



## Academic Procedures

### Registration Procedures

Individual students select and develop programs of study for a given semester under the direction of an assigned faculty advisor.

The registration procedure observes the college's rules while providing efficient service to students. Procedures are constantly under review and changes are made as necessitated by enrollment increases and as permitted by developments in the processing of records.

Instructions are issued at each enrollment which consist of the following steps: (1) planning program of study with assigned advisor; (2) completing registration materials; (3) having enrollment materials checked and approved by academic advisor; and (4) assessment and payment of fees.

All information requested during enrollment is vital and important to the student and to the college. Students must supply all information requested, accurately and completely, according to instructions. If address, legal name, field of study, advisor, telephone number, car registration, or other such information changes after enrollment, the student should inform the office of the Records Office immediately. Falsification of records may result in suspension from classes.

### Change of Registration

Students desiring to drop or add courses after registering initiate the procedure by obtaining the necessary form from the Records Office. After the student completes the form, "Student's Request for Change of Registration," and secures the proper signatures, the form is returned to the Records Office.

The following schedule applies to students adding and/or dropping classes:

1. No entry is made on the student's permanent academic record of classes dropped prior to the last day for late registration.
2. No classes may be added or dropped after the last day for late registration, without the approval of Financial Aid, the advisor, and the instructor.

### Advisors

When students enroll at Eastern Wyoming College, they are assigned to an advisor who aids them in planning their program of study in selecting educational and vocational objectives, and in making personal adjustment to college life.

All degree-seeking students are required to take placement exams in English, math, and reading prior to the first day of classes to aid in proper class placement and to maximize academic success. Non-degree seeking students may be required to take the placement exams prior to enrolling in certain English and math courses. It is important for all college students to possess or acquire the math, reading, and English skills necessary for their program of study.

Advisors are usually assigned at the time the placement exams are taken. The student and advisor then receive copies of the placement exam results to use in making decisions about program selection and course enrollment. Advisors are to be consulted whenever the student registers for classes, drops or adds classes, receives a deficiency notice, or when the student begins to make graduation/transfer plans. Advisors are important and students are urged to confer regularly with them. To change advisors the student must contact the Records Office.

### Change of Curriculum or Advisor

Students who wish to change their curriculum should contact the Dean of Student Services whose approval is required before action is initiated. Curriculum changes can be made only at the beginning of a semester.

The Records Office should be contacted if a change of advisor is desired.

### Credits

Credits are computed in semester hours. A credit hour comprises work through one semester and normally requires an average of three hours of effort per week. Classes with laboratory components require more contact time. These three hours may be occupied with lectures, recitations, laboratory work, reports, or assignments outside of the classroom.

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The amount of credit for any course is governed by the catalog statement. Allowance for more or less credit than is listed in the current catalog will not be allowed.

### Credit Hour Load

An average of 15 or 16 hours of credit each semester is considered a normal load. The maximum credit load is 18 hours. Students must have approval of the Vice President for Learning to exceed this maximum.

Only students of marked ability, whose grades average B or above, should enroll for more than the average number of hours. Students registering more than one week late may be restricted in the number of hours for which they can enroll. Students engaged in outside employment requiring an excessive amount of her/his time may be restricted in the number of credit hours for which they may enroll. Restrictions in each case will be determined by the student's advisor and the Vice President for Learning.

Certain programs outlined under the Programs of Instruction section of this catalog will identify a semester totaling 19 hours or more. Students should work with their advisors to determine the best way to accomplish the completion of all the program requirements. For some students it may be best to extend their academic planning to include an additional summer session or semester in order to successfully complete a particular program.

### Institutional Challenge Exams

Institutional Challenge examinations are available for some courses. Students showing proficiency by passing challenge examinations can be given credit up through the level of demonstrated proficiency. For details about challenge exam availability, the student should contact the appropriate division chair. Grades of S and U are given in all institutional challenge exams. Such credit is not included in a student's grade point average (GPA). The grade of S would be equivalent to C or better. Entries will be made on the student's transcript only if the grade of S is obtained and only if the student enrolls at the college in a degree program. Students should be aware that while credit may be awarded through such exams by Eastern Wyoming College, not

all institutions will accept transfer credit earned through these methods. A fee of \$10.00 will be assessed for each examination.

### Advanced Placement Examination

Students showing proficiency by passing examinations such as College Entrance Examination Board Advanced Placement Program (CEEB-APP) or American College Testing—Proficiency Examination Program (ACT-PEP) may earn EWC college credit for demonstrated proficiency to a maximum of 16 semester credit hours. Grades of S and U are given in all examinations. Credit by advanced placement examination is not included in the student's grade point average; but counts in hours earned toward graduation. The grade of S is the equivalent of C or better (APP score of 4 or 5). Entry on the student's transcript for credit by examination is made only if a grade of S is obtained and is noted as a grade obtained by examination. Students should be aware that while credit may be awarded through exams for Eastern Wyoming College requirements, not all institutions will accept transfer credit earned through these methods.

### College Level Examination Program

Eastern Wyoming College administers subject examinations of the College Level Examination Program (CLEP). CLEP examinations may not be repeated within six months from the time the examinations were administered. Students may earn credit through the subject examinations by scoring at or above the score recommended by the Council on College-Level Examinations. Entries on the student's record will state that the credits earned were by CLEP examinations along with the title of the examination. A maximum of 15 semester hours of credit by examination may be earned toward EWC graduation requirements.

Students may designate the institution they wish to receive their scores. Students should be aware that not all colleges have the same policies regarding acceptance of credit by examination and should confirm with the college or university to which they are transferring that the credit by examination will be accepted.

## Academic Procedures

The transfer of CLEP scores to EWC from other accredited institutions will be determined by the Dean of Student Services.

CLEP examinations are administered by appointment only in the Academic Testing Center. For an appointment, call 307.532.8288. A fee is assessed for each CLEP examination, plus an administration fee of \$10.

Eastern Wyoming College courses for which CLEP credit may be earned are shown on the following chart:

**Eastern Wyoming College courses for which credit may be earned through CLEP are shown below.**

<b>EWC Courses</b>	<b>Semester Hours</b>	<b>Required CLEP Examination</b>	<b>(Minimum Computer-Based Testing Score) Required</b>
BIOL 1010 & 2020	6	Biology*	50
CHEM 1020 & 1030	6	Chemistry*	50
ECON 1010	3	Principles of Macroeconomics	50
ECON 1020	3	Principles of Microeconomics	50
EDFD 2100	3	Intro to Educational Psychology	50
ENGL 1010	3	English Composition (with essay)**	50
ENGL 1020	3	Analyzing & Interpreting Literature**	50
HIST 1110	3	Western Civilization I	50
HIST 1120	3	Western Civilization II	50
MATH 1400	4	College Algebra	50
MATH 1450	3	Precalculus	50
MATH 2200	5	Calculus	50
PSYC 2300	3	Human Growth & Development	50
SPAN 1010 & 1020	8	Spanish Language	50

**\*Lab must be taken separately to earn the 2 required credits**

**\*\*Essay Required**

### DANTES Subject Standardized Tests

Students showing proficiency in content areas as demonstrated by the DANTES Subject Standardized Tests may receive EWC college credit. Students may earn credit through the subject examinations by scoring at or above the score recommended by the Council on College-Level Examinations. Entries on the student's records will state that the credits earned were by DSST examinations along with the title of the examination. A maximum of 15 semester hours of credit by examination may be earned toward EWC graduation requirements.

Students may designate the institution they wish to receive their scores. Students should be aware that not all colleges have the same policies regarding acceptance of credit by examination and should confirm with the college or university

to which they are transferring that the credit by examination will be accepted.

The transfer of DSST scores to EWC from other accredited institutions will be determined by the Dean of Student Services.

DSST examinations are administered by appointment only in the Academic Testing Center. For an appointment, call 307.532.8288. A fee is assessed for each DSST examination, plus an administration fee of \$10.

Eastern Wyoming College courses for which DSST credit may be earned are shown in the following chart:

## Academic Procedures

### Eastern Wyoming College courses for which DSST credit may be earned:

<b>EWC Courses</b>	<b>Credits</b>	<b>DSST Examination</b>	<b>Required</b>
ACCT 1010	3	Principles of Financial Accounting	50
ANTH 1100	3	General Anthropology	50
BADM 1000	3	Introduction to Business	50
BADM 1005	3	Business Mathematics	50
BADM 1030	3	Personal Finance	*400
BIOL 1080	3	Environment & Humanity: The Race to Save the Planet	50
CO/M 1010	3	Principles of Public Speaking	50
CRMJ 2120	3	Criminal Justice	50
EDFD 2020	3	Foundations of Education	50
G&R 1030	3	Human/Cultural Geography	50
GEOL 1100	3	Physical Geology	50
HLED 1006	3	Here's to Your Health	*400
PHIL 2300	3	Ethics in America	*400
PHYS 1110	3	Principles of Physical Science I	50
RELI 1000	3	Intro to World Religions	*400
STAT 2050	3	Principles of Statistics	*400

\*Exams revised in 2008

### Independent Study

Independent study is available to those students who have demonstrated the self-discipline to study successfully with a minimum of structure and formal direction from an instructor. It is designed for use in exceptional circumstances and is not used routinely.

A student must work out a plan for independent study with his/her advisor and the faculty member who will supervise the work. The plan will be submitted to the appropriate Division Chair for approval. Independent study is subject to the same academic calendar as regularly scheduled course work and is to be completed during the term.

### Grade Reports

Mid-semester deficiency letters are mailed to students whose work in any course is less than satisfactory. The purpose of these letters is to call attention to the progress of each student at a point in the term which permits enough time for improvement. Students who receive deficient grades (below a C) should confer with the instructors and their advisor for recommendations and suggestions as to how their work can be improved.

Final grade reports are prepared immediately following the close of each semester. Grades will be available on LancerNet which can be accessed

on the Internet at [ewc.wy.edu](http://ewc.wy.edu) after the close of the semester. A transcript may be obtained through a written request if access to LancerNet is not available to the student.

### Final Examinations

The last week of the semester is set aside for study and final examinations. Where possible, college-sponsored activities will not be scheduled during the final examination period. No final exams will be rescheduled to accommodate travel arrangements.

### Grades

It is the policy of the college that the value of the student's work is not determined entirely by what he/she may know upon examination. His/her grade is determined by daily application and results, as well as by periodic examination.

**The student's performance is evaluated according to the following system of grades:**

<b>Grade</b>	<b>Value</b>	<b>Definition</b>
<b>A</b>	<b>4</b>	Exceptional
<b>B</b>	<b>3</b>	Very Good
<b>C</b>	<b>2</b>	Average or Acceptable
<b>D</b>	<b>1</b>	Poor
<b>*F</b>	<b>0</b>	Failure (Assigned as a grade for inadequate performance, nonattendance, or abandonment of class)

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**\*X 0** A student who is unable to complete the course work required in any designated course may receive an incomplete grade of X with an agreement between the student and instructor of the course. Such agreement(s) must be in the form of a “contract” between said instructor and student outlining the course work and time designated for such course work to be finished. These contract forms must be submitted to the appropriate Division Chair. The completion date designated by an instructor may not exceed one academic semester. If the course work is not completed or graded within one year, the grade of X will revert to a grade of IW.

**Grade Value Definition**

**\*W 0** Withdrawal  
**\*IW 0** Institutional Withdrawal  
**\*IP 0** In Progress. The IP grade notation is used for those courses which are still in progress beyond the scheduled end of the term. It is not considered a grade as such, but rather an indicator of a course in progress and, therefore, is not included in the semester summary of grade points or hours completed. The temporary notation of IP is assigned for each student enrolled in the course until a permanent grade is issued by the instructor.

If the course is not completed or graded within one year, the grade of IP will revert to a grade of IW.

**Grade Value Definition**

**S,\*U 0** Satisfactory and Unsatisfactory. The grade of S is interpreted as a grade of C or above and the grade of U is interpreted as a grade below C.

S/U grades are intended primarily for on-the-job training courses, and credit through institutional challenge examinations, credit through the College Level Examination Program (CLEP), credit by Advanced Placement Examinations, DANTES, and courses which are offered for S/U grade only. Students should be aware that while credit may be awarded through such exams for Eastern Wyoming College requirements, not all institutions will transfer credit earned through these methods.

Neither the S nor U grade carries grade points and neither will be included in the calculation of a student’s grade point average. Both S and U grades will count as hours attempted and S grades

will count as hours earned. Once issued, an S grade cannot be converted to a letter grade.

**Grade Value Definition**

**\*AU 0** Audit. Students must signify at the time of registration whether or not they are taking courses for audit. There will be no opportunity to change this decision after enrollment.

\*For financial aid purposes, grades of F, X, W, IW, IP, U, and Audit do not count toward successful completion of classes.

### Grade Point Average

A grade point average (GPA) represents a weighing of all applicable credit hours and grades. For purposes of calculating the grade point average, grades are assigned the following point values: A=4, B=3, C=2, D=1, F=0. Courses in which a grade of IW, IP, X, W, S, U, or AU is assigned are not used in calculating the grade point average. A student’s GPA is derived by the following process. First the point value of the grades the student earned in each course is multiplied by the number of credit hours for that course. The products (credit hours multiplied by point value) for all the student’s applicable courses are added together, and the total is divided by the number of applicable credit hours attempted. The result is the student’s GPA.

**For example, a student carrying 16 credit hours earned the following grades:**

- 3 hour course A (4)
- 3 hour course C (2)
- 4 hour course B (3)
- 4 hour course A (4)
- 2 hour course B (3)

**The computation for the grade point average is as follows:**

3 hours X 4 =	12	
3 hours X 2 =	6	
4 hours X 3 =	12	
4 hours X 4 =	16	
2 hours X 3 =	6	<b>Totals</b>
16 hours		52 points
52 points divided by 16 hours =		3.25 GPA

**1. Semester Grade Point Average:** The sum of all grade points earned in a semester divided by all applicable credits attempted.

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**2. Cumulative Grade Point Average:** The sum of all grade points earned at the college divided by all applicable credits attempted at the college. Only the credit and grade points earned in the course or last attempt of a repeated course are used in calculating the grade point average. Students changing their programs of study may submit a petition to the Dean of Student Services to exclude courses which would not be applicable to any of the graduation requirements (other than total hours) in the curriculum in which the student is a candidate for graduation.

### Challenges to the Record

See EWC Notification of Rights Under FERPA for Postsecondary Institutions on page 45.

### Reading Requirement

The reading requirement applies to students seeking degrees or certificates, or students enrolled in 12 or more hours whose placement scores indicate the necessity for a reading course. If the placement exam indicates a reading course is necessary, the student must successfully complete a reading course with a grade of “C” or better to satisfy the reading requirement. The course must be taken within the first two semesters of enrollment at EWC.

### Exit Assessment

All candidates for Associate of Arts or Associate of Science degrees are required to participate in an exit (outcomes) assessment prior to graduation. One portion of the process targets the specific program of study and the other portion targets selected general education skills typically attained in college such as reading, writing, mathematics, science reasoning, critical thinking, and information literacy. All candidates for Associate of Applied Science degrees and Certificates are also required to participate in a final assessment prior to graduation. While the specific assessment method varies depending on degree and program, one portion will target the general education skills of reading, math, and writing. The exit assessment process will help students validate academic proficiency, identify broad academic strengths and weaknesses, and plan educational choices more effectively. The results of the assessment process will also serve to evaluate Eastern Wyoming College’s effectiveness in specific program training and overall general

education preparation and provide information that can be used for improvement. A summary of the results from EWC outcomes assessment activities is available on the website ([ewc.wy.edu](http://ewc.wy.edu)) under Data and Planning, Institutional Research.

### Honor Roll

Students who achieve high scholastic grades are honored by being placed either on the President’s Honor Roll or the Dean’s Honor Roll. To be considered for the honor rolls, the student must carry a minimum credit load of 12 semester hours and must receive letter grades of A, B, C, D, F, or S/U. The student can receive no semester grades of X (Incomplete) or IP (In Progress) for honor roll purposes. In addition to the above criteria, the student must achieve a 4.00 GPA for the President’s Honor Roll and a 3.50 for the Dean’s Honor Roll. The Dean’s Part-time Student Honor Roll honors students who are enrolled in at least six credit hours, but less than twelve, and who have a GPA of at least a 3.50.

### Graduation

The college holds one annual commencement in May. Although attendance is optional, all December, May, and summer candidates are encouraged to participate in the ceremony.

Students are required to file a graduation application with the Records Office. The \$10.00 graduation fee is currently paid by the EWC Student Senate Fee Allocation Committee.

Students who have an incomplete and plan to graduate have one semester or the summer session (whichever comes first) in which to finish the incomplete. If they do not finish the incomplete, the graduation date moves to the semester in which they finish the incomplete.

A student who graduates “With Distinction” has met and exceeded most measures of academic success. With a cumulative grade point at or above 3.5 on a 4.0 point scale, this student is considered a model of dedication and perseverance.

## Academic Procedures

A student who graduates “With High Distinction” has met, and exemplifies, the highest standards of academic rigor and scholarship. With a cumulative grade point at or above 3.75 on a 4.0 point scale, this student sets the standard of academic excellence.

### Student Classification

Student classification is based on the number of semester credit hours earned.

**1. Freshmen**

a) less than 30 semester hours

**2. Sophomores**

a) 30 semester hours or more, or students with degrees

### Transcripts

Official transcripts and records of college work may be obtained from the Records Office upon a signed written request by the student. Request forms may be obtained in the Records Office or on the EWC website. Oral requests are not accepted. No transcripts or records will be released for students who have unpaid financial obligations with Eastern Wyoming College.

Official transcripts of credit earned at other institutions and other records which have been presented for admission or evaluation of credit become the official educational record. Advanced standing for transfer students is entered on the record at the time of admission. Actual acceptance of transfer credit is dependent on the curriculum pursued by the student. No transfer hours will be recorded until the student has enrolled and completed at least one credit course through Eastern Wyoming College.

Students are asked to anticipate transcript needs at least 10 days in advance. A minimum of 10 days is usually needed at the close of a semester to record grades and issue transcripts.