

Wyoming Community College Commission

The Wyoming Community College Commission was established by the Wyoming legislature to serve as the coordinating agency for the state's seven community colleges.

District Board and President

The government of the Casper Community College District is entrusted by Wyoming law to a corporate body entitled the Casper College District Board. The College District Board, or Board of Trustees, is composed of seven members, elected for terms of four years. The district board has full powers of organization and government at Casper College.

The president of the college is the chief administrative officer. The president is appointed by the district board and is directly responsible to the board. The president of the college has general responsibility for the operation of the college.

Casper College Foundation

The Casper College Foundation was established in 1962 for the purpose of advancing and assisting in the development, growth and operation of Casper College. Outstanding support has been provided to Casper College in the form of facilities, scholarships and equipment.

The foundation welcomes donations of funds and properties and is approved as a qualified tax-exempt corporation for federal income tax purposes.

The Foundation Office is located in Room 186 of the Liesinger Administration Building at Casper College, 125 College Drive, Casper, WY 82601.

Casper College Alumni Association

The Casper College Alumni Association was officially chartered in 1989 with the purpose of promoting community awareness and appreciation for Casper College.

The association which is an affiliate of the Casper College Foundation, joins together a network of former students and friends who share a love of learning and a deep affection for Casper College.

The Alumni Association which is an affiliate organization of the Casper College Foundation, offers scholarships to outstanding incoming and continuing students.

The association also sponsors and promotes outstanding alumni recognition with its Distinguished Alumni Award. This award was created to honor alumni who have made significant contributions to their chosen fields or communities and is presented at the annual alumni banquet.

The alumni office is located in the Administration Building and serves as the alumni information center and provides support to the Casper College Alumni Association Board of Directors. For more information about the alumni association call 268-2218.

Transfer of Credits

Students who wish to transfer credits earned at Casper College to four-year colleges and universities will generally have no difficulty doing so provided that they have satisfactory grades (grades of C or better) and proper course selection. Casper College courses should be selected in accordance with the specific requirements of the schools to which a student plans to transfer.

Each college or university prescribes its own standards, but generally a student in good standing at one accredited institution can transfer to another without difficulty. Casper College is accredited by the Higher Learning Commission and is a member of the North Central Association, the highest academic accreditation available in the Rocky Mountain and Midwest regions and by other special accrediting bodies. (See page 4.)

Students who plan to transfer are strongly urged to consult with their academic advisors or with transfer counselors in the Student Services Office, Room 112 of the Liesinger Administration Building.

Enrollment

In the fall semester 2007, the enrollment was 4,356, including 1,904 full-time and 2,452 part-time students.

The student population came from all Wyoming counties, 37 other states, and 16 foreign countries.

COURSE NUMBERING SYSTEM

General Transfer Course Numbers

1000- 1499 Freshmen
 2000- 2499 Sophomore
 If second digit starts with 0, 1, 2, 3 or 4 the course is academic/transfer.

Vocational Course Numbers

1500- 1999 Freshmen
 2500- 2999 Sophomore
 If second digit starts with 5, 6, 7, 8 or 9 the course is vocational/technical.

Course Numbers for Undergraduate Variable Courses:

Course Type	General	Occupational
Capstone Courses	1395, 2395	1895, 2895
Field Studies	1460, 2460	1960, 2960
Directed Studies/ Research Problems	1465, 2465	1965, 2965
Internship/ Practicum	1470, 2470	1970, 2970
Independent Studies	1475, 2475	1975, 2975
Cooperative Work Experience	1480, 2480	1980, 2980
Seminar	1485, 2485	1985, 2985
Topics	1490, 2490	1990, 2990
Workshop	1495, 2495	1995, 2995

Family Educational Rights and Privacy Act, Title IV, Public Law 90-247, as amended, Section 438

(a) Under this act, Casper College will provide the student access to official records directly related to the student, and the student will be given opportunity for a hearing to challenge personal records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The registrar will accept petitions of challenge as outlined in this act. Grades may be challenged under this policy only on the basis of the accuracy of their transcription.

(b) Casper College will attempt to obtain the written consent of the student before releasing personally identifiable data about the student from the records to other than legally allowed exceptions.

(c) The student is hereby notified of these rights and will be notified annually through the Student Handbook.

Title IX of the Higher Education Act of 1972 as Amended

Throughout this catalog the masculine pronoun is generic and should be construed to apply equally to men and women. It is the intent of Casper College to be in compliance with Title IX.

Americans with Disabilities Act & Section 504 of the Rehabilitation Act of 1973

No Casper College student with an ADA and/or Section 504 qualified disabling condition may be excluded from any course or course of study because of their disability. Students seeking accommodative services under the provisions of ADA or Section 504 must meet with the accommodative services counselor, located in the Student Services Office, Room 112 of the Administration Building, two weeks prior to the implementation of expected services. Some accommodative services may require more than 72 hours lead time to be put into effect.

Policy on Sexual Harassment

These policies and procedures may be subject to change by action of the district board, the central administration where authorized, and legislative and congressional action. Discrimination based on race, color, religion, gender, age, handicap, national origin or veteran status shall not exist in the college's treatment of employees and students according to college policy, which includes a commitment to maintain an environment free from harassment based on gender. There are established procedures for review which are available from the Affirmative Action Officer, Room 151 in the Administration Building.

Casper College reaffirms the principle that its students, faculty and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the college community.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; to create a sexually intimidating, hostile or offensive working or education environment. Sexual harassment is understood to include a wide range of behaviors, from actually coercing sexual

relations to unwelcome emphasis on sexual identity. This definition will be interpreted and applied consistently with accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power which are inherent in the relationship between a faculty member and their students are abused, (whether overtly, implicitly or through misinterpretation), there is a potential for great damage to individual students, to the person about whom the complaint is made, and to the educational climate of the college. Thus, it is important for faculty members and other individuals in positions of authority to be sensitive to the questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the college.

Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be respected in both informal and formal procedures, insofar as possible. College policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. An individual found responsible for sexual harassment is subject to disciplinary action for violations of college policy, consistent with existing procedures.

Individuals seeking redress or information concerning sexual harassment should use the following resources:

- The Director of Human Resources, Administration Building, Room 151, has institutional responsibility for monitoring compliance with Title VII and Title IX.
- Any individual who feels that a sexual harassment complaint did not receive prompt and equitable response should contact the Office of the President.
- The Denver Regional Office of the Department of Education or the Equal Employment Opportunity Commission Office in Denver are also available to address issues of sexual harassment.