

**CHAPTER 3**  
**GENERAL FUNCTIONS**

**Section 1. Authority.**

Wyoming Statute 21-18-202(a) and 21-18-202(h).

**Section 2. Purpose.**

This chapter defines the Commission's general functions.

**Section 3. Advocating Community College Education.**

(a) The Commission shall be the primary voice for matters relating to community college education affecting two or more of the community colleges.

(b) The community colleges shall provide to the Commission in either hard copy or electronically:

(i) All data referenced in Chapter 7 of *Commission Rules*,

(ii) A current community college catalog,

(iii) Minutes of all college trustees meetings to be delivered in a timely manner, or posted to the college website in a timely manner.

(iv) Names of new trustees to be delivered in a timely manner,

(v) Other materials necessary to support advocating community college education activities.

(c) The Commission shall encourage community colleges and school districts to utilize the procedures provided by W.S. 21-20-101 through 21-20-111.

**Section 4. Establishing Tuition Rates.**

(a) The Commission shall establish tuition rates for the community colleges.

(b) The Commission shall establish a long-range tuition policy (four to six years) and renew or alter it as needed.

(c) The Commission may review tuition rates at any time and may address tuition rate changes on a short-term or emergency basis. At a minimum, tuition rates will be reviewed once every two years.

(d) The tuition rates may include recognition of differential program delivery costs.

(e) In the event a commission-approved tuition rate results in an amount other than even dollars, the colleges will round down to the nearest whole dollar amount. This provision applies to in-state, out-of-state, and WUE enrollees.

### **Section 5. Establishing Residency Requirements.**

(a) This residency policy shall be published in course catalogs of the community colleges.

(b) Residence classification shall be determined for each student at the time the application for admission is accepted or upon student petition for tuition reclassification. Residency is defined in W.S. 22-1-102(a)(xxx) and further clarified below:

(i) A registered student who is correctly classified as a resident by any Wyoming community college or by the University of Wyoming shall be classified a resident at all Wyoming community colleges.

(ii) A legal dependent under the age of 24 of a Wyoming community college graduate may be classified as a Wyoming resident for tuition purposes at any Wyoming community college.

(iii) An individual who is a spouse or financial dependent of an individual who lives in the State of Wyoming and is considered to be a Wyoming resident pursuant to section 5 rules.

(iv) Graduates of a Wyoming high school or a recipient of a high school equivalency certificate who also qualifies for a Hathaway Scholarship.

(v) Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.

(vi) Wyoming residents temporarily absent from the State due to military service, attendance at an education institution, or other type of documented temporary sojourn.

(vii) Individuals with a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, individuals must show evidence of living in Wyoming continuously for a minimum of six months. A variety of factors are considered, with no one factor determining residence status, including:

(A) Evidence that any former out-of-state home has been abandoned,

(B) Full-time employment in Wyoming for a minimum of six months prior to residency determination,

- (C) Ownership of home or property in Wyoming,
- (D) Six months of continual presence in Wyoming prior to residency determination,
- (E) Former Wyoming residency and maintaining state ties,
- (F) Reliance on Wyoming resources for full financial support,
- (G) Wyoming vehicle registration dated a minimum of six months prior to residency determination,
- (H) Wyoming address on most recent federal income tax return,
- (I) A valid Wyoming driver's license issued a minimum of six months prior to residency determination, and
- (J) Wyoming voter registration dated a minimum of six months prior to residency determination.

(viii) A veteran or eligible individual, as described in 38 U.S. C. 3679 (c)(2), shall qualify as a resident for purposes of tuition if the applicant provides:

(A) A certificate or other evidence of the veteran's qualifying service in the uniformed services of the United States:

(B) Documented evidence at the time of enrollment that:

(I) The veteran intends to live in Wyoming during the term of enrollment;

(II) The veteran is enrolling in a Wyoming community college within three years of discharge or release from a period of active duty service of 90 days or more;

(III) If the applicant is a spouse or a child of the veteran, the applicant is a transferee pursuant to 38 U.S. C. 3311(b)(9) or 3319 of the veteran's eligibility for education benefits.

(C) 38 U.S. C. 3679, 3311, and 3319 are incorporated by reference into these rules.

(I) Incorporation of the full text of the Code in this chapter would be cumbersome and inefficient given the length and nature of the Code.

(II) This incorporation does not include any later amendments to or editions of the Code.

(III) Copies of the Code are available at the Commission main office at 2300 Capitol Ave., Hathaway Building Fifth Floor Suite B, Cheyenne, WY 82002.

(IV) Copies of the Code are also available at the following website: [www.communitycolleges.wy.edu/Data/Sites/1/commissionFiles/Commission/rules/US-code-veterans.pdf](http://www.communitycolleges.wy.edu/Data/Sites/1/commissionFiles/Commission/rules/US-code-veterans.pdf).

(ix) The following students are considered non-residents:

(A) Individuals who do not qualify under section (b)(i through viii above);  
and

(B) Individuals who are not U.S. citizens or permanent residents except as provided by section (b)(iv) above.

**Section 6. Maintaining Administrative Computing System Contracts and Common Carrier Electronic System Access.**

(a) The Commission shall be responsible for system wide contracts, including related training and support, that allows for the necessary infrastructure to run an ACS at the community colleges.

(b) Final decision authority in operating the ACS shall be made by the Commission upon approval by the Executive Council with the guidance and recommendation of the Chief Information Officers Council.

(c) The Commission shall be responsible for administering agreements or contracts to provide the necessary internet connectivity to the community colleges for the ACS.

**Section 7. Coordinating Development and Maintenance of the Community College Commission Statewide Strategic Plan.**

In accordance with W.S. 21-18-202(h), the Commission and the community colleges shall follow the processes described in the *WCCC Policy on Consultation* with regard to communication and consultative activities associated with developing and periodically updating the strategic plan.