



UNIVERSITY
OF WYOMING

College of Agriculture
and Natural Resources
Family and
Consumer Sciences

Undergraduate Student Handbook 2022-2023



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The University is committed to equal opportunity for all persons in all facets of the University’s operations. All qualified applicants for employment and educational programs, benefits, and services will be considered without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy.

Student Code of Conduct

It is important to know and understand your rights and responsibilities as a student at the University of Wyoming. The department takes the [Student Code of Conduct](#) seriously and strongly recommends that all Family and Consumer Sciences students become familiar with it. Many students are not aware of the Student Code of Conduct. Written by students, faculty, staff and administrators, the Code is an outline of student rights and responsibilities. It defines student offenses and reflects the university's commitment to equity and fairness. Any member of the university community may file a complaint of violation of the Code through the [Dean of Students Office](#).

Sexual and Interpersonal Violence

The University of Wyoming strives to create a respectful, safe, and non-threatening environment for its students, faculty, and staff. Behavior that harms others or threatens the campus community challenges the institution's key mission. The University is resolute in its commitment to support survivors of sexual assault, relationship violence, and stalking, to respond promptly to reports, and to investigate and adjudicate reports in a manner that is fair and equitable to all parties involved.

The prevention of sexual violence and interpersonal violence is an institutional priority at the University of Wyoming. Bystander intervention skill-building is provided through the [Green Dot](#) program and opportunities to explore concepts on healthy relationships, consent, and sexuality through additional programs and workshops. According to the [Student Code of Conduct](#) sexual and interpersonal violence incorporates a broad range of behaviors including dating violence, domestic violence, sexual harassment, sexual assault, sexual exploitation, stalking, and any other conduct of a sexual nature that is nonconsensual. If you have difficulty finding the information you need, please call 307-766-5200 or email report-it@uwyo.edu. More **Report-It** information can be found [here](#)

UW Equal Opportunity, Harassment and Nondiscrimination Policy

Employees, students, and visitors should feel confident that issues relating to discrimination, sexual harassment, and workplace violence will be given appropriate attention at UW. It is important for individuals who are experiencing (or know of others who are experiencing) sexually harassing or discriminatory behavior to immediately report it to a University official. As the University's policy states, such behavior is prohibited and will not be tolerated. It is also important for individuals who are not sure about such behavior to seek advice from whomever they are most comfortable. Anyone having questions or comments regarding UW Regulations 4-2 (Discrimination and Harassment) and 4-3 (Title IX and Sexual Misconduct) or the University's policy prohibiting sexual harassment and discrimination is encouraged to contact Equal Opportunity Report and Response (EORR) by emailing report-it@uwyo.edu or calling 307-766-5200.

The University of Wyoming does not discriminate on the basis of sex in its education programs and activities, consistent with Title IX that requires it not to discriminate in such a manner. Persons seeking admission, employment, or access to programs at the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief. The University is committed to equal opportunity for all persons in all facets of the University's operations. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment. UW has also classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. More information can be found [here](#).

Welcome to Family and Consumer Sciences

Family and Consumer Sciences is one of several academic departments in the College of Agriculture and Natural Resources. Our offices are located on the second floor of the Agriculture Building. We have an open door policy and welcome student inquiries. Our Department Head is Christine Wade. She administers all functions and operations of the department. She can be reached at 307-766-4145 or cwade@uwyo.edu.

The department office staff is also available to assist you with problems or questions. The faculty is here to prepare and present course material. It is a student's responsibility to prepare for class, do their homework, and study. Together we can strive for success and enjoy an atmosphere of mutual respect.

This student handbook is designed to guide you and answer general questions. Students join our department at different stages in their academic career so there is pertinent information in this handbook for every student. It is essential for students to remember that learning is hard work. Student success depends on the individual and their active participation in their education.

This handbook covers a variety of topics including grade requirements, attendance policies, scholarships, advising, and graduation procedures. Please review the various topics. If you have questions please call our department office at 307-766-4145. If you need more specific program or course information, contact your advisor or check the [University Catalog](#).

Family and Consumer Sciences Mission

Our mission is to enhance the physical, social, and economic well-being of individuals, families, and communities, emphasizing healthy and sustainable living across the lifespan. We fulfill our mission through instructional, research, and outreach/extension efforts that challenge, motivate, and inspire.

Family and Consumer Sciences integrates the fundamental components of human life—food, shelter, clothing, human relationships, and family—with larger societal systems. Through programs in textiles, apparel and design; food and nutrition; and human development and family sciences, our department prepares learners to meet the opportunities and challenges of today's complex world.



University Disability Services

[Disability Support Services](#) (DSS) was established to provide leadership and assistance to the University of Wyoming in its efforts to comply with the intent and specific regulations of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Physical and program accessibility is a joint responsibility and can be achieved only through cooperative efforts of faculty, staff, and students.

DSS strives to ensure successful access and services for students with disabilities. DSS provides disability-related accommodations for UW students and visitors with disabilities as well as technical assistance, consultation and resource information for students, faculty, staff, campus visitors, and for University departments seeking to improve accessibility for individuals with disabilities.

DSS offers a variety of services to ensure qualified students with disabilities have an equal opportunity to participate in UW's programs and services.

Students with disabilities must self-identify and request accommodations. An individual with a disability is someone with a physical or mental impairment that substantially limits a major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, working, thinking, reading, concentrating, and communicating; and/or the operation of major bodily functions

DSS works with each student to determine effective and appropriate accommodations. It is essential that you feel comfortable discussing with your coordinator how your disability affects you.

If you have a physical, learning, sensory or psychological disability and require accommodations, please let me know as soon as possible. You will need to apply to and may need to provide documentation of your disability to Disability Support Services (DSS) room 109 Knight Hall. You may also contact UDSS at (307) 766-3073 or udss@uwyo.edu. Visit their website for more information: www.uwyo.edu/udss.

Campus Resources

Visit this webpage for a list of campus and community resources available to UW students with disabilities:

www.uwyo.edu/udss/student-and-community-resources/



Authorized Absence Policy

The University of Wyoming's Authorized Absence Policy is referenced through [University Regulation 2-108](#). The regulation states students shall attend the lectures, presentations, and laboratories and participate in field work deemed necessary to fulfill the academic requirements of each class. Each instructor, at the beginning of every semester, shall stipulate the attendance policy necessary for satisfactory completion of the course. In certain situations where an unanticipated class conflict arises, the [Dean of Students Office](#) (DOS) may provide an authorized absence to a student, allowing them to make up missed work for the class without penalty.

Qualified Absences — Students wishing to request an authorized absence must have a documented circumstance that fits one of the categories listed below, and DOS must receive the request within two weeks of the absence:

- Special curricular requirements (academic field trips, judging trips, academic conferences, field work for class or course of study, etc.)
- Participation in official university activities or functions (e.g., sanctioned intercollegiate athletic events, Registered Student Organization activities); excused absences for participation in official university activities or functions must be requested by the supervising/advising UW faculty or staff member.
- Observance of religious holy day or holiday;
- Active military service;
- Illness, injury, caregiving, or other extenuating circumstances (missing 3+ days of class as a result of admission to a hospital, accidents with significant injuries, death of an immediate family member, family medical emergency, etc.);
- Court-imposed legal obligations (jury duty, etc.);
- [Pregnancy and parenting](#) under Title IX;
- When the university is officially closed by the President

The Dean of Students does not authorize absences for:

- Colds, flus or other typical types of illness that affect student attendance for less than three days;
- Doctor or dentist routine appointments;
- Jail time for any reason; appearing in court if the violation was incurred because of the person's own behavior;
- Pre-planned vacations, trips, weddings, graduations or non-UW activities.

Any authorized absence request must include supporting documentation. Qualifying documentation depends on the nature of the absence, but must include information about the reason for the absence, and the timeframe of the absence.

With the exception of active military duty and certain [pregnant student support](#), DOS cannot issue an authorized absence for more than 5 days for any given situation. If you need more than 5 days away from classes, you will need to work directly with your instructors.

Questions regarding authorized absences should be directed to the Dean of Students Office, Knight Hall room 128, (307) 766-3296 or dos@uwyo.edu.

Absence Policy for Finals Week

The Dean of Students Office cannot issue authorized absences during Finals Week for any reason.

If students need to re-schedule their final exams they must request the change from their instructors.

Your Academic Success

Academic success is your responsibility. In order to graduate, every student is expected to maintain satisfactory academic progress, which is based on scholastic performance. It is assumed that you will take the initiative in developing your own academic, career, and personal goals. The following are commonly asked questions about academic success.

What is my semester grade point average? Your grade point average (GPA) is the sum of all grade points earned in a semester divided by all credit hours attempted for letter grade. Credit hours in courses that resulted in grades of I, W, S, or U are excluded.

What is my cumulative grade point average? The cumulative grade point average is defined as the sum of all grade points earned at UW in on-campus, correspondence, online, or Outreach School courses divided by all credit hours attempted for letter grade.

What is academic probation? A student is placed on academic probation if he/she is not making satisfactory progress toward his/her degree. Probationary status begins at the end of the semester when the student's cumulative grade point average (GPA) falls below a 2.0. A student is removed from probation at the end of the semester or summer term in which his/her cumulative grade point average is 2.00 or above. Students who fail to earn a semester grade point average of 2.00 in the next semester or summer term attempted will be suspended from UW.

What is academic suspension? Students are suspended and their enrollment at UW terminated when they do not meet the requirements set forth under their probation process. A student who is suspended is not permitted to petition for reinstatement until one full semester, exclusive of summer term, has elapsed. Students may petition for reinstatement only once per semester. If denied the student cannot petition for reinstatement until the next fall or spring semester, unless there are documented extenuating circumstances justifying immediate reinstatement. A suspended student cannot enroll in any UW credit classes including on-campus, online, correspondence and Outreach.

What is academic reinstatement? Reinstatement is the restoration of a student's eligibility to register for courses after being on academic suspension. This process requires a petition that is first reviewed by the dean of the student's college or the Center for Advising and Career Services. Academic reinstatement does not guarantee restoration of financial aid eligibility which is a separate process handled by the financial aid office.

Family & Consumer Sciences Grade and Degree Requirements

Majors in Family and Consumer Sciences are required to pass all courses within the department with a grade of C or above. Students enrolled in family and consumer sciences minors are required to take all courses required for the minor for letter grade and complete each course with a grade of C or above.

All students pursuing the Bachelor of Science degree in Family and Consumer Sciences are required to complete a minimum of 120 credit hours that include a) University Studies requirements (USP); b) departmental core curriculum; and c) courses in their chosen concentration.

Instructor and Course Evaluation Process

Each semester students have the opportunity to evaluate their instructors and individual course content. It is important to understand how the process works and your role in it. Student feedback is important and is taken seriously. All information provided by students is kept anonymous.

All Family and Consumer Sciences courses are evaluated through an electronic process typically during the last 2-3 weeks of the semester. You will receive email notifications throughout the evaluation process. Student comments and other evaluation information become part of the department's assessment records. Student feedback is considered when faculty are reviewed each year. Consequently, remember to keep your comments constructive by giving specific suggestions or examples to clarify what is being stated.

Other Academic Information and Definitions

Adding/Dropping Courses— Adding and dropping courses is done through WyoRecords. While you are permitted to drop or add a course from your class schedule before the established deadline for the semester without approval, you should consult your advisor to make sure you understand the implications of doing so. The drop and add deadlines are established by the Registrar. Pay close attention to the deadlines. After the drop/add deadlines have passed you will need written permission in the form of an official petition (called an Exception Request) for adjustments to your schedule. This petition must be approved by the instructor, your advisor, the department head, the designated college administrator, and the Registrar.

Credit by Examination—The University of Wyoming recognizes the fact that students have different backgrounds and schooling, and therefore possess dissimilar levels of preparation. In recognition of these factors, the university has developed a credit-by-examination program. Students must be currently enrolled in order to qualify for a credit by exam. Students may not seek credit by exam for a course they are currently enrolled in or auditing, or for a course they have previously enrolled in for credit or audit. An initial fee is required to sit for each examination. Upon successful completion of an examination, the credit will be posted to the student's academic records. Applications for credit by examination are available from the Office of the Registrar. Eligibility approval must be received from the Office of the Registrar prior to taking the exam. More information can be found [here](#).

Incomplete Grades—An incomplete or "I" grade may be approved by an instructor when unavoidable situations occur. The "I" grade is temporary. Assigning an incomplete grade gives the student additional time to meet course requirements. You must provide a thorough explanation to support your extenuating circumstances. Removal of the "I" grade and assignment of an official course grade is not automatic. Students who have "I" (incomplete) grades recorded must make arrangements with their instructors to complete the required work and have an "I" removal form filed in the Office of the Registrar. Under the provisions of UW Regulation 6-720, "I" grades revert to F if not removed within authorized time limits (normally up to 120 days after the end of the semester in which the "I" grade was recorded). Students should never re-register in a course for "I" removal purposes.

Individual Course Requirements—You will receive a syllabus outlining specific course requirements for each course in which you enroll. Occasionally syllabi are modified during a semester due to necessary course changes. Typically the syllabus contains deadlines, attendance requirements, and a grading scale. Each instructor has different expectations for his/her course(s). You should anticipate at least two hours of coursework outside the classroom for each course credit hour. You may also be required to enroll in non-credit laboratory and/or discussion sections in addition to your lecture sections. Studio courses require additional time for the completion of class projects. Your course syllabus should provide information on this important detail. Plan accordingly.

Repeating a Course—A student is limited to a maximum of three (3) attempts in any course at the University of Wyoming. An "attempt" includes any instance in which the student either earns a grade or withdraws from the course. The three-attempt limit does not apply to courses identified in the University Catalog as being appropriate for students to take multiple times.

Satisfactory Academic Progress only applies to federal financial aid applicants and recipients. Three measures of a student's advancement toward the earning of his or her stated degree objective are: 1) a grade point average putting the student in good academic standing, 2) a ratio of credit hours earned compared to credit hours attempted in the student's most recent academic year, and 3) a comparison of the number of credit hours attempted in a college career compared to the number of hours required to earn the pursued degree.

Time Conflicts—Students are not permitted to register for two courses that meet at the same time or with overlapping meeting times. If you want to register for two time-conflicting courses, you will need to submit a Time Conflict form (available online or in paper format) that has been approved by both instructors. The form can be found on the Registrar's webpage www.uwyo.edu/registrar/students/forms_and_petitions.html.

University Studies Requirements—The University Studies Program (USP) ensures that each student’s program includes elements essential to a lifetime of personal and professional growth: habits of mind, practices of active citizenship, and development of intellectual skills. The USP requires students to enroll in specific courses that will help the student develop skills that include the ability to express oneself in speech and writing; to locate, evaluate and effectively use information; and to examine problems from quantitative, qualitative, and scientific perspectives. The USP requirements will be approximately 30 credit hours of your overall degree program.

Withdrawing from a Course— After the designated drop deadline has passed, students must officially withdraw from a course with an Exception Request. Failure to attend a class or pay tuition does not constitute withdrawal from a class or from the university. Students wishing to withdraw from some but not all course work can obtain a Class Withdrawal form from the Office of the Registrar or complete the appropriate online petition through WyoWeb. Advisor and instructor approval as well as department, college and Registrar permissions must be obtained. Course withdrawal results in a grade of W on your transcript. A course withdrawal counts as an attempt at a course. UW limits students to three attempts for most courses. The Office of the Registrar offers online form processing on their web site (www.uwyo.edu/Registrar). Check WyoWeb for deadlines.

Withdrawing from the University— Withdrawal from the university is the official termination of your student status. This action must be taken prior to the end of a term. Students wishing to withdraw from all on-campus classes should initiate the procedure with the Dean of Students Office at 307-766-3296 or www.uwyo.edu/dos. Withdrawal from the university is not permitted during the last 15 days of a term.

What do I do if I have a problem?

Adapting to life in a higher education setting can be difficult. For many students, attending college marks their first experiences away from home and family. The atmosphere is different from high school or community college. At times during your college career you may experience academic or personal challenges. If this should occur, make an appointment with your advisor. If he/she is not available or cannot meet with you immediately, contact the Family and Consumer Sciences Department Head.

Department Grievance Policy

If you experience a conflict with a department faculty member or instructor, the department policy is as follows:

- Step One—Address the problem with the faculty member or instructor.
- Step Two—If the problem cannot be resolved, make an appointment with Department Head. You will be asked if you have taken care of step one. The Department Head will attempt to work with all parties involved to resolve the matter.
- Step Three—If a resolution cannot be reached, the Department Head will involve the Associate Dean in the College of Agriculture and Natural Resources’ Office of Academic and Student Programs.

If you experience a conflict with your advisor, the department policy is as follows:

- Step One—Address the problem with your advisor.
- Step Two—If the problem cannot be resolved, make an appointment with the College of Agriculture and Natural Resources Advising Manager. You will be asked if you have taken care of step one. The Advising Manager will attempt to work with all parties involved to resolve the matter.
- Step Three—If a resolution cannot be reached, the Department Head will involve the Associate Dean in the College of Agriculture and Natural Resources’ Office of Academic and Student Programs.

Working Together: You, Your Advisor and Your Faculty Mentor

Your partnership with your academic advisor is vital to successful completion of your degree. All majors are assigned to a professional advisor in the college's Academic and Student Programs Office. The advisor for Family and Consumer Sciences is Kristin Lanouette. You will be expected to take the initiative to develop a relationship with your advisor. You must meet with your advisor prior to registering as many courses have prerequisites or follow specific sequencing. Remember that your advisor can assist you with academic and career planning. Talk with your advisor about your career goals. If you experience difficulty, talk with your advisor at the onset. While your advisor will help you understand your degree requirements and present you with options, the decisions you make are your own.

You Can Expect Your Advisor To:

- Help you select appropriate coursework.
- Provide you with necessary registration information.
- Inform you of campus resources.
- Be available to meet with you by appointment.

Your Advisor Will Expect You To:

- Make and keep appointments.
- Reschedule by phone or e-mail if you cannot meet at the scheduled time.
- Be familiar with the University Catalog and Class Schedule.
- Be familiar with University Studies requirements.
- Be familiar with important dates and deadlines.
- Be prepared for your advising appointment by planning ahead and coming prepared.
- Understand course requirements, review the class schedule, and select some tentative courses.
- Respect her time.

Kristin Lanouette
khorman@uwyo.edu
307-766-3835
AG 155

[Click Here To Schedule An Appointment](#)

Degree Plan—Each program area in the department has a degree plan that includes 1) University Studies requirements; 2) department core curriculum; and 3) courses specific to the selected option. You and your advisor will use this and your online Degree Evaluation in WyoWeb as guides to monitor your progress.

Degree Requirements—Many courses are not offered every semester and some not every year. Occasionally departments change course sequencing, prerequisites and even degree requirements. If departmental requirements are changed, students are typically permitted to continue under the requirements that were in effect when they entered the department, provided the courses are still available. In some cases they may decide to adopt the new requirements. By working with your advisor and planning ahead, you can make necessary changes so your degree is complete by your anticipated graduation date.

Enrollment Requests—Some of your required or elective courses may have controlled enrollment. This means you cannot enroll in the course unless the instructor grants permission and your advisor or the department office performs an enrollment override.

The Role of Your Faculty Mentor

Every undergraduate major in Family and Consumer Sciences is assigned a faculty mentor from their selected program. This allow you the opportunity to get to know your faculty and for them to get to know you. Whether it is individualized or in a group setting, faculty mentors will provide you with tools and resources that will help you on your career path. If you don't know who your faculty mentor is, contact the department office.

Involvement on Campus

Student involvement in campus activities is strongly encouraged. The [Center for Student Involvement and Leadership](#) (CSIL) in the Wyoming Union provides student-centered programs and experiential learning opportunities to compliment your academic experience.

Through the services of CSIL you can:

- Join or create a Student Organization
- Volunteer to help your local or global community
- Serve as a student government leader
- Participate in fun activities with your peers
- Find community among those who are both similar and different from you
- Learn about resources to help you be successful
- Obtain on-campus employment

For more information, email the CSIL at csil@uwyo.edu

Clubs, Organizations, and Student Opportunities

Extracurricular activities can enhance your college experience. Many activities can help improve your professional future because of the leadership opportunities they provide. The following are a few of the opportunities available to students in Family and Consumer Sciences.

Family and Consumer Sciences Honorary

Phi Upsilon Omicron is the honor society of Family and Consumer Sciences. Membership is by invitation only to students who meet the credit hour and grade point average requirements for consideration. Faculty advisors are Jill Keith (307-766-5248; jkeith5@uwyo.edu) and Bernard Steinman (307-766-5688; bsteinm1@uwyo.edu). In addition to being the honor society for the department, Phi U is also an organization that provides opportunities for leadership, community service and fellowship with students from all department programs.

Ag Ambassadors—The College of Agriculture and Natural Resources Student Ambassador Organization is a select group of students charged by the Dean to promote the college in various ways. [Ag Ambassadors](#) is open to full-time students with a declared primary major in the college who have attended for at least one full semester. Undergraduate students must have and maintain a minimum 2.50 cumulative GPA and graduate students must have and maintain a 3.0 cumulative GPA. More information can be obtained from the Academic and Student Programs Office at 307-766-4034.

Scholarships—All students in the College of Agriculture and Natural Resources are eligible for the college scholarship program - the [Brand of Excellence](#). To be considered students are required to complete the online scholarship application through [WyoScholarships](#).

**Students should also investigate other scholarship opportunities with [Student Financial Aid](#) **

Recognized Student Organizations (RSO)—Participation in student organizations is strongly encouraged. Your academic career, leadership skills, and personal life can be enhanced by the wide variety of opportunities these organizations provide. A complete list of student organizations on campus can be found [here](#). The following RSOs are in Family and Consumer Sciences:

Fashion Club at UW

Provides opportunities for students interested in the fashion industry. It also provides leadership roles and community service experiences. The faculty advisor is Erin Irick (307-766-5152 or eirick@uwyo.edu)

Student Dietetic Association

Provides leadership opportunities, volunteer experiences in nutrition related presentations and projects, networking with registered dietitians, opportunities to attend conferences, and eligibility for membership in the Academy of Nutrition and Dietetics. The faculty advisor is Megan Skinner (307-766-5177 or mcguffey@uwyo.edu).

Student Gerontology Association

Offers opportunities for students to socialize, network with professionals in the field, gain knowledge in the area of gerontology, explore career opportunities, and volunteer to make our community stronger and more age-friendly. The faculty advisor is Bernard Steinman (307-766-5688 or bsteinm1@uwyo.edu)

Research and Employment Opportunities—Faculty who conduct research at the university often invite students to participate in their work. The best way to find out more about current research in your department is to ask your advisor or faculty mentor. Faculty often hire students on a part-time basis as teaching and laboratory assistants. Work study positions are also available for students who qualify for this federally funded financial aid program. The UW Human Resources web site lists student employment opportunities. You can find job postings [here](#).

International Travel—Students are encouraged to take advantage of opportunities to participate in international travel. Department study tours are typically planned every other year. Previous study tours have visited France, England, Hong Kong, Scotland, Italy and Thailand. Travel grants are available. If you are interested, talk to your advisor or faculty mentor. Also visit the [Center for Global Studies](#) for information on international travel and study opportunities.

Funding Opportunities—Students in Family and Consumer Sciences are encouraged to attend professional meetings, conferences, and to enter design competitions. A variety of funding opportunities are available to help defray expenses related to these activities. If you are interested, talk to your advisor, faculty mentor, or the department head.

Other Student Resources

Listed below are some sources of on-campus assistance for students.

The [UW Counseling Center](#) offers [student counseling services](#) including [crisis intervention](#) free to currently enrolled University of Wyoming students. The center is located in Room 341 of Knight Hall. All services are free. The center can be reached at 307-766-2187. You may call or stop by to schedule an appointment.

The [UW Psychology Clinic](#) provides affordable, quality mental health care to the campus community and area residents. Located in Room 307 of the Biological Sciences Building, the clinic provides both psychotherapy and assessment services for children and adults. Not all problems are appropriate for the clinic and some cases may be referred elsewhere for services. To learn more about clinic services or arrange an appointment, call 307-766-2149 or send an email to uwpc@uwyo.edu.

The [Dean of Students Office](#) supports student services, advocacy, leadership, involvement, civic engagement, civility, publications, and diversity by creating positive experiences for UW students. They work to help students to succeed academically and become contributing members of our campus and community. provides programs, assistance, referral, and outreach to students who have personal and academic concerns. This office can also direct you to the right person or office if you need a tutor, personal counselor, academic advisor, or career counselor. Visit their [website](#) or call 307-766-3296.

The [UW Writing Center](#) helps all members of the UW community (whether student, faculty, or staff) to become more effective and confident writers. Located on Level 1 of Coe Library, the center can help with all types of academic and work-related writing, and assist at all stages of the writing process, from brainstorming to revising a final draft. Appointments and walk-ins are welcome. You can contact the center at 307-766-5250 or email them at writing@uwyo.edu.

The [Center for Assistance with Statistics and Mathematics](#) (CASM) offers free in-person drop-in tutoring for students enrolled in lower division mathematics and statistics courses (below 3000 level). All tutoring is done using a drop-in system. If you need assistance, all you need to do is stop by the CASM and their tutors will help you. The center is located in Ross Hall 029. The schedule can be viewed by visiting the [website](#).

The [Oral Communication Center](#) (OCC) helps with your public speaking and oral presentation needs. Located in Ross Hall 442, center hours vary. All services are free. Call 307-766-3815 or visit their [website](#) to schedule an appointment.

The [STEP Tutor Center](#) is UW's primary tutor center. They offer free tutoring in select classes, mostly at the 1000 and 2000 level. Two locations are available - Coe Library (for one-on-one appointments) and Washakie Center (for drop in tutoring). Visit their [webpage](#) for more information.

Campus and Community Resources

Visit this webpage for a list of campus and community resources available to all UW students:

<http://www.uwyo.edu/dos/student-resources/index.html>

Academic Dishonesty

All members of the University community are responsible for upholding the values of academic integrity. The faculty considers academic integrity a matter of common concern, not merely a private issue between instructor and student. Honesty in all academic endeavors is a component of academic integrity that is vital to the educational functions of the University. Whatever form academic dishonesty may take, the faculty considers it as establishing a student's failure to demonstrate the acquisition of knowledge and the failure to apply it to an academic endeavor. It is a student's responsibility to learn the standards of conduct for the performance of academic endeavors; it is an instructor or faculty member's responsibility to make reasonable effort to make known the standards of conduct for the performance of academic endeavors. Through an atmosphere of mutual respect we enhance the value of education and maintain high standards of academic excellence. Failure on the part of the student to observe and maintain standards of academic honesty, as defined or made known by an instructor responsible for a course or other academic endeavor, requires corrective action as authorized.

What is Academic Endeavor?

Academic endeavor is any student activity undertaken to earn University credit or meet some other University program requirement. Examples of academic endeavors include, but are not limited to:

- Course assignments (written and/or oral, projects, research, or exhibitions)
- Exams and quizzes (written and/or oral)
- Clinical assignments (internships, rotations, practicums)
- Presentations (on and off campus)
- Publications
- Independent study coursework
- Plan B papers or projects, Plan A theses, or doctoral dissertations
- Student media associated with academic credit

What is Academic Dishonesty?

Academic dishonesty is any action, attempted or performed, that misrepresents involvement in an academic endeavor in any way, or assists another student in misrepresenting his or her involvement in an academic endeavor. Examples of academic dishonesty include, but are not limited to:

- Plagiarism – presenting the work of someone else, wholly or in part, as your own work without proper acknowledgement of sources and extent of use.
- Cheating – using information, study aids, notes, materials, devices, or collaboration not explicitly approved by the instructor. For example: doing a class assignment for someone else or allowing someone to copy your assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies of an examination before or after its administration.
- Fraud – altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution your past or current academic or professional activities; impersonating someone or allowing yourself to be impersonated for an examination or other academic endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.
- Violation of Standards – violations against ethical and professional standards required by individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.
- Multiple Submissions – submitting, wholly or in part, the same academic endeavor to earn credit in two or more courses without explicit approval by all concerned instructors.
- Interference or Obstruction – interfering with the academic efforts of other students to gain an unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.
- Complicity – assisting another person in any act of academic dishonesty as defined above.

A complete copy of University Regulation 2-114 can be found [here](#).

The University of Wyoming is built upon a strong foundation of integrity, respect and trust. All members of the university community have a responsibility to be honest and the right to expect honesty from others.
Any form of academic dishonesty is unacceptable and will not be tolerated.

FERPA: A Student's Right To Privacy

What is FERPA?

The Family Educational Rights and Privacy Act of 1974, also known [FERPA](#), affords students certain rights with respect to their education records. Specifically, it affords students the right to inspect and review any education record to which he or she is permitted under this policy.

Education records are defined as records which contain information directly related to a student and are maintained by an educational institution or by a party acting for the institution. Examples are enrollment and grade records, applications for university scholarships, financial aid records, cashier records and information contained in the student information system.

Education records do NOT include: sole possession documents (such as personal notes, etc. created and maintained by individual faculty/staff); law enforcement records; employment records where employment is not tied to student status; medical records; and records containing information about an individual that are created after he/she is no longer a student at that institution (i.e., alumni records). Education records are maintained in a number of University offices.

The University reserves the right to refuse to permit a student to inspect the following records:

- Records that contain information on more than one student. A student may inspect only that information which relates to him/her.
- Financial records of the student's parents.
- Confidential letters and statements of recommendation for which the student has waived his or her right of inspection and review.
- Records connected with an application to attend the University or a component unit of the University if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

A student who wishes to challenge the content of the educational record may do so by submitting a written request to the official responsible for maintaining the record, with such request specifying the content being challenged, the grounds for the challenge, and the exact action being sought. If the official grants the request, the change(s) will be made. If the request is denied, the student will be informed and will be given the opportunity to add an explanation to the record and/or appeal the official's decision.

Students have the right to have some control over the disclosure of information from their education records. This includes the student's right to prevent the disclosure of directory information. Students may complete and submit to the Office of the Registrar a Request for Privacy. Students should consider all aspects of a directory information hold prior to filing such a request. This request will prevent the University of Wyoming from releasing any directory information, and any requests for such information from non-institutional persons or organizations will be refused (i.e., your name will not appear in the commencement program, we will not be able to confirm your degree to a prospective employer, your name will not be provided to honor societies that wish to invite you to join, etc.). Requests for non-disclosure that were made while a student was in attendance continue to be honored, even after the student leaves the University, unless the request is revoked by the student (or former student).

Students have the right to file a complaint with the U.S. Department of Education if the student believes that the University has failed to comply with the requirements of FERPA. The complaint must be made within 180 days of when the infraction was discovered, and there must be sufficient evidence to prove the violation. The written complaint should be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

If you have questions about [FERPA](#) or want more complete information, contact the Office of the Registrar at 307-766-5272.

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