expected to comply with all designated quiet areas and hours.

On-Campus Living Requirement

Contact the Residence and Campus Life Office or the Admissions Office.

Parking

Cars illegally parked in handicapped spaces, fire lanes, or designated spaces are subject to being ticketed or towed at personal expense. Resident students are required to register their cars at the time of check-in and to park in designated lots on campus.

Property Damage or Theft

Students responsible for the damage, destruction or theft of college or personal property are subject to one or more of the following: prosecution for criminal charges, paying the cost of repair, replacement or recovery of the property; and/or college disciplinary action.

Representing the College

A student or groups of students may represent the college with authority

from the college (e.g. *the chair of the appropriate department, the advisor of an organization, etc.*). Otherwise students must not use the name of the college to imply college endorsement of private activities or business endeavors. Individuals, students, or organizations may not use either college business telephones or addresses for private business endeavors.

Residence Hall Rules and Regulations

Students, and/or visitors, who live in or visit the residence halls and college apartments are expected to abide by all regulations specified in the Housing Contract & Housing Guide, the Residence Hall Handbook, and the Trapper Village Apartment Handbook. These guides are available from Residence and Campus Life or by contacting any member of the residence hall staff.

Retaliation

Retaliation is any conduct which serves as a reprisal with the intent of causing physical or psychological pain to an individual who has initiated a complaint (any violation of the General Code of Student Conduct) with the institution. Retaliation includes, but is not limited to, unwelcome or repeated contacts by telephone, by letter, by electronic communication, in person, or by third party; damaging or vandalizing personal property; offensive acts/gestures; overt threats, whether or not they were actually carried out; or any conduct that would instill fear and trepidation in the victim.

Sexual Assault and Rape

See Sexual Assault and Rape Policy on page 37.

Sexual Harassment Policy

See an overview of the Sexual Harassment Policy on page 40.

Smoking Policy

Adopted by the

Board of Trustees March 9, 1992.

Northwest College is a non-smoking campus. This means that, except as designated otherwise by the Administration, smoking is prohibited in all college buildings. Smoking is allowed outside all college buildings.

Stalking, Harassment and Hazing

Stalking includes, but is not limited to, purposely or knowingly causing another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly following the stalked person or harassing, threatening, or intimidating the stalked person, in person or by mail, by electronic communication or any other action, device, or method.

Harassment includes, but is not limited to, verbal, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:

- is threatening or carries with it the intention to do mental or physical harm, or
- substantially interferes with a person's exercise of his/her responsibilities as a student, faculty or staff member.

Hazing includes, but is not limited to, any conduct or method of initiation, admission or condition of continued membership in any student organization which:

- endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment, or

- destroys, vandalizes or removes public or private property.

Student Elections

Tampering with the election of any recognized student organization is prohibited.

Other College Policies

Violations of any other published college policies or regulations regarding student conduct including, but not limited to those published in the student handbook, college catalog, class schedule, and campus housing handbooks.

Other Misconduct

Any other conduct not included above, which adversely affects either the function of the college or the educational pursuits of the members of the college community.

ALCOHOL & DRUG POLICIES

Northwest College has a responsibility of maintaining an educational environment conducive to academic achievement and of assisting students to be successful. The use and abuse of alcohol and other drugs interfere with students' educational goals and have led to academic and social failure among some Northwest students. This phenomena is not unique to Northwest. It is a nationwide problem that affects all colleges and universities. Northwest is therefore committed to facilitating a drug-free learning environment. The college will adhere to an agenda featuring ongoing alcohol and drug educational programs designated to educate students on alcohol and drug related issues and healthy alternatives. College sponsored student activities will never feature alcohol or drugs on or off campus. Students are responsible for complying with provisions of Wyoming law that make it a crime to possess, sell, deliver

or manufacture those drugs designated collectively as controlled substances. Any student who violates that law is subject to prosecution and punishment by the civil authorities and to disciplinary action by the college.

Alcohol Policy

Northwest College is an alcohol-free campus.

Regardless of age, you are in violation of Northwest College's alcohol policy:

- if you are on college property and found in the immediate area where alcohol is present, whether consuming it or not.
- if you are on college property and under the influence of alcohol and/or exhibiting intoxicated behavior.
- if you are on college property and have alcohol in your possession.

It is a violation of Northwest College's alcohol policy if you are at an off-campus, college-sponsored event, while under the legal drinking age and (subject to the discretion and the direction of the trip supervisor):

- in possession of alcohol.
- under the influence and/or exhibiting intoxicated behavior.

In order to be consistent with our policy on alcohol and education, the following is the minimum sanction that will occur for alcohol violations on campus or at college sponsored functions or trips.

POLICIES AND PROCEDURES

First Violation: Students will be issued a letter of warning that they are in jeopardy of losing certain campus privileges, and are required to attend an alcohol education program sponsored by the college. (***BASICS** is a short program ideally suited for people who drink in ways that are potentially harmful, but who are not considered dependent on alcohol*). All students required to attend the program are charged \$100. The letter of warning will provide information

regarding scheduling the individualized program. Failure to schedule and follow-through on this mandatory program will result in an additional \$100 charge being assessed to your student account. **Students will still be required to complete the mandatory program. Continued failure to comply may result in disciplinary suspension.**

Second Violation: The student may be placed on Disciplinary Probation, and assessed a \$125 fine. The significance of probation is that the student may be suspended or prohibited from participating in or attending college sponsored activities or restricted from entering designated buildings on campus. If there are any other violations of the alcohol policy, the student may also be required to complete a college community restitution project.

Third Violation: The student may be placed on disciplinary suspension, prohibited from participating in or attending college sponsored activities, or restricted from entering designated buildings on campus. The student will also be assessed a \$150 fine. The disciplinary suspension will be for the remainder of the semester and will remain in effect until the sanctioning official lifts the suspension. The student will also be required to complete a college community restitution project.

Drug Policy

Northwest College is a drug-free campus. No student shall possess, consume or distribute controlled substances on the campus of Northwest College, at college sponsored activities or on college sponsored trips. Controlled substances are defined by State of Wyoming statutes and federal laws. These include those categories often known as cannabis, acids, hallucinogens, barbiturates, amphetamines, narcotics or the illicit use of prescription drugs.

Regardless of age, you are in violation of Northwest College's drug policy:

- if you are on college property and found in the immediate area where drugs are present, whether having consumed (consuming) them or not.
 - if you are on college property and under the influence of drugs and/or exhibiting drug-related behavior.
 - if you are on college property and have drugs in your possession.
- It is a violation of Northwest College's drug policy if you are at an off-campus, college-sponsored event, and:
- in possession of drugs and/or drug paraphernalia.
 - under the influence of and/or exhibiting drug-related behavior.

Students found to be in violation of alcohol and/or drug policies may appeal the sanctions to the appropriate individual or Student Appeals Board.

Students are responsible for complying with provisions of Wyoming law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as controlled substances. Any student who violates that law is subject to prosecution and punishment by the civil authorities and to disciplinary action by the college. Disciplinary action taken by the college may be one or more of the disciplinary sanctions listed under "Sanctions for Violations of General Code of Student Conduct" found on page 40 in this handbook, including expulsion from the college. Any student voluntarily seeking assistance with a drug-related problem is encouraged to do so and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through the college Student Success Center, Student Health Services, the Residence Hall Staff, the Campus Safety and Security Officer, or the Chemical Dependency Center.

Students found to be in violation of alcohol and/or drug policies may

appeal the sanctions to the appropriate individual or Student Appeals Board.

SEXUAL ASSAULT & RAPE POLICY

Augmenting the Campus Security Act of 1990, the Higher Education Amendments of 1992 impose new requirements for preventing, reporting, and investigating sex offenses that occur on campus. By implementing the following policy and procedures, Northwest College openly recognizes the need for enhanced efforts to reduce sexual offenses.

Northwest College cannot guarantee a risk-free environment, but we hope the incidence of rape and sexual assault can be reduced through these efforts. Most sexual offenses on campus are committed by individuals known to the victim through an acquaintance or dating relationship, so a truly safe campus can be achieved only through shared knowledge, attitudinal and behavioral changes, and the cooperative effort of all students, faculty, and staff.

Northwest College recognizes that sexual assault and rape are under-reported crimes among college students nationally as well as locally. Northwest College will not tolerate sexual assault or rape and recognizes both an obligation to, and a benefit in, preventing sexual violence and providing support services to all students affected by such abuse. Sexual violence has no place in a community dedicated to fostering academic, community, and personal growth.

Definition and Background Information

A forcible sexual offense is defined as any sexual act directed against another person, forcibly and/or against that person's will; or, if not forcibly or against the person's will then when the victim who because of youth, mental disease, or intoxication is incapable of giving

consent and is unable to make a reasonable judgment concerning the nature of or harmfulness of the activity. This policy applies to groups as well as to individuals. This definition includes acts as defined by the Wyoming Statutes.

Nationally respected surveys of college students reveal that one in four college women in America has been a victim of rape or attempted rape. The prevalence of sexual assault to men may be as high as one in ten. Thirty-five percent of male students have indicated that they would rape if they could get away with it, while one in twelve male students report having committed rape. The most common form of sexually coercive behavior is ignoring “No.”

Statistically, freshman women are at highest risk. Most sexual assaults involve alcohol or drugs and are committed by someone the victim knows as an acquaintance. Most sexual assaults are never officially reported because they are not recognized as assaults and because victims blame themselves for the assaults. For these reasons, sexual assault is different from other misdemeanor/felonies. Programs to prevent and respond to sexual assault must recognize this difference.

What Should You Do?

What should you do if you are a victim of sexual assault?

- Get help quickly.
- Do not douche, bathe or change clothes until you have talked with a professional resource person listed under “Reporting Sexual Assault” in this policy.

What if someone you know is sexually violated?

DO FOLLOW THE TWO ABOVE MENTIONED STEPS THEN:

- be supportive
- share your feelings
- listen
- communicate that your friend isn't

responsible for the violation

- make sure he or she has a safe place to stay
- realize that you, too, have been affected and seek counseling if necessary
- allow your friend to regain control by making his or her own decisions
- make yourself available to accompany your friend to the hospital or a counseling center

DON'T:

- attempt to seek revenge
- make jokes
- be angry with your friend
- force your friend to talk
- ask your friend how he or she could have “let this happen”
- assume you can understand how your friend feels
- take control
- discuss the incident with others unless you have permission from the victim

Reporting Sexual Assault

Northwest College recognizes the importance of officially reporting all crimes and, in particular, sexual assault, and provides assistance with reporting. The college also recognizes that reporting is different from pressing charges. The college also recognizes the importance of supporting the victim in whatever choices she/he makes in regard to pressing charges. Services are available to help victims even if they choose not to press charges.

The Student Success Center, located in the lower level of Colter Hall, and Crisis Intervention Services, located in the Park County Annex, are the central reporting offices for sexual assaults. Victims are informed of their full range of reporting options and of the importance of preserving evidence. The Student Success Center or Crisis Intervention Services will refer the victim directly to the Powell

Police, or provide any other assistance the victim wishes in reporting, if the victim chooses. All faculty and staff are directed to refer victims to counselors for immediate support.

Sexual assaults must be officially reported to the Powell Police by the victim if the victim wishes to press criminal charges. A victim wishing to pursue college disciplinary sanctions must file a student conduct complaint with the Vice President for Student Affairs, Vice President for Administrative Services or the Residence and Campus Life Director if the incident occurred on campus or involved students living on campus.

Criminal and Disciplinary Proceedings

A student charged with sexual assault on campus or at college-sponsored events can either be prosecuted under Wyoming statutes and/or disciplined under the College Student Conduct Code in the Student Handbook. The Student Conduct Code disciplinary action may be applied to off-campus sexual assault under circumstances indicating a continuing direct and serious threat to safety of individuals on campus. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action. Possible sanctions include suspension, expulsion, counseling, educational sessions, and other sanctions described in the Student Conduct Code. The victim and the accused have the rights guaranteed by the Student Conduct Code which include the right to confidentiality and the right to due process.

Northwest College makes no attempt to shield members of the campus community from the law, nor does it intervene in legal proceedings against a member of the community. Membership in the campus does not exempt anyone from local, state, or federal

laws, but rather imposes the additional obligation to abide by all of Northwest College's policies and regulations.

In adjudicating specific cases of alleged sexual assault where allegations are made against college officers, employees, or individuals otherwise closely associated with the college, the institutional Grievance Officer will be contacted.

College Services

Resources available to students affected by sexual assault (i.e., the victim, the accused, and third party persons) include medical, counseling, alcohol/chemical dependency treatment, investigation by the Powell Police, assistance with living arrangements through Residence and Campus Life, assistance with academic arrangements and with conduct code sanctions through the Office of the Vice President for Student Affairs or the Residence and Campus Life Director.

Student Success Center	754.6135
Student Health Center	754.6442
Powell Police	754.2212
Director of Residence and Campus Life	754.6412
Vice President for Student Affairs	754.6102
Campus Safety and Security Officer	754.6067
Student Grievance Officer	754.9856

Educational resources about sexual assault, safer sex, campus security, and alcohol use and abuse are available to the campus community and are extended particularly to high risk groups. The Drug and Alcohol Policy and the Sexual Assault and Rape Policy are outlined in the Student Handbook. Campus Security information and crime statistics as required by the Campus Security Act are made available annually to every member of the campus community, and can be viewed at northwestcollege.edu/life on

the campus security page.

Northwest College cannot guarantee a risk-free environment, but the campus community is committed to full enforcement of this policy by providing educational and prevention programming and services, by investigating and adjudicating all officially reported assaults, and by offering assistance to survivors of sexual assault.

Notice of Wyoming Sexual Offenders Registry

Northwest College provides the following information regarding convicted sexual offenders living in Park County. This information is provided in compliance with the Higher Education Act of 1965, as amended. The material presented on the following Web site is maintained by law enforcement agencies within the State of Wyoming and is not the property of Northwest College. The Web site address is http://attorneygeneral.state.wy.us/dci/so/ counties/so_park.html.

For further information about the data contained on this site, please contact the Wyoming Department of Criminal Investigation.

Department of Criminal Investigation
316 West 22nd Street
Cheyenne, WY 82002
Phone—307.777.7181 • Fax—307.777.7252

Other Sources of Assistance

Crisis Intervention Services offers assistance to domestic violence and sexual assault victims. Cedar Mountain Center also provides alcohol/chemical dependency treatment.

Crisis Intervention Services 754.3737
(24-hour crisis line)
Cedar Mountain Center 578.2421

SEXUAL HARASSMENT

Northwest College affirms that its students, faculty and staff have a right to be free from sexual harassment by

any member of the college community. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects or interferes with an individual's work performance or creates an intimidating, hostile or offensive environment. Any student who is experiencing sexual harassment in their classes, campus living environment, campus activities, programs or work setting may seek assistance in resolving the situation through the Vice President for Student Affairs. Students may also seek resolution through the Vice President for Academic Affairs or the Residence and Campus Life Director. Additional disciplinary procedures may be followed as stated in the Student Code of Conduct.

SANCTIONS FOR VIOLATIONS OF GENERAL CODE OF STUDENT CONDUCT

The purpose of sanctions is to enforce policies, rules and regulations. All designated college officials may issue and enforce sanctions. The sanction imposed depends upon the particular circumstances of each case.

- Violators of policies will be subject to sanction.
- A student's conduct history will be considered in determining a sanction. Repeated violations of policy (different or the same ones) may result in a cumulative effect for sanctioning. Thus, continued violations of policy may result in more severe sanctions and may eventually result in the removal of the student from the college.
- Sanctions may be imposed singly or in combination.
- Student failure to fulfill the terms of

an imposed sanction may result in a more severe sanction.

- When an element of restitution is possible, it is expected and required, not as a substitute for, but in addition to a sanction.
- If the designated college official believes the student will benefit from an alternative course of action to the sanctioning process, (e.g., referral for counseling) some sanctions may be imposed and then deferred. If the student fails to follow through with alternative options proposed, or is involved in a new infraction during the deferral period, the deferral may be removed.
- The college reserves the right to inform parents, guardians or immediate family, of students who are found to be in violation of alcohol and/or drug policies or who are of harm to self or others.

TYPES OF SANCTIONS

Letter of Warning

This is the minimum sanction issued to a student found to have engaged in misconduct. This sanction may not be deferred.

Educational Session

Attending an educational session may be imposed in lieu of, or in addition to other sanctions given. This sanction may not be deferred.

College Community Restitution Project

A student may be required to complete a supervised College Community Service Project. Results of this project are placed in a student's disciplinary file. These are scheduled on Saturday mornings from 8 a.m. to Noon (dates TBA). This sanction may not be deferred.

Fines

Fines may be imposed when appropriate. This sanction may not be deferred.

Restitution

Restitution may be imposed for property damage or loss, or for personal injury.

Dismissal from Residence Halls

This sanction means that a student must check out of the residence hall within 48 hours of receiving notice, and may not apply for re-admittance for a specified period of time (*but not less than one semester*). The Residence and Campus Life Director reserves the right to waive the 48 hour dismissal time in cases of violent or threatening behavior. In addition, the student may be barred from visiting one or all of the residence halls for a stated period of time. Students "dismissed" from the residence halls are not eligible for room and board refunds or dining hall usage, and may also be expelled from the college. This sanction may be deferred.

Disciplinary Probation

This indicates that the student's continued enrollment at Northwest College is conditional for a specified period of time. It requires the student to demonstrate that she/he can act in a manner consistent with college standards.

In addition, the hearing officer or board may impose specific restrictions or obligations on the student. Examples of restrictions include, but are not limited to: restricting participation in college activities such as athletics, dances, performing groups, and elected or appointed student offices. Examples of obligations include, but are not limited to, informing faculty or other advisers about the probation, and requiring attendance at specified meetings or educational sessions.

Should the student fail to fulfill

specified conditions, the student shall be subject to further sanction(s).

Disciplinary Suspension

The Vice President for Student Affairs (or the Vice President for Academic Affairs in matters of academic dishonesty) or an appointed college official, may impose disciplinary suspension. (See the section of *Academic dishonesty for more details.*)

Written notification will be provided to the student regarding the conditions to be met for consideration for reinstatement and/or describe the timeline of the investigation that could lead to a permanent suspension. Notification will be hand-delivered by a college official. (*Off-campus mail that cannot be hand delivered will be mailed to student's last known permanent address.*)

Suspension may terminate any or all of the following until a stated condition(s) is met:

- enrollment
- housing contract
- meal plan
- class attendance
- participation in any college activities
- presence on college property when reasonable cause exists to believe the student poses a threat to self, others or property, or a threat to disrupt college functions or activities.

A student who has been suspended for violating the General Code of Student Conduct or the Academic Code of Conduct may be reinstated to good standing at the end of the suspension period if all stated conditions are met. The student must apply for reinstatement in writing to the Vice President for Student Affairs (or the Vice President for Academic Affairs in matters violating the Academic Code of Conduct).

Readmission is not guaranteed.

Students suspended from the college are required to pay all college expenses

owed for that semester. Refunds for tuition and/or room and board will not be issued.

Withdrawal

If it is still within the official withdrawal period and the student chooses to withdraw, the student will be advised that the withdrawal will not cause the case to be dropped and that normal review procedures may be continued and his/her right to further enrollment determined.

Expulsion

Expulsion terminates a student's enrollment and their right to future enrollment. Only the Vice President for Student Affairs, and the Vice President for Academic Affairs (*in matters violating the Academic Code of Conduct*), with prior approval of the President of the college, may expel a student. Notification will be hand delivered by Campus Resource Officer or other college official. (*Off campus mail that cannot be hand delivered will be mailed to student's last known permanent address.*)

Students expelled from the college are required to pay all college expenses owed for that semester. Refunds for tuition and/or room and board will not be issued.

Other Sanctions

Other sanctions may be imposed instead of or in addition to specific sanctions listed in this section. These include but are not limited to fines, restricted access to certain places or people on campus, participation in counseling as a condition to request a return to campus, and/or loss of privileges. Any such sanctions shall be provided in writing in a timely manner to the student by the appropriate vice president.

RECORDS OF SANCTIONS

- The Vice President for Student Affairs Office maintains violation of the General Code of Student Conduct records. A copy of the written notification and conditions to be met will be placed in the student's permanent file.
- The Vice President for Academic Affairs Office maintains violations of Academic Code of Conduct records. Should the student receive a sanction, a copy of the ultimate decision will be placed in the student's permanent file.
- The Residence and Campus Life Office maintains violations of the Residence Life Policies records.

GENERAL CODE OF STUDENT CONDUCT PROCESS AND PROCEDURES

When a student(s) violates the General Code of Student Conduct, the college will assert its disciplinary authority. In addressing disciplinary concerns, Northwest College supports the concept of administrative and college community review. This means that situations which violate college policies, rules, and regulations will be handled by administrators, students, and faculty members drawn from within the college community. The Student Conduct System seeks to provide a fair and equitable process for reviewing and responding to such incidents.

The General Code of Student Conduct system is not based on a judicial model, but its procedures have been developed to ensure that a student involved in any disciplinary matter is treated with fairness and in a manner consistent with other students. Review meetings with hearing officers and the Student Appeals Board are designed to give all parties the opportunity to identify concerns, explain perceptions,

explore behavior and hear suggestions. The emphasis is placed on student behavior and its relationship to commitments and responsibilities inherent in accepting membership in the college community.

Inherent in the General Code of Student Conduct system is an element of flexibility which enables the college to address core issues of behavior. Since each student is an individual, each incident will be handled individually. Each person may not receive the same sanction for a similar policy violation, but each sanction given will be within a framework of consistency and fairness.

In order to find that a student has violated a standard of conduct, the burden of proof required is a preponderance of evidence, i.e. does the evidence demonstrate that it is/was more likely than not that the conduct occurred. Any relevant evidence may be considered if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.

Administration of the General Code of Student Conduct System

In matters of safety and security, final responsibility for determining appropriate disciplinary standards rests with the Vice President for Student Affairs. The administrative responsibility for the General Code of Student Conduct system also includes the Residence and Campus Life Director in discipline issues occurring in or involving campus residential facilities. Questions regarding policies, rules, regulations, and all aspects of the Student Conduct System should be addressed to the Vice President for Student Affairs, the Residence and Campus Life Director, or the Student Grievance Officer.

Student Conduct Complaints

Any student, staff or faculty member may submit a written complaint when a student's conduct appears to be in

violation of college policies, rules or regulations. Complaint forms are available from the Residence and Campus Life Office, Residence Hall staff members, or the Vice President for Student Affairs' Office.

A written description of the observed misconduct should be submitted on the complaint form to the Residence and Campus Life Director or the Vice President for Student Affairs, within 48 hours of the incident (*excluding weekends and holidays and extenuating circumstances*).

The appropriate Vice President or Director reviews the incident report and determines the type of review meeting most appropriate to the situation. This determination is usually based upon, but not limited to, the nature of the incident, prior student conduct history, and existing sanctions against the student.

The appropriate Vice President or Director informs the person(s) involved that his/her name appears on a complaint form, and schedules an administrative review meeting. This is usually accomplished by sending a letter through campus or U.S. mail.

Student Conduct Procedural Review

The purpose of a procedural review is to determine whether a student has failed to follow the standards governing student conduct. Procedural review components include:

- reading complaint reports and determining whether, or to what extent, students were involved in the reported misconduct
- assisting students toward responsible conduct
- determining appropriate sanctions when necessary
- enforcing the sanctions imposed

A. Disciplinary action may be initiated by a written complaint filed by any member of the college community

within 48 hours of the alleged violation of the General Code of Student Conduct (*excluding weekends, holidays, and extenuating circumstances*).

Complaint forms are available in the Vice President for Student Affairs Office, the Residence and Campus Life Office, or from Residence Hall staff members. The complaint must be filed with Vice President for Student Affairs (or Designee) or the Residence and Campus Life Director (*if the issue occurred in campus housing or where campus housing policies are involved*).

The written complaint shall contain a concise statement of the offense including dates, places, witnesses and others involved.

B. The Vice President (or Designee) or Director will inform the student(s) that his/her name appears on a complaint form and schedule a procedural review with those involved in the incident to determine the facts. The Vice President (or Designee) or Director, upon reviewing the complaint, will determine the type of review meeting(s) which is most appropriate to the situation. The intent is to handle the review using discussion, counseling, mediation, and other informal techniques. The Vice President (or Designee) or Director may ask questions to determine what occurred, why it occurred, how it may be perceived by others, and whether the behavior fits within the college's standards.

C. During the review meeting(s) the student will be informed of the charges and the evidence against him/her, and have the opportunity to offer verbal and written information on his/her behalf. The student has 48 hours from the time he/she is informed of the charges and the evidence to submit any written statements he/she wishes to be considered.

D. The student may request witnesses to speak on his/her behalf at a review meeting. The Vice President (or Designee) or Director may invite as witnesses, persons who submit-

ted the complaint report or other persons whose names appear on the complaint report. The student subject to discipline may request the Vice President (or Designee) or Director to require the attendance of witnesses including the person filing the report and may question any witness present at a review meeting. Students named on a complaint report are entitled to be present at all times during the meeting when the Vice President (or Designee) or Director is receiving information from witnesses.

- E. When more than one student is named on a complaint report, the Vice President (or Designee) or Director may consider each student's involvement separately and exclude the other students from the meeting for a period of time. If new information is shared during this time, the other students shall hear all information shared concerning their misconduct, and have an opportunity to respond to that information before the hearing officer makes a final decision.
- F. A Student Conduct Procedural Review is an institutional process, therefore, legal counsel is not permitted at review meetings.
- G. The Vice President for Student Affairs (or Designee) will be empowered to impose any of the sanctions for misconduct, and the Residence and Campus Life Director will be empowered to impose any of the sanctions for misconduct listed in the campus housing handbook. Decisions will be made by the Vice President (or Designee) or Director and confirmed in writing to the student(s) subject to discipline within 48 hours, excluding weekends, holidays and extenuating circumstances, following the final review meeting.
- H. *Appeals for Student Conduct Cases* – A student who is sanctioned because of violations of General Code of Student Conduct will have the right to appeal

the decision to the appropriate individual or the Student Appeals Board within 48 hours.

- 1. A student conduct appeal is not a rehearing. New information concerning the incident itself is not considered. If new information becomes available after the original review, the original hearing officer shall reconsider the incident in light of the additional information.
- 2. Grounds for student conduct appeal are limited to two categories:
 - a. Lack of a fair review.
 - b. Severity of sanction.

The appeal process may only be initiated by a student who has been found in violation of a policy, rule, or regulation. The sanction imposed shall be deferred while a student is involved in the appeal process (*with the exception of disciplinary suspension or expulsion*). If the original sanction is upheld, it shall be effective as of the date set at the original review meeting. If the appeal process reverses or changes the sanction in any way, the new finding will be effective as determined by the appellate officer or body.
- 3. Levels of Appeal
 - a. Decisions rendered by Resident Directors (*See campus housing handbook for an explanation of the procedures involving decisions by Resident Directors.*)
 - First level of appeal—
Residence and Campus Life Director
 - Second level of appeal—
Vice President for Student Affairs (or Designee)
 - b. Decisions rendered by Residence and Campus Life Director
 - First level of appeal—
Vice President for Student Affairs (or Designee)
 - Second level of appeal—
Student Appeals Board
 - c. Decisions rendered by the Vice President for Student Affairs (or

Designee) are appealed to the Student Appeals Board, which represents the final disciplinary authority for Northwest College.

See “Student Appeals Board Process and Procedures” on page 55 or view online at northwestcollege.edu/life.

NON-ACADEMIC STUDENT COMPLAINTS

This procedure is designed to provide the opportunity for students to resolve complaints within the college by outlining steps to follow. Students are encouraged to make every effort to resolve problems on an informal basis. The college will make every effort to insure that problems are fully explored while the privacy of the individuals involved is respected.

If students involved need clarification of the process, they are encouraged to seek guidance from the NWC Grievance Officer, the Vice President for Student Affairs, the Residence and Campus Life Director, or counselors in the Student Success Center. After notifying concerned parties in writing, extensions to any time line may be made by the appropriate administrator reviewing the complaint.

If the problems or difficulties cannot be resolved through the *Informal Non-Academic Student Complaint Procedure*, the student may use the *Formal Non-Academic Student Complaint Procedure* which will end with a decision made by the appropriate Vice President if it is not resolved at a lower level.

DEFINITIONS –

“Working days” – any day, Monday through Friday, the college campus is open.

“Complainant” – the student with the complaint.

“Respondent” – the person against whom the complaint is made.

INFORMAL COMPLAINT PROCEDURES –

The informal complaint procedure is a *verbal* process which must be started within two weeks (*ten working days*) from the date of the alleged event. Students may initiate informal complaints concerning any decision or action related to campus life which they consider unfair and which is *not* addressed by the following:

1. General Code of Student Conduct
2. Instructional Complaint Procedure

STEPS –

Step 1. It is strongly recommended that the complaint be discussed initially between the persons involved since most misunderstandings and problems can be resolved in this manner. The college Grievance Officer or a person acceptable to both parties as a mediator is strongly suggested as a means of successfully resolving issues at this level through discussion and compromise. If the complainant genuinely believes there is a communication barrier between the parties involved, the mediator can communicate the complaint to the respondent. The mediator will secure a written information release from the complainant before proceeding.

Step 2. If the complaint is student to student and the complainant is unable to resolve the problem on a one-to-one basis, the complainant should take the complaint to the Vice President for Student Affairs or the Residence and Campus Life Director with issues occurring in or involving residential facilities. If the complaint is against a college staff member, the complainant should be taken to the appropriate department director. If the complaint involves a director, the complainant should notify the appropriate vice president.

The appropriate administrator will consider information as to the nature of the complaint, the identity of any individuals involved and the actions taken, thus far, by all involved parties to resolve the complaint.

The administrator considering the information will have ten working days to attempt to resolve the complaint. A written record will be kept by the administrator who is involved with resolving the complaint.

If the above steps do not result in a solution, the complainant may file a formal written complaint, which will be processed according to the Formal Complaint Procedure outlined below.

FORMAL COMPLAINT PROCEDURES –

If the complainant has been unable to resolve a complaint or problem using the Informal Grievance Procedure, the complainant may proceed with the steps below.

There are a maximum of two steps for a formal complaint which is a *written* process. The first step is filing a written statement with the appropriate director. If this is unsatisfactory, the second step is filing a written statement with the appropriate vice president. The decision of the appropriate vice president is final.

STEPS –

Step 1. The Formal Grievance Procedure begins with a written statement which must be filed within ten working days after the failure to resolve the complaint informally.

The written statement from the complainant shall contain the following:

1. A concise statement of the grievance, including:
 - a. a description of the alleged events and action(s) of all parties involved,
 - b. the date of the alleged occurrence,
 - c. the place of the occurrence of the alleged events, and
2. The relief or remedy sought by the complainant.

3. Solutions which were proposed and why they were unacceptable.

In reviewing the complaint, the appropriate director shall request written statements from the respondent or anyone else involved. These individuals have five working days after the date the request is received from the appropriate director to submit any written statements they wish to be considered. The reviewing director also has the right to request additional information.

A copy of the written decision of the director will be sent to the complainant and respondent within ten working days of the receipt of all pertinent information (*including face-to-face interviews if necessary*).

If the complaint involved a director, the written statement should be submitted to the appropriate vice president by the complainant within ten working days following receipt of the written decision: **Step 2.** If the complainant or respondent are not satisfied with the written decision of the appropriate director, the following shall be submitted to the appropriate vice president within ten working days following receipt of the written decision:

1. The original, written statement of the complaint,
2. The written decision of the director,
3. A written statement explaining why the complainant or respondent is dissatisfied with the decision of the appropriate director.

Any written statements from other parties, which may have been obtained by the reviewing director, will be forwarded to the vice president by the director.

The vice president shall respond with a written decision to the complainant and respondent within ten working days of the receipt of all pertinent information (*including face-to-face interviews if necessary*). The decision of the vice president is final as pertains to the complaint process.

ACADEMIC CODE OF CONDUCT

Northwest College is committed to creating and maintaining an environment of academic honesty. It is the faculty's responsibility to affirm the importance of academic integrity and to try to educate students as to standards of academic behavior. Northwest College expects each faculty member to

- foster a respect for learning,
- treat students with individual attention and consideration,
- provide an environment of trust in the classroom,
- clarify expectations for students,
- develop fair and relevant forms of assessment,
- reduce opportunities to engage in academic dishonesty,
- challenge academic dishonesty when it occurs, and
- help define and support campus-wide academic integrity standards.

Students, too, bear the responsibility for academic integrity. Northwest College expects each student to

- learn and comply with academic expectations,
- display appropriate conduct in classroom situations,
- accept Northwest College's "Student Academic Rights" and "Student Academic Responsibilities," and
- preserve academic integrity by upholding the spirit and letter of the Academic Code of Conduct.

Violations of academic integrity include but are not limited to the following:

- **Plagiarism**—the act of appropriating or sharing (*without acknowledgment*) the ideas, language, symbols, or written work of another and passing them off as the product of one's own mind. In all academic areas, it is imperative that work is

original or that students give explicit acknowledgments for other persons' ideas or language.

- **Cheating**—the act of using or attempting to use, in examinations or other academic work, material, information, computer programs or study aids which the instructor does not permit. Cheating includes but is not limited to using books, notes, or calculators or copying from or conversing with others during an examination (*unless the instructor permits such external aids*); the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; the use of personal relationships to gain grades or favors; or otherwise attempting to obtain grades or credit through fraudulent means.
- **Trafficking**—the act of using, giving, buying, or selling exams, papers, or other class materials for which the student bears responsibility for originality. This may include having someone else do research, write papers, create computer programs, or take examinations; doing research, writing papers, creating computer programs, passing examination answers to, or taking examinations for someone else; or submitting large portions of the same work as part of the academic work for more than one course (*unless permitted by the instructors*).
- **Copyright infringement**—the act of using copyrighted images, videos, words, songs, designs, layouts, illustrations, diagrams, charts, or graphs in violation of Fair Use guidelines or without the explicit permission of the owner.
- **Interfering with the learning of other students**—an important part of the learning process is the discussion of multiple perspectives and differing points of view. Mutual

respect is an essential part of effective discussions and productive classroom interactions. Students who disrupt the ability of other students to learn may be asked by the teacher to leave the classroom. In more serious cases, a student may be asked not to return to class. So, while disagreements and dissent are a welcomed part of classroom interactions, differences of opinion and values need to be expressed in ways that make it comfortable for others to express their ideas as well.

Student Academic Rights

A student has the right to

- be informed of course requirements through a written syllabus;
- be evaluated solely on the basis of his or her academic performance as required by an instructor as part of a course;
- experience reasonable, free and open discussion, inquiry, and expression, both in the classroom and in student/instructor conferences;
- experience competent instruction and academic advisement;
- take exception in a scholarly manner to the data or views presented;
- expect protection against an instructor's improper disclosure of a student's views, beliefs and political associations which may surface as a result of the instructor's teaching or advising;
- expect protection, through established procedures, against prejudiced or capricious evaluation; and
- expect protection against sexual harassment.

Student Academic Responsibilities

A student has the responsibility to

- read the College *Catalog* and become familiar with college policies;
- inquire about program, course, and college requirements if he or she

does not understand them or is in doubt about them;

- adhere to the standards for academic performance established for individual courses and for programs of study;
- conform to the "General Code of Student Conduct" (pages 27-47) during class lectures, discussions, laboratories, and other group activities;
- pursue the appropriate student complaint procedure if he/she believes an instructor has violated his/her academic rights;
- satisfactorily learn the content of any course of study;
- make up missed assignments, if provided for by the course syllabus; and
- understand and meet graduation and other program requirements by reading the *Catalog* and making reasonable efforts to obtain academic advising.

Sanctions for Academic Dishonesty

The college may act upon any violation of the Academic Code of Conduct. Breaches of the Academic Code of Conduct may result in

- a reduced grade for a particular assignment or test,
- a failing grade for a particular assignment or test,
- a failing grade for the course, without the student option of dropping the course,
- if determined to be a student discipline issue, see General Code of Student Conduct (page 27),
- disciplinary probation (page 41),
- disciplinary suspension (page 42), or
- expulsion (page 42).

Administration of the Academic Code of Conduct

Administrative responsibility for the Academic Code of Conduct rests with the Vice President for Academic Affairs

and includes the faculty and division chairs. Questions regarding policies, rules, regulations, and all aspects of the Academic Code of Conduct should be addressed to the appropriate division chair, Vice President for Academic Affairs, or the Student Grievance Officer.

The aim of the Academic Code of Conduct is to provide a fair and equitable process of reviewing and responding to incidents of academic dishonesty. The college does not base this system on a judicial model. The college intends its procedures to ensure that it treats students fairly and consistently. The review meetings and hearings of the system give all parties the opportunity to identify concerns, explain perceptions, explore behavior, and hear suggestions. Northwest College places its emphasis on student behavior and the responsibilities inherent in accepting membership in the college community.

Inherent in the administration of the Academic Code of Conduct is the goal of student learning. Each sanction will be within a framework of academic standards, consistency, and fairness.

In all instances where a potential conflict of interest exists, a suitable substitute will perform the duties of the process. If the potential conflict of interest exists for the Division Chair, then the student may take the matter to another Division Chair or ask the Vice President for Academic Affairs to refer him/her to another Division Chair. If the potential conflict of interest exists for the Vice President for Academic Affairs, then the Vice President will ask another of the college's Vice Presidents to act in his/her stead.

At each stage of the process, the person responsible for a decision will keep a copy of the written decision and the record of any hearings in his/her file.

Should the student receive a sanction, then a copy of the ultimate decision will go in the student's file in the Registrar's Office.

Academic Dishonesty Hearing Procedures (Faculty Implemented)

An instructor who pursues a violation of the Academic Code of Conduct should first seek the advice of his/her Division Chair. If the instructor intends to initiate proceedings that will result in lesser sanctions (*reducing the grade for a particular assignment or test; issuing a failing grade for a particular assignment or test; or issuing a failing grade for the course, without the student option of dropping the course*), then he/she should follow the informal hearing procedures outlined in Step One. If the instructor intends to initiate proceedings that will result in a greater sanction (*disciplinary probation, suspension, or expulsion*), then he/she will follow the formal hearing proceedings outlined in Step Three.

Step One—Informal Hearing with Instructor

An instructor who pursues a violation of the Academic Code of Conduct will meet with the student within 10 working days of becoming aware of the alleged violation. Before the meeting, the instructor should seek the advice of the respective Division Chair and notify the Vice President for Academic Affairs of a pending action. At the meeting, the instructor will inform the student of the charges and the evidence against him/her. After the meeting, the student will have the opportunity to offer verbal and/or written information on his/her behalf within an agreed upon time period. An instructor may take the following disciplinary actions for breaches of the Academic Code of Conduct:

- reduce the grade for a particular assignment or test,
- issue a failing grade for a particular assignment or test, or
- issue a failing grade for the course, without the student option of dropping the course.

After the meeting the instructor will confirm his/her decision in writing to the student within five working days, with a copy of the letter to the Division Chair. If the student is not satisfied with the written decision of the instructor, then he/she proceeds to Step Two.

Step Two—Informal Hearing with Division Chair

If the student is not satisfied with the written decision of the instructor at Step One, he/she may file an appeal within five working days to the instructor's division chair. The student must submit a written response to the instructor's decision from Step One, detailing why the student is appealing. The student may also give the Division Chair any supporting material. The affected instructor will provide a concise written statement of the offense including dates, places, witnesses, and others involved.

In reviewing the appeal, the Division Chair may request additional information from the instructor or anyone else involved. These individuals will have five working days to submit this and any other written information they wish to be considered. The Division Chair also may conduct face-to-face interviews with the student, the instructor, and anyone else involved. The Division Chair will provide a written decision within five working days following receipt of all pertinent information (*including the interviews, if conducted*) but no longer than 15 working days following the receipt of the complaint. The Division Chair will send a copy of his/her written decision to the student and the instructor.

If the student or the instructor is not satisfied with the written decision of the Division Chair, then he/she proceeds to Step Three.

Step Three—Formal Hearing with Vice President for Academic Affairs

The Vice President for Academic Affairs

initiates formal hearing procedures in response to an appeal from Step Two or in response to an instructor's desire to impose a greater sanction (*disciplinary probation, suspension, or expulsion*). When the Vice President for Academic Affairs acts on a case, the intent is to handle it in a hearing using discussion, counseling, persuasion, mediation or other informal techniques. The general conduct of the formal hearing will conform to the "Student Conduct Procedural Review" (page 44).

If a student or instructor initiates the hearing as an appeal from Step Two, then he/she will file the appeal with the Vice President for Academic Affairs within 10 working days of the Division Chair's decision in Step Two. The appeal must include a written statement explaining why the decision from Step Two dissatisfies him/her, copies of supporting material from Steps One and Two, the instructor's written decision from Step One, the Division Chair's written decision from Step Two, and any *new* supporting material.

If an instructor is initiating the hearing in order to impose a greater sanction, then he/she will send the case in writing to the Vice President for Academic Affairs within 10 working days of the alleged violation. The written referral from the Instructor will contain a concise statement of the offense (*including dates, places, witnesses, and others involved*) and a justification for the proposed sanction. Within the same time frame, the respective Division Chair will supply the Vice President with a written document that indicates his/her degree of support for the proposed sanction. The Vice President for Academic Affairs will request a written statement from the student(s) charged with the violation or anyone else involved. These individuals have five working days after receiving the Vice President's request to submit any written statements they wish to be

considered. The Vice President for Academic Affairs has the right to request additional information.

The Vice President for Academic Affairs must conduct the hearing within 10 working days of receiving a request. At the hearing, the student receives in writing the charges and evidence against him/her. The student has the opportunity to offer verbal and additional written information on his/her behalf. The Vice President for Academic Affairs may impose all sanctions including expulsion and/or recommend changes in the instructional area relating to grading, testing, or other instructional procedures. The Vice President for Academic Affairs may uphold, rescind, or decrease sanctions given by the Division Chair. The Vice President sends a written decision to the student, the instructor, and the Division Chair within five working days of the hearing.

For the instructor, the matter ends with the written decision of the Vice President for Academic Affairs. If the student is not satisfied with the written decision of the Vice President, then he/she has the right to appeal the decision through a hearing before the Student Appeals Board. See “Student Appeals Board Process and Procedures” (page 55).

Academic Dishonesty Hearing Procedures (Implemented by Students, Other Faculty, or Staff)

Any student, faculty member, or staff member may submit a written complaint when a student’s conduct appears to violate the Academic Code of Conduct. The person should submit a written description of the observed misconduct to the affected instructor within five working days of the incident.

The instructor reviews the complaint and determines the type of review most appropriate to the situation. This determination usually includes, but is not limited to, the

nature of the incident, prior student conduct, and existing sanctions against the student.

At his/her discretion, the instructor informs the involved student about the complaint and schedules a review meeting. Subsequent action depends upon the outcome of that meeting.

Step One—Informal Hearing with Instructor

- Instructor becomes aware of alleged violation.
- Instructor seeks advice of Division Chair and notifies Vice President for Academic Affairs (VPAA).
- An informal meeting with student is scheduled within 10 days.
- Instructor informs student of charges and evidence.
- Student may offer verbal and/or written response.
- Instructor determines disciplinary action.
- Instructor notifies (*in writing*) student and Division Chair within five days.

If dissatisfied with Step One, proceed to Step Two.

Step Two—Informal Hearing with Division Chair

- Student files appeal with Division Chair within five days (*written appeal*).
- Instructor submits written statement of offense.
- Division Chair may request additional information. Parties have five days to submit.
- Division Chair may conduct interviews.
- After review of all information, Division Chair sends written decision to student and instructor no later than 15 days following receipt of complaint.

If dissatisfied with Step Two, proceed to Step Three.

Step Three—Formal Hearing with Vice President for Academic Affairs*

- Student files appeal with VPAA within 10 days.
- Appeal includes written statement of dissatisfactions with Step Two decision and all supporting materials from Steps One and Two.
- VPAA conducts hearing within 10 days.
- At hearing, student receives written copy of charges and evidence.
- Student may offer additional written or verbal evidence.
- VPAA imposes sanctions, recommends changes, or upholds, rescinds or decreases sanctions within five days.

If dissatisfied with Step Three, student may proceed to Student Appeals Board (see *Student Appeals Board Process and Procedure*).

* Instructor may also appeal to VPAA. (See *Student Handbook for procedure*.)

Instructional Complaint Procedure (Student Implemented)

The purpose of this procedure is to resolve differences which may arise concerning a disagreement between a student and an instructor over instructional incidents. These concerns may relate to a contested grade, an observed violation of the Academic Code of Conduct, harassment, instructional design or delivery, intellectual bias, matters of free speech, etc. The procedure provides for a solution to a situation which can be discomfoting and can impede the instructional process. This procedure permits a student to gain rectification of a human error, elimination of a demonstrated bias, or clarification of an intellectual viewpoint. The procedure encourages an informal solution but allows for due process through a formal complaint.

Northwest College designs its complaint process to resolve complaints through internal administrative channels. If anytime during the complaint the student and instructor convene (*either together or separately*) for a discussion, neither party will be accompanied by an attorney.

In the case of sexual harassment, the student should obtain a copy of the sexual harassment policy available in the Student Affairs Office and follow those procedures.

Step One—Informal Hearing with Instructor and/or Division Chair

The informal complaint procedure is a verbal process which the student must start within 10 working days of the alleged incident or disagreement. During this initial meeting, the student is responsible for explaining why he/she believes an incident has occurred, detailing the problem, and presenting supporting materials (*corrected papers, examinations, projects, etc.*), if appropriate.

Any student who believes that an instructional incident has occurred should discuss the point with the instructor directly during office hours. This face-to-face contact between the affected parties is Northwest College's preferred method of dealing with complaints. The student is welcome to bring an advocate to the meeting (e.g., *a fellow student*). The instructor is responsible for considering the complaint presented by the student and for striving to resolve the difficulty. The student has the obligation of listening to and considering the instructor's viewpoint.

In the event a student is uncomfortable interacting with an instructor, he/she may pursue the informal complaint with the appropriate Division Chair. The Division Chair may meet privately with the student and subsequently with the instructor, or the Chair may schedule and attend a joint meeting with both. The aim of the Division Chair's

involvement is to facilitate informal resolution of the problem.

If the student has a complaint specifically about the conduct of a division chair, the student is encouraged to discuss the point with the Division Chair during office hours or other agreed upon time. In the event a student is uncomfortable interacting with the Division Chair, he/she may pursue the informal complaint with the Vice President for Academic Affairs. The student may also choose to proceed directly to Step Four.

The informal process ends with either the instructor or the Division Chair notifying the student of the problem's resolution. The Vice President for Academic Affairs will not hear an informal complaint about an instructional disagreement or incident unless the complaint is against the Division Chair. The informal process can resolve most misunderstandings and problems. If the outcome of Step One dissatisfies the student, then he/she proceeds to Step Two.

Step Two—Written Appeal to Instructor

If the student cannot resolve a complaint or problem concerning an instructional incident using the informal complaint process described in Step One, the student may file a formal complaint.

The formal complaint begins with the student filing a written statement with the instructor within five working days after the failure to resolve the complaint informally (*the day the instructor or Division Chair notified the student of his/her resolution*). The written statement must contain

- a concise statement of the complaint;
- an explanation of why an instructional incident or disagreement has occurred, accompanied by copies

of corrected papers, examinations, projects, etc. (*if appropriate*) which support this argument; and

- the relief or remedy sought by the student.

The instructor will have five working days to respond to the formal complaint in writing. If the student is satisfied with the result, then the process is done. If not, he/she proceeds to Step Three.

Step Three—Written Appeal to Division Chair

If the student is not satisfied with the written decision of the instructor at Step Two, he/she may file an appeal within five working days to the instructor's Division Chair. The student submits the following in Step Three:

- the written statement of the complaint and copies of the supporting materials at Step Two;
- the written response from the instructor at Step Two;
- a written statement explaining why the decision at Step Two dissatisfies the student, with copies of any **new** supporting material.

In reviewing the complaint, the Division Chair may request a written statement from the instructor or anyone else involved. These individuals will have five working days to submit this and any other written information they wish to be considered. The division chair will provide a written decision within five working days following receipt of all pertinent information (*including face-to-face interviews if necessary*) but no longer than 15 working days following the receipt of the complaint. The Division Chair will send copies of his/her written decision to the student and the instructor.

If the student and instructor are satisfied with the result, then the process

is done. If not, then either party may proceed to Step Four.

Step Four—Written Appeal to Vice President for Academic Affairs

If the written decision at Step Three dissatisfies the student or the instructor, then either party may file an appeal to the Vice President for Academic Affairs within five working days. The complainant must submit the following in Step Four:

- the written statement of the complaint and copies of the supporting materials at Step Two and Step Three;
- the written response from the instructor at Step Two;
- the written response from the Division Chair at Step Three; and
- a written statement explaining why the decision at Step Three dissatisfies the student or the instructor, with copies of any new supporting material.

In reviewing the complaint, the Vice President for Academic Affairs may request all materials gathered by the Division Chair and may conduct face-to-face interviews with any or all parties involved with the complaint. The Vice President must receive any requested statements within five working days. The Vice President may use additional time if necessary to gather and review pertinent information; unless otherwise notified of the reason in writing, the student or the instructor may expect to receive a written decision from the Vice President within 10 working days following the receipt of all pertinent information. The Vice President sends copies of his/her written decision to the student, the instructor, and the Division Chair.

For the instructor, the matter ends with the written decision of the Vice President for Academic Affairs. If the student is not satisfied with the written decision of the Vice President, then he/she has the right to appeal the decision

through a hearing before the Student Appeals Board. See “Student Appeals Board Process and Procedures” (*below*).

General Academic Information

Information on honor rolls, auditing a course, changing classes, class attendance, withdrawing from classes, repeating a class, credit by exam, grading policies, academic amnesty, probation/suspension/dismissal policy, transfer of credit, and degree and graduation requirements is available in the College Catalog.

STUDENT APPEALS BOARD PROCESS AND PROCEDURES

The function of this Board is to hear students’ appeals on actions by the Vice President for Student Affairs and the Vice President for Academic Affairs in behavioral and academic matters as specified in this *Handbook*. The Student Appeals Board will also hear appeals regarding exceptions from academic policy and decisions on academic dismissal.

Only after the student has pursued appropriate channels in behavioral or academic matters and remains dissatisfied with the results, the appeal process may be instituted. This Board will hear Northwest College student appeals only.

The Student Appeals Board is comprised of the Grievance Officer, who serves as chair; three faculty members; two students; and three non-voting members who are the Vice President for Student Affairs, Vice President for Academic Affairs, and a college counselor. The faculty members are appointed by the college President, for three-year staggered terms, on recommendation of the President of the Faculty Organization. The student members are appointed by the Student Senate to serve a one-year term. In

In addition, an alternate faculty person and Senate member will be appointed by their respective organizations. In the event the regular member is unable to attend and a quorum is needed, the alternate will be expected to attend, and have full discussion and voting privileges. Non-voting members may designate substitutes. Any voting member attending a specific hearing must be in attendance for all presentations and discussions in order to cast a vote. The Student Appeals Board meets twice a month to hear appeals and to conduct relevant Code of Conduct business.

Definitions:

Appellant is the student filing the appeal.

Respondent is the College Department or person (i.e., *Vice President for Student Affairs, Registrar, etc.*) responsible for the decision which is being appealed.

A. Appeals Process and Procedure

1. The Appellant must submit a written appeal statement to the Board Chair's office within 48 hours after sanction has been imposed. Appeals of academic policy must be made within one year of the end of the semester for which the policy is being appealed. The written statement will be dated on receipt. For information on how to submit an appeal, contact the Vice President for Student Affairs Office. The Chair will send a copy of this letter to all involved parties.
2. The Board will hear behavioral and academic appeals at the scheduled meeting time following receipt of the written appeal, provided college is in session. The Board Chair may delay the hearing to another scheduled meeting for extenuating circumstances with the approval of both Appellant and Respondent.
3. A copy of the appeal request will be provided at least two working days prior to the hearing to each Board member as well as other involved parties or academic division personnel, and others identified by the Chair.
4. The Appellant has the right to be present for his/her hearing, but need not be present if choosing to waive this right.
5. The Appellant and Respondent may each present supporting documents and three witnesses. Both are responsible for timely appearance of their witnesses.
6. All documents and witness lists presented by the Appellant and Respondent should be copied by them and made available to the other as well as to Board members.
7. Legal counsel cannot represent the Respondent or the Appellant at the hearing, nor can legal counsel be present at the hearing.
8. The appeal meeting is closed, and its deliberations are confidential.
9. A quorum is 3/5 of the voting members. Voting members are the three faculty and two students, with the Chair voting only to break a tie. For an appeal to be granted, three of the voting members must approve a motion to that effect.
10. In the absence of the Chair, the Vice President member of the Board who is least directly involved in the hearing will serve as Chair.
11. The Board will convene and the hearing is called to order by the Chair. The Secretary appointed by Student Affairs is recording secretary and will record the proceedings. The Board reviews the student written appeal. The Appellant is summoned to the meeting and may expand or explain his/her written statement.
12. The Respondent is then summoned to provide information to the Board, absent the Appellant. Witnesses are called one at a time, and respond to questions from Board members. The Appel-

lant and Respondent will have the right to question witnesses in front of the board. The Appellant may make a final statement.

13. The Board enters executive session and discusses the appeal evidence presented, then comes to a decision by majority vote.
 14. The Appellant is verbally notified during the next two working days by the Chair. A written notification of the decision agreed to by the Board will be sent to the involved parties within five working days. The Chair also may share general information with the Respondent in the event that the Board suggests that the department might wish to consider making changes related to current procedures which led to the appeal being filed.
 15. With the agreement of the Appellant and Respondent, some cases may be resolved by distribution of materials to Board members, followed by voting via e-mail.
 16. An official, confidential record of Appeals meetings is to be maintained by the Grievance Officer. A copy of a letter confirming the Board's decision will be forwarded to the appropriate Vice President or other personnel to be placed in either the Appellant's academic or behavioral file, whichever is appropriate.
 17. The Student Appeals Board is the final procedure constituted by the college for all matters within its purview. Decisions made by the Appeals Board are not grievable.
- B. Special Sessions
1. *End of Term* – During the last 14 days of each term, hearing officers may consider complaint reports within 24 hours of meeting notice. Complaint reports not reviewed in meetings before the end of the term will be reviewed (*without the presence of the student(s) named on the report*) by the Director of Residence and Campus Life and a

panel of Student Affairs representatives. Notification of decisions and sanctions will be by mail.

Appeals for End of Term decisions will be heard during the first week of classes of the next semester. Individuals appealing dismissal from the residence halls, disciplinary suspension, and expulsion will not be permitted to register until their appeal has been reviewed and a decision has been made.

2. *Special Procedures* – The Vice President for Student Affairs may immediately review emergencies or unusual circumstances in which student conduct interferes seriously with the right of others, with the normal ongoing work and activities of the college, or poses possible danger to the health, safety, and welfare of that individual or other people and property.
 - In reviewing such special situations, the Vice President for Student Affairs may issue a sanction which may be appealed to the Student Appeals Board in the manner provided for by this policy.

Residence Life Appeal

A student who has been sanctioned or dismissed by the Residence and Campus Life Director, and the sanction has been upheld by the Vice President for Student Affairs (or designee), may further appeal by writing a letter to the Student Appeals Board and delivering it to the Student Grievance Officer. This process must begin within 48 hours following the receipt of the official letter from Residence Life.

- Your appeal letter should be typed and signed in ink, and include your full name, phone number and campus/local mailing address.
- Include your justification, your side of the story – telling what happened at the time of the incident.
- Be prepared to appear in person before the Student Appeals Board

to present your case. Most meetings are held on Thursdays at 3:30 p.m..

- You have the right to bring two witnesses with you to speak to the Board in your behalf. Legal counsel cannot represent either the Appellant or the Respondent at the hearing, nor can legal counsel be present at the hearing.

Request for a Late Withdraw From a Class(s)

Write a letter to the Student Appeals Board. Appeals to academic policy must be made within one year of the end of the semester for which the policy is being appealed.

- Your appeal letter should be typed and signed in ink, and include your full name, phone number and campus/ local mailing address and should state what you are requesting (e.g. a late withdraw from a class.) It should include the complete Course Title, number, and instructor’s name.
- State in a paragraph the extenuating circumstances that have prevented your successful completion of the class. Be completely honest in telling your story. Present evidence that you have been in contact with the instructor concerning your status in the class, and, if possible, provide documentation from the instructor in support of your request.

The Student Appeals Board is the final procedure constituted by the college for all matters within its purview. Decisions made by the Appeals Board are not grievable.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 governs the college’s collection, retention,

and dissemination of information about students.

Students’ basic rights under the law and the college’s procedures for compliance follow:

1. Northwest College defines “directory information” as: name, local address and telephone listing, e-mail address, photography and video, permanent address, date of birth, major field of study, previous schools attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.
2. Northwest College may disclose directory information unless a student requests a restriction of disclosure. Such requests must be made to the Registrar by the last day of registration for any given academic term.
3. Students may examine or obtain a copy of their Northwest College transcripts in the Registration and Records Office during regular office hours.
4. Students who wish to examine records other than transcripts must file a written request to the Vice President for Student Affairs specifying the records the student wishes to examine. Requests to examine records are generally honored as soon as an appointment with the appropriate office can be arranged. The college must honor the request within 45 days.
5. Students may request that their records be amended to eliminate information the students believe to be inaccurate, misleading, or a violation of their rights, and are entitled to a hearing to challenge the contents of their records if a request for amendment is denied.
6. Any materials placed in a student’s file before January 1, 1975, under assurance of confidentiality, shall continue to be held in confidence.
7. The college may not release or disclose any personally identifiable information other than directory information as described above to any individual (*including parents, spouse, or other students*) or organization except as follows:

- a. Disclosure is authorized in writing by the student. When the college releases or discloses information to third parties pursuant to a student's written authorization, it is done on the condition that the third party to whom the information or record is released or disclosed will not, in turn, release or disclose it to anyone else without the express written consent of the student.
 - b. Disclosure is to college officers or employees who need to know so as to accomplish legitimate purposes related to their functions.
 - c. Disclosure is to officials of other schools in which a student intends to enroll.
 - d. Disclosure is to parents of dependent students. Dependency status, for the purpose of this policy statement, is defined by Internal Revenue Service guidelines.
 - e. Disclosure is to specified representatives of governmental agencies, educational organizations or other entities as described by federal regulations or otherwise required by state or federal law. Custodians of records should obtain interpretations whenever third parties request personally identifiable information.
 - f. Disclosure is in connection with a student's application for, or receipt of, financial aid.
 - g. Disclosure is in compliance with a court order or subpoena. The staff member receiving such order, shall, if possible, immediately notify the student concerned in writing prior to compliance with such order or subpoena.
 - h. FERPA guidelines permit the non-consensual disclosure of personally identifiable information for health and safety emergencies on a "need to know" basis to staff and other "appropriate parties" (including parents) when imminent danger exists.
 - i. Information from college records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
8. Northwest College's guidelines for implementing FERPA are maintained by the Vice President for Student Affairs. Students should address questions, concerns, or problems to the Vice President for Student Affairs Office.
 9. Students may file formal complaints regarding alleged failure of the college to comply with FERPA with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

COMMUNICABLE DISEASE STATEMENT

Northwest College is committed to providing a healthful environment for all students and employees. In fulfilling that commitment, the institution shall continue to seek the guidance of appropriate medical, legal, and governmental authorities when addressing concerns and issues of communicable diseases.

Communicable diseases include, but are not limited to, measles, influenza, avian flu, viral hepatitis-A (*infectious hepatitis*), viral hepatitis-B (*serum hepatitis*), human immunodeficiency virus (*HIV infection*), sexually transmitted diseases, and tuberculosis. For the purposes of this policy, the term "HIV infection" shall include AIDS-Related Complex (*ARC*), and a positive test for the antibody to human immunodeficiency virus.

The college's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing

of the identified risks and the available alternatives for responding to a student or employee with a communicable disease.

The college shall not discriminate in employment or enrollment against any employee or student solely on the ground that the employee or student has a communicable disease. Members of the student body, faculty, administration, or staff of the college shall not be denied access to the college facilities or campus activities solely on the ground that they have a communicable disease. The college reserves the right to exclude a person with a communicable disease from college facilities, programs, and functions if the college determines that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the college's community.

The college shall comply with all pertinent statutes and regulations which protect the privacy of persons in the college community who have a communicable disease. The college shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the college.

A campus communicable disease task force shall gather the latest information and develop and maintain a comprehensive education program about HIV infection for members of the college community. The program shall address, among other things, current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior which increase the risk of transmission of the disease, and preventive measures for avoiding infection by the HIV virus.

The task force membership will include the Vice President for Student Affairs, Student Health Center Director, the college microbiology instructor, Custodial Grounds Supervisor, Vice

President for College Relations, and the President of the Associated Students of NWC.

The following outlines how individually identified cases of communicable diseases will be evaluated and handled.

- I. Case Evaluations
 - a. The Vice President for Administrative Services (*for staff*), Vice President for Academic Affairs (*for faculty*) or the Vice President for Student Affairs (*for students*) may require a medical release from a physician if an employee or student is suspected of having a communicable disease.
 - b. Each case of a communicable disease will be evaluated individually by the person's private physician.
 - c. Class or work attendance will not be limited as long as the person's attending physician determines that he or she is physically able to continue attendance and does not pose an active threat to other students and employees.
 - d. Recommendations concerning continued enrollment of students or employment of employees will be made by the physician to the president of the college.
 - e. Appeals will be governed by the formal grievance procedure.
 - f. All inquiries from the media will be referred to the Vice President for College Relations.

ALCOHOL AND DRUG LAWS AND PENALTIES

State and Local Laws

The Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) require that Northwest College inform its students and employees of the legal sanctions of illicit drugs and alcohol.

ALCOHOL OFFENSES

LOCAL (Citations to Code of the City of Powell)

Offense	Alcoholic beverage—Open container in public areas unlawful, Ord. 9.08.080
Max. Penalty	\$750.00 fine
Offense	Alcoholic beverage—Open container in restaurant, Ord. 9.08.090
Maximum Penalty	\$750.00 fine
Offense	Drunkenness, Ord. 9.12.020
Maximum Penalty	\$750.00 fine
Offense	Minors prohibited from being under the influence or possessing alcoholic beverages, Ord. 9.20.010
Maximum Penalty	\$750.00 fine
Offense	Age restrictions on dispensing rooms—exception, Ord. 5.08.270
Maximum Penalty	\$750.00 fine

STATE (Citations to Wyoming Statutes 1977 as amended)

Offense	Skiing while impaired, W.S. 6-9-301
Maximum Penalty	\$200.00 fine and/or 20 days in jail
Offense	Delivery or sale of alcohol to minors, W.S. 12-6-101
Maximum Penalty	\$750.00 fine and/or 6 months in jail
Offense	Transportation or possession of alcohol with intent to deliver to minors in motor vehicles, W.S. 12-6-101
Maximum Penalty	1st Offense-\$1,000.00 fine and/ or one year in jail; license suspension. 2nd offense-up to 5 years in prison
Offense	Purchase of alcohol using false ID, W.W. 12-6-10(c)
Maximum Penalty	\$750.00 fine and/or 6 months in jail
Offense	Minor in dispensing room, W.S. 12-5-203(a)
Maximum Penalty	\$750.00 fine and/or 6 months in jail
Offense	Minor in possession of alcohol, W.S. 12-6-101(b)
Maximum Penalty	\$750.00 fine and/or 6 months in jail; suspension of driver's license
Offense	Driving under the influence, W.S. 31-5-233
Maximum Penalty	1st Offense-license suspension; up to \$750.00 fine and/or 6 months imprisonment. 2nd Offense-mandatory \$200.00 fine

and 7 days in jail in addition to above. Serious Bodily Injury-up to \$5,000.00 fine and/or one year in jail; license revocation; up to 20 years imprisonment on second offense.

Offense	Aggravated homicide by vehicle, W.S. 6-2-106(b)(i) (proximately causing death by violation of W.S. 31-5-233)
Maximum Penalty	Revocation of driver's license; up to 20 years in prison; up to \$10,000.00 fine.

ILLICIT DRUGS

STATE

Offense	Use or being under influence of controlled substances, W.S. 35-7-1039
Maximum Penalty	90 days in jail and/or \$100.00 fine (double for second offender).
Offense	Driving under influence
Maximum Penalty	Same as drunk driving
Offense	Cultivation of marijuana, peyote or opium, W.S. 35-7-1040
Maximum Penalty	6 months in jail and/or \$1,000.00 fine (double for second offender).
Offense	Possession of controlled substance, W.S. 35-7-1031(c)
Maximum Penalty	6 months in jail and/or \$750.00 fine, (third offense carries \$5,000.00 fine and/or 5 years in prison; offense by minor leads to driver's license suspension).
Offense	Distribution, offer of sale, etc., of counterfeit controlled substance, W.S. 35-7-1041
Maximum Penalty	\$1,000.00 fine and/or one year in jail.
Offense	Distribution of controlled substance, W.S. 35-7-1031
Maximum Penalty	\$1,000.00 fine and/or one year in jail for substance in Schedule V; \$2,500.00 fine and/or 2 years in prison for substance in Schedule IV; \$10,000.00 fine and/or 10 years in prison for non-narcotic in Schedules I, II or III; \$25,000.00 fine and/or 20 years in prison for Schedule I or II narcotics; double penalty for second offenders.
Offense	Distribution by person over 18 years of age to person under 18 years of age and three years younger, W.S. 35-76-1036
Maximum Penalty	Double above penalties.

Federal Possession Penalties

21 U.S.C. 844(a)

1st Conviction: up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both.

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal Licenses and benefits, e.g. pilot license, public housing tenancy, etc. are vested with the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Federal Trafficking Penalties

QUANTITY	DRUG	1ST OFFENSE	2ND OFFENSE
10-99 gm or 100-999 gm mixture	METHAMPHETAMINE		
100-999 gm mixture	HEROIN	Not less than 5 years.	Not less than 10 years.
500-4,999 gm mixture	COCAINE	Not more than 40 years.	Not more than life.
5-49 gm mixture	COCAINE BASE	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
10-99 gm or 100-999 gm mixture	PCP	Fine of not more than \$2 million individual, \$5 million million other individual.	Fine of more than \$4 million individual, \$10 million other than individual.
1-10 gm mixture	LSD		
40-399 gm mixture	FENTANYL		
10-99 gm mixture	FENTANYL ANALOGUE		

POLICIES AND PROCEDURES

100 gm or more or 1 kg or more mixture	METHAMPHETAMINE		
1 kg or more mixture	HEROIN	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
5 kg or more mixture	COCAINE		
50 gm or more mixture	COCAINE BASE	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
100 gm or more 1 kg or more mixture	PCP	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
10 gm or more mixture	LSD		
400 gm or more mixture	FENTANYL		
100 gm or more mixture	FENTANYL ANALOGUE		

Federal Trafficking Penalties—Marijuana

QUANTITY	DESCRIPTION	1ST OFFENSE	2ND OFFENSE
1,000 kg or more; or 1,000 or more plants	MARIJUANA Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$9 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	MARIJUANA Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg; or 50-99 plants	MARIJUANA		
10 to 100 kg	HASHISH	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual. \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
1 to 100 kg	HASHISH OIL		
Less than 50 kg	MARIJUANA		
Less than 10 kg	HASHISH	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 1 kg	HASHISH OIL		

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ALCOHOL AND DRUG HEALTH RISKS

DRUGS	TRADE OR OTHER NAMES	PHYSICAL DEPENDENCE	PSYCHOLOGICAL DEPENDENCE
NARCOTICS			
Opium	Dover's Powder, Paregoric, Parepectolin	High	High
Morphine	Morphine, MS-Contin, Roxanol, Roxanol-SR	High	High
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Moderate	Moderate
Heroin	Diacetylmorphine, Horse, Smack	High	High
Hydromorphone	Dilaudid	High	High
Meperidine	Demerol, Mepegan	High	High
Methadone	Dolophine, Methadone, Methadose	High	High-Low
Other	Nunomphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomitol, Talwin	High-Low	High-Low
DEPRESSANTS			
Chloral Hydrate	Noctec	Moderate	Moderate
Barbiturates	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	High-Moderate	High-Moderate
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranzexa, Verstran, Versed, Halcion, Paxipam, Restoril	Low	Low
Methaqualone	Quaalude	High	High
Glutethimide	Doriden	High	Moderate
Other	Equanil, Miltown, Noludar, Placidyl, Valmid	Moderate	Moderate
STIMULANTS			
Cocaine	Coke, Flake, Snow, Crack	Possible	High
Amphetamines	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	Possible	High
Phenmetrazine	Preludin	Possible	High
Methylphenidate	Ritalin	Possible	Moderate
Other	Apidex, Cylert, Didrex, Ionamin, Melfiat, Pegine, Anorex, Tenuate, Tepanil, Prelu-2	Possible	High
HALLUCINOGENS			
LSD	Acid, Microdot	None	Unknown
Mescaline and Peyote	Amxc, Buttons, Cactus	None	Unknown
Amphetamine	2.5-DMA, PMA, STP, MDA, MDMA, TMA,		
Variants	DOM, DOB	Unknown	Unknown
Phencyclidine	PCP, Angel Dust, Hog	Unknown	High
Phencyclidine Analogues	PCE, PCPy, TCP	High	High
Other Hallucinogens	Bufotenine, Ibogsine, DMT, DET, Psilocybin, Psilocyn	High	Unknown
CANNABIS			
Marijuana	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Unknown	Moderate
Tetrahydrocannabinol	THC, Marinol	Unknown	Moderate
Hashish	Hash	Unknown	Moderate
Hashish Oil	Hash Oil	Unknown	Moderate
ALCOHOL			
Malt Beverage is beer, 1/2 of 1% to 6% alcohol			
Unfortified Wine is not more than 17% alcohol			
Fortified Wine is wine of not more than 24% alcohol			
Spirituous Liquor is distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc.			
Mixed Beverage is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the State.			

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

POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, tolerance develops	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Slurred speech, disorientation, drunken behavior without odor of alcohol, tolerance develops	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite, tolerance develops	Agitation, increase in body hallucination, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Illusions and hallucinations, poor perception time and distance, tolerance develops	Longer, more intense “trip” episodes, psychosis, possible death	Withdrawal syndrome not reported
Euphoria, relaxed inhibitions, increased appetite, disoriented behavior, tolerance develops	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Psychologically and physically addictive; respiratory depression; of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence levels. Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.	Very high doses cause respiratory and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.	Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.