

CWC COLLEGE COMMITTEE RECOMMENDATION FORM

Committee Name: 2019-20 Procedures Committee

Submitted by (Committee Facilitator): John F Wood

Sent to Person to Whom Committee Reports: President Tyndall

Approved
FEB 19 2020
CWC Office of the CIO

Date: February 19, 2020

Charge(s) to Which Recommendation Relates:

Process Outlined in Procedure 1.1 Amendment of College Procedures: Once assigned by the CQI Committee or otherwise submitted to the Procedures Committee, all new procedure proposals and proposed revisions to existing procedures are worked by the Procedures Committee as the draft progresses through the adoption process as outlined in Procedure 1.1 Amendment of College Procedures.

Type of Recommendation:

Is an Open Forum Requested? Heard at ACM January 28, 2020

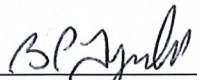
I. Recommendation of Committee: (Attach separate sheet if necessary)

Approve 2.8 Preferred Name as submitted.

II. Administrative Response (by Person to Whom Committee Reports) (within 2 weeks of I.)

Cabinet hearing February 18, 2020: Recommend to the President without revision.

III. Presidential Action (within 1 week of II.)



Signature of President

2/19/20

Signature Date

If signed, change is effective:

Upon signature.



Administrative Procedure	2.8
Procedure Title	**DRAFT** Preferred Name
Related Board Policy	Policy Governance Chapter II Section 2B Treatment of Students Policy Governance Chapter II Section 2C Treatment of Staff
Related Admin Procedures	None
Adopted Date:	XXXX
Effective Date:	XXXX
Last Reviewed Date:	XXXX
<u>Implementation Process by:</u>	Chief Information Officer

It is the practice of the Central Wyoming College to refer to all students, personnel and other people by the first name they prefer whenever possible to do so.

The list of name uses in which legal, compliance, or other reasons out of the control of CWC, require the legal first name be used is in the implementation process for this procedure. If a person requests the college use a different first name for these purposes, that person must legally change their first name and show documentation they have done so to:

Human Resources Office (HRO) for employment; and/or
Student Records Office (SRO) for student records.

The college always uses a person's legal last name.

The college may make exceptions to this practice as legal, required and prudent.

Adopted: XXX