



Students
Policies and Administrative Rules

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BOARD POLICY 5.0: **ADMISSION POLICY**

Eastern Wyoming College does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Eastern Wyoming College will admit any high school graduate, or anyone who, in the judgment of the College, can benefit from one of the college programs. Enrollment in academic areas for degree purposes is normally limited to those with a high school diploma or the equivalent. Individuals without high school diplomas or G.E.D. credentials who are mature enough to benefit will be accepted on a provisional basis and assistance will be provided in selection of an appropriate program. High School students may enroll in college courses with the recommendation of the appropriate high school official.

Adopted 7/20/05
Revised 11/8/05

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BOARD POLICY 5.1: **STUDENT ASSISTANTS POLICY**

Monies available for employing student assistants to faculty and staff are administered by the Director of Financial Aid. Such funds are included within the budget of that office.

Funds for this activity are derived from work study monies allocated by the federal government and designated institutional operating funds.

Policies and Procedures for managing the work-study program are maintained in the Financial Aid Policies and Procedures Manual.

Adopted 5/11/04
Revised 11/8/05

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BOARD POLICY 5.2: **WITHDRAWAL FROM INDIVIDUAL CLASSES AND COLLEGE**

Individual Classes

A student wishing to withdraw from an individual class must obtain a change of registration card from the Records Office before withdrawal is official (withdrawal cards are valid only for 72 hours after issuance). Students may withdraw from any or all classes before the last 15 calendar days of the semester and receive a grade of W (withdrawal). For classes with a duration of less than 15 weeks, student withdrawal must be completed on a prorated basis to the 15 week semester. After this time, withdrawal will be allowed only upon approval by the Vice President for Student Services if there are exceptional circumstances necessitating withdrawal. The student or an individual instructor will have the right to appeal this decision to the Curriculum and Learning Council. A withdrawal (W) grade is not computed in the student's grade point average. Withdrawal from a class does not release a student from any unmet financial obligation.

College

Withdrawal from Eastern Wyoming College is the official discontinuance of attendance. Students wishing to withdraw are requested to obtain a withdrawal form from the Records Office, complete the form, and return the form to that office. A student who follows this procedure will receive a grade of W on his/her transcript for each of the classes in which the student is enrolled, and the grade of W is not computed in the student's grade point average. Discontinuance of attendance without completion of the withdrawal procedure may result in a grade of F for each course in which the student is enrolled.

Adopted 7/20/05
Revised 11/8/05, 3/9/10

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BOARD POLICY 5.3: **INSTITUTIONAL WITHDRAWAL**

The Vice President for Student Services may institutionally withdraw an individual from all classes in the event of a student's total abandonment of classes, a delinquent financial account, violation of the Student Code of Conduct, death, or other extenuating circumstances. The grade of IW is assigned to the student's classes and is not computed in the student's grade point average. The student will have the right to appeal this decision according to the EWC Grievance Policy 1.7. Institutional Withdrawal from Eastern Wyoming College does not release a student from any unmet financial obligation.

Adopted 7/20/05
Revised 11/8/05, 3/9/10

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**BOARD POLICY 5.4: CREDIT AND COMMUNITY EDUCATION CLASSES FOR
SENIOR CITIZENS**

Credit Tuition Charges

Senior citizens who are 60 years of age and who are residents of Wyoming shall be allowed to enroll without tuition charges in any or all credit course(s) sponsored by Eastern Wyoming College.

All people to which the above policy pertains are expected to pay for all books and incidental charges for classes in which they enroll.

Adopted 7/20/05
Revised 11/8/05, 3/9/10

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BOARD POLICY 5.5: FACULTY RESEARCH INVOLVING STUDENT RECORDS

Faculty research concerning individual student records, grades, class rosters, etc., must be approved by the Vice President for Learning. Access to education records shall be cleared by the Vice President for Student Services.

Adopted 7/20/05
Revised 11/8/05, 3/9/10

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BOARD POLICY 5.6: **FINANCIAL HOLDS**

The purpose of this system is to consolidate each student's financial obligations to Eastern Wyoming College and thereby be able to provide accurate information to the student about all delinquent financial obligations to Eastern Wyoming College.

If an office or an instructor wishes to place a financial "hold" on a student's transcript or registration, the "hold" will be entered into the computer information system. A "hold" placed on a student's record will prevent that student from receiving a transcript or re-enrolling. When the account has been settled, the appropriate office or instructor will rescind the "hold" on the computer information system.

If a student wishes to appeal a "hold" being placed upon their transcript and/or registration, they may do so in a written statement to the Vice President for Student Services, whose decision may further be appealed according to the EWC Grievance Policy 1.7.

Adopted 7/20/05
Revised 11/8/05, 3/9/10

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BOARD POLICY 5.7: **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

PRIVACY RIGHTS OF PARENTS AND STUDENTS
"Buckley Amendment"

General Statement

Eastern Wyoming College has the responsibility for effectively supervising any access to and/or release of official data/information about its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly defined purposes, must be safeguarded and controlled to avoid violations of personal privacy and must be appropriately disposed of when the justification for its collection and retention no longer exists.

In this regard, Eastern Wyoming College is committed to protecting to the maximum extent possible the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of such records is restricted to the student concerned, to others with the student's written consent, to officials within the College, to a court of competent jurisdiction, and otherwise pursuant to law. Students will receive annual notification regarding the Family Educational Rights and Privacy Act (Statute: 20 U.S.C. 1232 g; Regulation S: 34 CFT Part 99).

Only the personal representative (executor/executrix) or parents of a deceased student may authorize the release of education record information regarding the deceased student, for a period of ten years after the death of the student. Beyond such time, access to anyone requesting the deceased student's education records is permitted without permission.

Adopted 7/20/05
Revised 11/8/05, 3/9/10

Administrative Rule 5.7.1: **RECORDS VAULT ACCESS**

Access to the records vault will be available under the following stipulations:

1. Access to the records vault will be granted only through the permission of the Vice President for Student Services or designee.
2. Records should not be removed from the vault if at all possible. If records are removed by authorized personnel, the appropriate form should be filled out and the red tag placed in the file.
3. All records must be returned by 4:00 p.m. to the vault. No records are to be kept overnight.
4. Exceptions to the above policy will be made through the Vice President for Student Services.

Adopted 01/25/00
Revised 11/8/05, 3/9/10

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BOARD POLICY 5.8: **CLASS ATTENDANCE POLICY**

A student at Eastern Wyoming College is expected to attend all sessions of each course in which the student is enrolled. Active participation in all scheduled learning activities is essential for the student to satisfactorily achieve the educational objectives of any course. Therefore, an instructor is authorized to withdraw a student from a course whenever:

- a) the student's absences in the course exceed 20% (twenty percent) of the scheduled sessions for the semester, or
- b) the student has been absent 6 (six) consecutive class hours in the course.

Where a special program attendance policy varies from the above, the program policy will prevail.

A student who is withdrawn from a course on or before the College's official last day to drop classes will receive a grade of W (Withdrawal) for the course. A student who is withdrawn after the official last day to drop classes will receive either a grade of F (Failure), a grade of IW (Institutional Withdrawal) or a grade of W (Withdrawal) for the course.

It is the responsibility of the instructor to notify, in writing, the Vice President for Student Services that the student is being withdrawn. The instructor also must indicate what grade the student is to receive, and the last date of attendance. The Vice President for Student Services will then notify the student of the action taken.

Due to the variation in course content and in types of classroom activity, make-up policies will vary from instructor to instructor, and will be given specifically in the course outlines given to each student.

Adopted 7/20/05
Revised 11/8/05, 3/9/10

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BOARD POLICY 5.9: ADMISSION OF INTERNATIONAL STUDENTS

The purpose of this policy is to establish standards for the admission of international students to Eastern Wyoming College. The College will adhere to all United States federal laws and regulations regarding the enrollment of international students. The Vice President for Student Services is responsible for the establishment and maintenance of such procedures as may be necessary to control the initial enrollment of international students to Eastern Wyoming College, in accordance with the provisions of these regulations.

*Adopted 7/20/05
Revised 11/8/05, 3/9/10*

Administrative Rule 5.9.1: ADMISSION OF INTERNATIONAL STUDENTS

In order for applications to be acted upon, each International Student indicating a desire to enroll in Eastern Wyoming College must provide the following: (Your application will not be considered complete until all of these materials have been submitted.)

1. A handwritten description of the student's actual educational goals, and how Eastern Wyoming College might assist in the achievement of those goals.
2. An English translation of all required academic records, and complete all application materials and correspondence in English.
3. Completion of an EWC Application for Admission, and all other college application materials, in the student's own handwriting. All material should be submitted by May 1st if the student is planning to attend the Fall semester, and by September 1st if the student is planning to attend the Spring semester.
4. Students who wish to live in the dormitories should also send the required damage deposit as a money order or bank draft in **US Dollars** at least four (4) months in advance of the initial term.
5. Proof of ability to bear the financial obligations incurred while attending Eastern Wyoming College. (i.e. Completion of **all** sections of the Confidential Financial Statement, including Statement of Guarantor and Bank Verification). International students **may not** work off campus while attending college at Eastern Wyoming College. American students receive priority consideration for jobs on-campus.
6. Applicants from abroad whose native language is other than English, are required to furnish scores on the Test of English as a Foreign Language (TOEFL). An International Student must have a Paper-Based TOEFL score of 520 or a Computer-Based TOEFL score of 190. Visit www.toefl.org for more information about the TOEFL. Eastern Wyoming College's institution code for TOEFL is 4700. (An SAT verbal score of 500 may be substituted for the above TOEFL score, if necessary.)
7. Applicants must submit results of a tuberculosis exam prior to enrollment. International students are required to have medical insurance during their

enrollment at Eastern Wyoming College.

8. A SEVIS I-20 form will be generated by Eastern Wyoming College at the time of admission to the College.
9. The SEVIS I-901 fee went into effect September 1, 2004. An alien seeking an F-1 visa from an embassy or consulate abroad for initial attendance at Eastern Wyoming College is required to pay a fee to the United States government accompanied by the Form I-901. All procedures must be carefully followed. Complete information regarding the fee payment procedures may be found at <http://www.ice.gov/graphics/sevis/i901/fag.htm>. Payment may be made by mail or on the Internet at www.FMJfee.com.
10. After a receipt for the I-901 fee is received by the student, the Form I-20 must be taken to a U.S. embassy or consulate in the potential student's home country. The student will then be issued a student visa to enter the U.S. Students will also need a passport. (Exceptions to this requirement are Canadian citizens who do not require either a passport or student visa.) The SEVIS I-20 form, along with a copy of the confidential financial statement (certifying that the student has sufficient funds to remain in the U.S. for a period of at least one year), must be presented to the border officials at the time the student applies for admission into the United States.

*Adopted 9/14/04
Revised 11/8/05, 3/9/10*

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BOARD POLICY 5.10: **ACTIVITY SPONSORSHIP**

Eastern Wyoming College will sponsor no off-campus student activities that occur outside the school year unless playoff competition is involved. This restriction would cover all student activities offered by the College which include: those clubs listed under campus life in the Eastern Wyoming College catalog.

Sponsors of activities which might be hazardous to students must ensure that all the participants have knowledge of the skills and safety precautions required of the activity.

Adopted 7/20/05
Revised 11/8/05, 3/9/10

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BOARD POLICY 5.11: RESIDENCE CLASSIFICATION POLICY

In accordance with Wyoming Community College Commission rules, the EWC Board of Trustees will determine residency classification according to EWC Administrative Rule 5.11.1.

Adopted 9/14/93
Revised 11/8/05, 3/9/10

Administrative Rule 5.11.1: RESIDENT CLASSIFICATION REGULATIONS

A student previously classified as a non-resident may be reclassified any time prior to the end of the published refund period of any term in which he/she qualifies. A student who is classified as a resident by one Wyoming community college will be considered a resident at all Wyoming community colleges per Wyoming Community College Commission Rules; Chapter 7, Section 5.

CLASSIFICATION PROCEDURES

1. Residence classification shall be made for each student at the time the application for admission is accepted and whenever a student has not been in attendance for more than one (1) semester.
2. Only individuals or their legal dependents who are U.S. citizens or are in an immigrant status may qualify for residency.
3. Community college districts may require applicants to supply information to document residency status.

RESIDENCE

Any of the following may be used by a student and would result in an individual being classified or reclassified as a Wyoming resident for tuition purposes:

1. A graduate of a Wyoming high school or recipient of a GED in Wyoming who enrolls in a community college within twelve (12) months of high school graduation;
2. An individual who can provide written verification that he/she has lived in Wyoming continuously for one (1) year prior to enrolling;
3. A legal dependent under the age of 24, or a spouse of a resident of the State of Wyoming who qualifies as a resident based upon this policy;
4. A legal dependent under the age of 24 of a Wyoming Community College graduate;
5. A student who marries a Wyoming resident shall be granted resident classification at the beginning of the next term following the marriage;
6. An individual on active duty in Wyoming with the United States Armed Forces, Wyoming National Guard or Reserves, and his/her legal dependents;
7. An individual who can provide written verification from an employer that he/she will be employed full-time in Wyoming for an anticipated period of not less than seven (7) months.
8. Persons temporarily absent from the state due to military service, attendance at educational institutions, or other types of documented temporary absences will not have their resident status voided by such absence.

EXCEPTIONS

In accordance with W.S. 21-17-105, an individual who does not reside in Wyoming may be considered a resident for tuition purposes if he/she meets all of the following criteria:

1. Has been employed in Wyoming for at least seven (7) months, and such employment is the applicant's principal means of support;
2. Pays Wyoming property taxes;
3. Resides in a state with a similar law; and
4. Is willing to submit an affidavit to the above.

Adopted 11/9/99

Revised 11/8/05, 3/9/10

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BOARD POLICY 5.12: HIGH SCHOOL STUDENT TUITION POLICY

High school students attending a Goshen County School District high school may be given a tuition grant to enroll in EWC college credit classes on the Torrington campus of Eastern Wyoming College. Qualification requirements for receiving and continuing with an EWC tuition grant will be specified within the current college catalog. All Fees and other associated costs of the courses will be the responsibility of the student.

Adopted 1/14/03
Revised 11/8/05, 3/9/10

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BOARD POLICY 5.13: **STUDENT CODE OF CONDUCT**

Colleges recognize the student as an adult pursuing an education. Just as a student does not lose citizenship rights upon enrolling at a college, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of the college student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the college, honesty in academic work and all other activities, and observance of local, state, and federal laws.

When students enter Eastern Wyoming College, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the college. Student conduct, therefore, is not considered in isolation within the college community but as an integral part of the education process. All students are expected to know and abide by this code of student conduct. A copy of the student code shall be available at the College library and may be inspected upon request.

PROHIBITED CONDUCT

The following conduct is prohibited: interference with the rights or freedoms of others; wrongful utilization of goods, services, or information; and criminal conduct.

Interference with the rights or freedoms of others shall include but not be limited to the following:

1. Disruption of the classroom learning environment, including but not limited to activities such as repeatedly leaving and entering the classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting to physical threats.
2. Assaulting, striking, or in any way unlawfully threatening or causing physical harm to another.
3. Unlawfully threatening, harassing or stalking another.
4. Participating in any actual or threatened non-consensual sexual act.
5. Participating in sexual harassment.
6. Participating in unlawful harassment of acts or threats directed toward individuals or groups including groups defined by race, creed, national origin, disability and Vietnam veteran status.
7. Participating in any act of hazing of any variety by an individual or group. "Hazing" includes, but is not limited to, an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property.
8. Unlawful possession of or unlawful use of firearms or dangerous weapons of any kind.
9. The use and/or possession of alcoholic beverages on college-owned or controlled property or being under the influence of alcoholic beverages while operating a vehicle on college owned or controlled property.
10. The unlawful possession or use of any drug or controlled substance (including but not limited to stimulant, depressant, narcotic, prescription medication, or hallucinogenic drug or substance, or marijuana), or the unlawful sale or distribution of any drug or controlled substance.
11. Participating in the destruction of or otherwise vandalizing the public or private

- property of others.
12. The unlawful trespassing upon or forcefully entering public or private premises without authorization.
 13. Possessing or using unlawful explosives or other dangerous devices.
 14. Unlawfully creating a safety hazard, or health hazard. Starting a fire in an unsafe manner or location that poses a risk to others.
 15. Activating a fire alarm or pre-alarm cover without the existence of a fire or a similar emergency situation. Directing that others activate a fire alarm or pre-alarm cover without the existence of a fire or a similar emergency situation.
 16. Rendering inoperable or abusing a fire alarm, extinguisher, or other safety device located upon public property.
 17. Participating in any activity that disturbs the peace, disrupts the lawful orderly activities of others, or otherwise interferes with any lawful college activity or function.
 18. Visiting in the residence hall rooms in a manner that is in violation of the housing regulations.
 19. Participating in unlawful gambling in any form.
 20. Participate in the unlawful operation of a motor vehicle in a manner that threatens the safety of people or property.
 21. Possession of an animal on campus in violation of residence hall policy or college policy.
 22. Littering.
 23. Throwing or otherwise ejecting any objects from windows or roofs of college buildings.
 24. Unlawfully conveying false information.

Wrongful Utilization of Goods, Services, or Information shall include but not be limited to the following:

1. Plagiarism, cheating, and other forms of academic dishonesty, or facilitating any such act.
2. Failure to promptly meet financial responsibilities to the institution.
3. Stealing from and/or possessing without authorization, any property or services from another person, group of people, or the college.
4. Embezzling, defrauding, or procuring any money, goods, or services under false pretenses.
5. Possessing, purchasing, or receiving property, money, or services knowing them to have been stolen or embezzled.
6. Issuing a check on campus knowing that it will not be honored when presented for payment.
7. Duplicating keys, computer access codes and other devices without proper authorization.
8. Forging, altering, or causing any false information to be entered on an administrative record or presented at an administrative proceeding.
9. Unauthorized use of long distance caller identity codes.
10. Unauthorized use of the computer system, computer access codes, and restricted areas of computer services.

Criminal Conduct:

The violation of a local, state or federal criminal statute shall be a violation of this code, whether or not such violation is prosecuted by public officials. The college may refer such violations to appropriate law enforcement agents.

SANCTIONS

Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials:

1. Warning: Notice, in writing, that the student is violating or has violated institutional rules and that continuation or repetition of similar misconduct, within a prescribed period of time, may cause for further disciplinary action and more severe sanctions.
2. Restitution or Reimbursement: Reimbursement for damage to or misappropriation of property or for personal injury costs.
3. Mandatory Community Work: Assigned campus and/or community service appropriate to the offense.
4. Mandatory workshop for alcohol or drug-related misconduct.
5. Personal counseling referral.
6. Class Attendance: The individual enrolls in and completes a class that helps the person understand why the conduct is prohibited.
7. Restriction or Revocation of Privileges: Restriction or revocation of certain student privileges for a specified period of time.
8. Residence Hall Probation: Warning that further violation of guides to residence hall living may result in expulsion from campus housing and/or revocation of privileges to live in campus housing for a specified period of time.
9. Disciplinary Probation: Warning that further violation of specified regulations within the probationary period, are likely to result in more severe disciplinary sanctions, to include suspension from the institution.

The following sanctions may be assigned only by the Vice President for Student Services:

1. Probation: Warning that violation of any institutional regulation within the probationary period may result in more severe disciplinary sanctions, to include suspension or expulsion from the institution.
2. Suspension: Termination from classes and other privileges or activities for a period not to exceed two years. Suspension will be noted on a student's permanent record (transcript).
3. Disciplinary Dismissal: Permanent termination of student status. Disciplinary dismissal will be noted on a student's permanent record (transcript).

INFORMAL GRIEVANCE PROCEDURE – (As it pertains to students)

In order to insure the most complete processing of complaints or concerns within the environs of Eastern Wyoming College, the College adopts the following procedures: The first procedure, the informal grievance procedure, is designed to permit an expedited and orderly processing of all complaints or concerns of students in an informal manner, while at the same time insuring that the complaints are fully explored and that a reasonable effort has been made to resolve the difficulties without the necessity of formal grievance proceedings.

The informal complaint procedure may be utilized to resolve any student or personnel problems arising at the college.

If the grievance cannot be resolved through this informal procedure, the person or persons involved may avail themselves of the formal grievance procedure.

The informal complaint process is limited to fifty (50) calendar days from the alleged event. Complaints of events exceeding 50 days prior to statement of the complaint shall be handled through the formal complaint procedure. Any student who has a complaint may utilize this informal complaint procedure. In implementing this procedure, the complaining party should proceed as follows:

1. A complaint should be discussed initially between the persons involved; many problems may be resolved on this one-to-one basis.
2. If the persons(s) concerned are unable to resolve the problem on a one-to-one basis, the following procedures should be followed:
 - (a) In the event that the grievance concerns the College President, the complaint will be submitted to a mediation committee of three individuals. One individual shall be selected the complainant, one by the College President, and the two selected individuals shall jointly select a third individual. This committee shall then make recommendations in an effort to resolve the matter.
 - (b) A student should define the complaint to the appropriate Division Chairperson regarding instructional personnel or matters; and to the appropriate student activities director regarding noninstructional personnel or matters.

This informal procedure does not rule out discussions among the complainant, his/her supervisors, or any other person who may assist in resolving the situation, including the Vice President in charge of the particular depart or activity involved. The Board of Trustees should not be involved in any informal discussion of the grievance with any party involved.

In the event the above procedure does not result in a mutually agreeable solution, the student may file a formal grievance which will then be processed in accordance with the procedures set forth within the College's Formal Grievance Procedure.

FORMAL GRIEVANCE PROCEDURE – (As it pertains to students)

If the complaining party or parties have been unable or unwilling to resolve the complaint utilizing the procedures available under the "Informal Complaint Procedure," the complaining party or parties may proceed to file a formal grievance.

1. The formal grievance procedure begins with the filing of a written complaint. The written complaint must be filed within ten (10) working days following the alleged event, or ten (10) working days after unsuccessfully resolving the complaint informally.

The format of the written formal grievance shall contain the following:

 - a. A concise statement of the grievance;
 - b. A complete description of the action(s) of all parties involved;
 - c. A detailed description of the alleged events;
 - d. The date of the alleged occurrence;
 - e. The place of occurrence of the alleged events;
 - f. The relief or remedy sought by the complainant.
2. If the grievant is a student, the grievant shall submit the written complaint to the appropriate Division Chairperson, if the grievance involves instruction matters, and to the Vice President for Student Services if the grievance involves noninstructional matters. All formal student complaints are kept on file in the Vice President for Student Services office. The Division Chairperson, or Vice President for Student Services shall notify the relevant parties in the dispute of

the receipt of the formal grievance within five (5) working days, shall investigate, facilitate, and answer the grievance in writing.

3. If either party is dissatisfied with the written decision from the, Division Chairperson or Vice President for Student Services, either party may request a review by the Grievance Review Committee. Such request must occur within five (5) working days after receiving the written decision from the Division Chairperson or Vice President for Student Services. The Grievance Review Committee shall conduct an investigation of the matter within ten (10) working days after the request is submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed.
4. If either party is dissatisfied with the written decision of the Grievance Review Committee, either party may request a review of the decision by the College President. The request must occur within five (5) working days after receiving the written decision from the Grievance Review Committee. The President shall conduct an investigation of the matter within ten (10) working days after the request is submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed.
5. If either party is dissatisfied with the written decision of the College President, either party may request a hearing before the Board of Trustees. Such a request for hearing must occur within five (5) working days after receiving the written decision from the College President. The Board shall then conduct a formal hearing in accordance with its Rules of Practice For Contested Cases.
6. COLLEGE PRESIDENT. If the grievance or complaint concerns the College President, the formal Complaint shall be submitted directly to the Grievance Review Committee within ten (10) working days following the alleged event, or ten (10) working days after unsuccessfully resolving the complaint informally. The Grievance Review Committee shall conduct an investigation of the matter within fifteen (15) working days after the Complaint has been submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed. If either party is dissatisfied with the written decision of the Grievance Review Committee, either party may request a hearing before the Board of Trustees. Such a request for hearing must occur within five (5) working days after receiving the written decision from the Grievance Review Committee. The board shall then conduct a formal hearing in accordance with its Rules of Practice For Contested Cases.
7. Student Grievance Review Committee:
 - Administrator (Chairperson) appointed by the College President
 - Professional Staff Member appointed by the Chairperson
 - Faculty Member appointed by the Chairperson
 - Classified Staff Member appointed by the Chairperson
 - Student Senate Member recommended by Student Senate President

WHAT IS SEXUAL HARASSMENT

Sexual harassment is an abuse of power which is demeaning and interferes with the ability to

work or participate in an educational setting. Sexual harassment, including peer sexual harassment is a form of prohibited sex discrimination. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or create a hostile or abusive educational environment. Both male and female students are protected from sexual harassment; even when the harasser and the person being harassed are members of the same sex.

Sexual harassment can be blatant or it can be very subtle behavior. Blatant forms of sexual harassment include sexual propositions, inappropriate touching, unsolicited embracing or kissing, and assault or rape. Subtle forms include inappropriate or obscene jokes; intimate language, such as dear, sweetheart, darling, and leering. All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of job, poor grades, or physical harm.

Victims of sexual harassment may experience physical and emotional reactions to the behavior. Anger, depression, self-blame, denial and decreased self-esteem are common reactions to sexual harassment. Headaches, stomach disorders, inability to concentrate, insomnia, and backaches are sometimes experienced as symptoms of the stress that a victim feels. Students who have concerns about sexual harassment should contact the college affirmative action officer immediately.

SEXUAL HARASSMENT POLICY

Definition: Eastern Wyoming College endorses the definition of sexual harassment provided under Title VII of the Civil Rights Act of 1964. Accordingly,

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Policy Statement on Sexual Harassment

Eastern Wyoming College strives to create a working and learning environment that is desirable for all employees and students.

Sexual harassment of employees or students is reprehensible, illegal and will not be tolerated at Eastern Wyoming College. Such activity which influences employment decisions or the academic success of students is contradictory and antithetical to the environment provided by this institution, and prompt and remedial action will be taken by Eastern Wyoming College upon any finding of sexual harassment.

All complaints of sexual harassment will be investigated. Employee complaints should be filed with the complainant's immediate supervisor or the Affirmative Action Officer. Student complaints should be registered with the relevant Division Chair or the Affirmative Action Officer. If the complaint cannot be resolved at this level, the College Grievance Procedure under EWC Grievance Policy No 1.7 should be followed. Victims of sexual harassment are

strongly encouraged to disclose any episode(s) of sexual harassment. Such disclosure will assist EWC in its attempts to prevent future episodes of sexual harassment.

Any Eastern Wyoming College agent or employee who is found to have engaged in sexual harassment of another employee or student will be subject to disciplinary sanctions, which may include, but not limited to, written reprimand, demotion, transfer, required professional counseling, and/or termination of employment. Any student who violates this policy will be subject to prompt and appropriate discipline. Such discipline may result in the student being expelled from Eastern Wyoming College.

No employee or student shall suffer reprisal from Eastern Wyoming College as a consequence of filing a "good faith" complaint.

*Adopted 7/20/05
Revised 11/8/05, 3/9/10*