



Academic Regulations

Limitations of Courses Offered

Eastern Wyoming College reserves the right to cancel any course for which there is insufficient enrollment. Certain courses are offered irregularly and based on demand. The listing of available courses in this catalog does not imply a contractual obligation to offer these courses.

Repeating Courses

With approval of the advisor, a student may repeat courses to better a previous grade. In such cases, both credit entries and both grades appear on the student's record. The credit from any given course (or equivalent course on another campus) is applicable to degree requirements only once. The credit and the grade earned in the last attempt are used in calculating the cumulative grade point average. Variable credit courses are not considered as repeat courses unless the instructor provides written certification that the course content was, in fact, repeated. A student is not to repeat a course in which a grade of X (incomplete) has been assigned. The proper procedure is to arrange with the instructor to complete the course work.

Auditing Courses

The privilege auditing a credit class is available with approval of the student's advisor and the class instructor. Though this auditing privilege carries full rights of class participation, it does not carry academic credit or a grade, and subsequent credit by special examination is not available. The auditing privilege is subject to the same fee schedule as credit courses. Students must signify at the time of registration whether or not they are taking courses for audit.

Attendance

A student at Eastern Wyoming College is expected to attend all sessions of each course in which he/she is enrolled. Active participation in all scheduled learning activities is essential for the student to satisfactorily achieve the educational objectives of any course. 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, or
c) the student has not completed 20% (twenty percent) of the assigned learning activities.

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A student who is withdrawn from a course on or before the school's official last day to drop classes will receive a grade of W (Withdrawal) for the course.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 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 Dean of Student Services that the student is being withdrawn. The instructor also must indicate what grade the student is to receive. The Dean of Student Services will then notify the student of the action taken.

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

Leave of Absence

A student who must be absent for an extended period of time because of health or other unavoidable circumstances may petition the Vice President for Instruction for a leave of absence. A leave accounts for absences from classes, but does not relieve the student from making up all work missed, nor does it excuse the student from going through the regular withdrawal procedure, outlined below, if the student discontinues attendance for the remainder of the semester.

Withdrawals

A. Withdrawal from Individual Classes

A student wishing to withdraw from an individual class must obtain a change of registration card from the Records Office, complete the card, and return it to the Records Office before withdrawal is official (withdrawal cards are valid only for 72 hours after issuance). Students may withdraw from a class through the 15th calendar day after the middle of the class and receive a grade of W.

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Thereafter, withdrawal from a course may result in a grade of F and withdrawal will be allowed only upon approval by the Dean of Student Services, with such approval based on a formal petition from the student outlining exceptional circumstances necessitating withdrawal. The student will have the right to appeal this decision to the Faculty Council.

B. Withdrawal from College

Withdrawal from the College is an official discontinuance of attendance. Students wishing to withdraw must obtain a withdrawal form from the Records Office, complete the form, and return the form to the office of the Dean of Student Services. 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. 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. Withdrawal from EWC must be completed before the last 15 calendar days of the semester. If extenuating circumstances require withdrawal during the last 15 days of the semester, such approval for withdrawal may be granted by the Dean of Student Services, with such approval based on a formal petition from the student outlining exceptional circumstances necessitating withdrawal. The student or an individual instructor will have the right to appeal this decision to the Faculty Council.

C. Institutional Withdrawal

The Dean of 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, death, or other extenuating circumstances. The grade of IW (Institutional Withdrawal) 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 to the Faculty Council.

Academic Standing

A. Coding

A student either currently or formerly enrolled shall have on his/her record one of the following academic status codes:

- 0** Not subject to probation or dismissal regulations.
- 1** Good standing.
- 2** Probation.
- 3** Suspension.
- 4** Dismissal.

B. Explanation of Academic Standing Codes

0 A student who has attempted fewer than twelve cumulative credit hours.

1 A student who has attempted twelve or more cumulative credit hours and has a cumulative grade point average of 2.00 or higher indicates he/she is making satisfactory progress.

2 A student whose cumulative grade point average falls below 2.00 will be placed on probation during the next semester in which he/she is enrolled. The student who is placed on probation will not be allowed to enroll until the student has met with his/her assigned advisor.

If at the end of the probationary period, the student:

- a) achieves a 2.00 or higher cumulative grade point average, he/she will be placed on good standing.
- b) achieves a 2.00 or higher semester grade point average but the cumulative grade point average is below 2.00, he/she will remain on probation.
- c) fails to achieve a minimum semester grade point average of 2.00, he/she will be placed on suspension.

3 A student who is subject to suspension is not permitted to enroll until the student: 1) has filed a petition for reinstatement with the Dean of Students, 2) may be requested to appear for a personal interview with the Academic Reinstatement Committee, and 3) has his/her petition approved by the Academic Reinstatement Committee. The Academic Reinstatement Committee may elect to reinstate the student or to suspend the student for the period of one semester. The decision of the Academic Reinstatement Committee may be appealed to the Student Services Advisory Council.

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For the student who has been reinstated, if at the end of the reinstatement period, the student:

- a) achieves a 2.00 or higher cumulative grade point average, he/she will be placed on good standing.
- b) achieves a 2.00 semester grade point average or higher but the cumulative grade point average is below 2.00, he/she will be placed on probation.
- c) fails to achieve a minimum semester grade point average of 2.00, he/she will be subject to dismissal.

4 A student who is subject to dismissal is not permitted to enroll until the student: 1) has filed a petition for reinstatement with the Dean of Students, 2) may be requested to appear for a personal interview with the Academic Reinstatement Committee, and the petition will be reviewed by the Academic Reinstatement Committee and will result in either reinstatement or dismissal. The decision of the Academic Reinstatement Committee may be appealed to the Student Services Advisory Council.

For the student who has been reinstated, if at the end of the reinstatement period, the student:

- a) achieves a 2.00 or higher cumulative grade point average, he/she will be placed on good standing.
- b) achieves a 2.00 or higher semester grade point average but the cumulative grade point average is below 2.00, he/she will be placed on suspension.
- c) fails to achieve a minimum semester grade point average of 2.00, he/she will be subject to dismissal. Dismissal is a separation of the student from the college for a minimum of 12 months. The student may re-petition at the end of that period of time.

Academic Amnesty

Academic Amnesty is Eastern Wyoming College's policy of forgiveness for a student's prior unsuccessful academic record at EWC.

Academic Amnesty permits former students to eliminate one semester's credits and grades from their record. The courses and grades will appear on the transcript with a notation that the student was granted Academic Amnesty and that appropriately marked grades are no longer part of the cumulative grade point average, and will not help satisfy EWC graduation requirements. All credits and grades taken during the semester(s) will be subject to Amnesty including those

courses which were successfully completed.

Only returning EWC students may petition for Academic Amnesty. Application must be made after the posting of grades for which Amnesty is sought but no later than the 90th calendar day of the subsequent fall or spring semester of enrollment. The petition shall be submitted to the office of the Dean of Student Services. Academic Amnesty may be applied only once and is irrevocable.

Since Academic Amnesty may affect financial aid awards, students receiving financial aid should contact the Financial Aid Office prior to applying for Amnesty. The petition for Academic Amnesty form can be found on the EWC website. Further information can be obtained in the EWC Records Office

Student 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 the Student Code of Conduct. A copy of the Student Code of Conduct is available upon request from the Dean of Student Services Office and also contains the student grievance process.

Academic Dishonesty

Eastern Wyoming College regards all forms of academic dishonesty as serious offenses that cannot be condoned. These forms include

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inappropriate dependence upon the aid of other persons in carrying out class or laboratory assignments; plagiarism; and cheating on quizzes, tests, or examinations. For a first offense, a student will be subject to the instructor's disciplinary action which may include a grade of zero on the affected coursework, lowering of the final grade in the course, or receiving a grade of "F" in the course. The student who commits such an offense a subsequent time will be assigned the grade of "F", and may be subject to dismissal from the College with the reason for dismissal specifically stated and retained in college records. A student who has been the subject of disciplinary action for academic dishonesty may follow the EWC Grievance Policy included in the Student Code of Conduct.

Safety

Correct safety instruction and practices are a vital concern within the instructional programs and it is the responsibility of all persons to practice correct safety measures.

If an injury occurs, either during instruction or at any other time while on campus, the injured party must report the injury to the appropriate office (instructor, or advisor) so that an accident report may be completed.

Eastern Wyoming College Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day EWC receives a request for access.

Students should submit to the Registrar/Dean of Student Services, or other appropriate official, written requests that identify the record(s) they wish to inspect. The EWC official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask EWC to amend a record that they believe is inaccurate or misleading. They should write the EWC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If EWC decides not to amend the record as requested by the student the College will notify the student of that decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by EWC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, EWC discloses education records with consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Eastern Wyoming College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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Directory Information

The following items are considered directory information and may be disclosed by Eastern Wyoming College in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone.

1. Name
2. Affirmation of whether currently enrolled
3. Major field of study
4. Dates of enrollment/class
5. Full or part-time status
6. Degrees received
7. Honors received
8. Local address and phone number
9. Home address (permanent) and phone number
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Date and place of birth
13. Previous institutions attended
14. Photographs

Students must submit written notification to the Records Office within ten (10) days of the beginning of the semester of first enrollment if they wish the personal directory information about them withheld during the current academic year. Similar notification is required for each subsequent academic year.

The student is hereby notified of these rights and that a copy of the "Privacy Rights of Parents and Students" pertaining to Eastern Wyoming College may be obtained in the office of the Dean of Student Services.

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 constitute 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 unreasonably 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 work 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.

The Crime Awareness and Campus Security Act of 1990

Prepared for EWC students, faculty, staff and prospective students in accordance with the Crime Awareness and Campus Security Act of 1990.

Introduction

Many students and parents are concerned about the issue of personal safety on college campuses. Eastern Wyoming College (EWC) shares that concern and accepts its responsibility to employ security measures that ensure our students enjoy their time at EWC as free as possible from any threats to safety and well-being.

Crime is a national problem that affects all communities and college campuses in our country, even those in a rural area such as Torrington. Although EWC has been fortunate in not experiencing a significant number of crimes, it would be less than honest to state that incidents have not taken place. To minimize the occurrence of such incidents, college administrators, competent residence life and physical plant staff members, the city and county law enforcement authorities, and the students themselves must work together to ensure that students and their possessions are protected as much as possible.

The Crime Awareness and Campus Security Act of 1990

The Campus Security Act (1990, 1994) and the Jeanne Clery Act (1998) are federal laws that require colleges and universities to disclose information about crime on and around their campuses to students, employees, and prospective students. The Eastern Wyoming College (EWC) crime statistics may be found on the website by clicking on "Crime Statistics" at <http://ewc.wy.edu/administration/security.cfm>. The EWC Crime Awareness and Campus Security policies, procedures, and statistics are available upon request in the EWC Dean of Student Services' Office.

Information regarding registered sex offenders in Goshen County is available through the Goshen County Sheriff's Office: Sex Offenders, <http://goshensheriff.org/SexOffenders/Default.asp>.

Information regarding registered sex offenders

in Wyoming is available through the Wyoming Attorney General's Office, Division of Criminal Investigations: Sex Offender Registration, http://attorneygeneral.state.wy.us/dci/so/so_registration.html.

Every prospective and admitted student is provided with a mailed notification that provides the website to access the information available in this report.

Student Demographic Information

Eastern Wyoming College district operations include campuses in Torrington and Douglas, Wyoming. Torrington is the administrative center and main campus of the district and Douglas functions as a branch campus. Enrollment is approximately 1600 credit students each semester with additional offerings in the community services and continuing education areas. Total head count credit enrollment includes course offerings in ten other rural communities. The Torrington campus enrolls more traditional full-time students than the other areas, which serves primarily non-traditional, part-time students.

Lighting/Physical Plant Concerns

The Physical Plant Department maintains all college buildings and grounds with a concern for safety and security. Staff inspect campus facilities regularly; promptly making repairs affecting safety and security, and responding immediately to reports of potential safety and security hazards, such as broken windows and locks. The campus is well-lighted. Lighting surveys are conducted on a regular basis to ensure that lights are in proper working order.

Local Police Provide Campus Security

Eastern Wyoming College (EWC) maintains a close working relationship with both the Torrington Police Department and the Goshen County Sheriff's Department. The Torrington police routinely patrol the streets and parking lots on campus as well as the residence hall areas. They respond to both routine and emergency calls, and provide the college with timely information relating to criminal activity in the community so that college employees and students may act to protect themselves and assist in crime prevention efforts. The EWC Board of Trustees and the Torrington Police Department cooperatively instituted a part-time Campus Resource Officer program which will enhance the quality of life on

campus by providing safety and security, maintain a high level of visibility around the campus, maintain order and provide a range of general and emergency services.

Reporting of Crimes

Crimes in progress and other emergency situations in on-campus buildings can be reported directly to the Torrington police by picking up any campus phone and dialing 9-9-1-1, and then following up by contacting the Dean of Student Services. Upon receipt of the call, the police dispatcher will initiate the appropriate emergency response. Telephones are accessible in all buildings during normal hours of operation. Four 911 Emergency-Only telephones are located strategically along campus walk-ways, and dial directly to the police dispatch office.

Non-emergency situations should be reported to the Dean of Student Services located in the Student Services office, 532-8257, between 8:00 a.m. and 5:00 p.m. Monday through Friday. The Student Services office serves as the student assistance and information center for the campus. The Dean of Student Services and the staff are available to initiate crime reports, and to respond to questions or concerns regarding personal safety on campus. The Director of Residence Life may be contacted in the new residence hall after regular working hours.

If you are the victim of a crime and do not want to pursue action within EWC or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Student Services can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, EWC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his/her license or certification are not

considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of course, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Timely Warnings:

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Dean of Student Services or Campus Resource Officer, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the LancerNet e-mail system to faculty, staff, and students, and through the LancerAlert cell phone text messaging for those who have opted into that program. Warnings will also be issued on the EWC website at ewc.wy.edu, on electronic bulletin boards at the Information Center and Student Services, and in the student newspaper, *Lancer Post*.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice will be posted in each residence hall, and at the front door of each on-campus classroom building. A broadcast message will also be sent to all telephones on campus. Anyone with information warranting a timely warning should report the circumstances to the Dean of Student Services by phone at 307.532.8257, in person at the EWC Student Services Office; or to the Campus Resource Officer at 307.532.7001 (Torrington Police Department).

Through a cooperative program of the Wyoming Department of Education, EWC is a participant in the anonymous WeTip hotline at www.wetip.com or 1.800.78.CRIME, where students and community members are urged, if they have information about vandalism, theft, drugs, threats, weapons, or any other illegal activities to call this 24 hour hotline to report concerns. Callers will not be asked for their name and will remain anonymous. There is up to \$1,000 reward for calls leading to a conviction. Signs, posters, and business cards regarding the WeTip hotline have been disseminated throughout the campus.

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Crime Awareness and Prevention Activities

Programs sponsored by community/campus organizations, residence life, college staff and local law enforcement personnel provide sessions each academic year on topics including personal safety awareness and security, domestic violence/sexual assault, the prevention of theft and vandalism, and alcohol and drug abuse. Information on safety and security issues is provided to students and employees regularly through bulletins, crime alerts, posters, brochures, and college and community newspapers.

College Access:

During business hours, EWC (excluding residence halls) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all EWC facilities is by key, if issued, or by admittance via the Physical Plant staff. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Student Center, the Library, and the Learning Skills Lab. In these cases, the facilities will be secured according to schedules developed by the department responsible.

Security Personnel:

EWC does not employ a police staff, however, the Physical Plant staff who work past regular business hours have the authority to ask persons for identification and to determine whether individuals have lawful business at EWC. Criminal incidents are referred to the Campus Resource Officer or the local police department who have jurisdiction on the campus. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to local law enforcement, the Dean of Students, and/or the Physical Plant staff in a timely manner.

Crime Prevention Programs:

Crime prevention programs and sexual assault prevention programs are offered on a continual basis. Specific programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for

their own security and the security of others include:

Summer Pre-Registration programs for parents (3 times annually)

Orientation activities (1 time annually)

Residence Halls educational programming (2 times monthly during academic year)

Student Services educational programming (3 to 4 times each semester)

College Studies classes (every semester)

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibilities for their own security and the security of others. In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, electronic displays, videos, and articles in college newspapers. When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through e-mail messages to employees and through website notifications.

Sexual Assault Prevention and Response:

Eastern Wyoming College educates the student community about sexual assaults and date rape through freshman orientations each fall. These topics are also covered in the required HMDV 1000-College Studies course. The Goshen County Task Force on Family Violence and Sexual Assault offers sexual assault, education and information programs to college students and employees upon request. Educational programming and literature on date rape education, risk reduction and EWC response is available through Residence Life and other Student Services offices.

If you are a victim of a sexual assault at Eastern Wyoming College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Student Services strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Residence Life staff member, the Dean of Student Services, or another college

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administrator. Filing a report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from EWC employees. Filing a sexual assault report will:

1. Ensure that you receive the necessary medical treatment and tests.
2. Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
3. Assure that you have access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts Eastern Wyoming College, the Torrington Police Department or Goshen County Sheriff's Office will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system, and Eastern Wyoming College, or only the latter. A college employee will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the EWC Counseling/Testing Center and the Dean of Student Services. Counseling and support services outside EWC can be obtained through the Goshen County Task Force on Family Violence and Sexual Assault and Peak Wellness.

Eastern Wyoming College's Student Code of Conduct prohibits "Participating in any actual or threatened non-consensual sexual act" and outlines disciplinary proceedings, and guidelines for cases involving sexual misconduct. The accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the formal grievance procedure. Both the victim and accused will be informed of the outcome of the grievance procedure. A student found guilty of violating the EWC Student Code of Conduct could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual

assault, if such changes are reasonably available.

The Eastern Wyoming College (EWC) crime statistics, policies, and procedures may be found on the website by clicking on "Campus Crime" at <http://ewc.wy.edu/administration/security.cfm> (this document).

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, EWC is providing a link to the information regarding registered sex offenders in Goshen County available through <http://goshensheriff.org/SexOffenders/Default.asp> and in Wyoming available through the http://attorneygeneral.state.wy.us/dci/so/so_registration.html.

Alcohol & Drug Enforcement Policies at EWC

The Eastern Wyoming College Board of Trustees has enacted a drug and alcohol policy that states that drugs and alcoholic beverages may not be present on campus or at college-sponsored activities. The policy states that the college may take disciplinary action for the following violations:

- The possession, use, sale, or distribution of narcotics, illegal drugs, or prescription drugs for which the person does not have a prescription, on college premises or at college-sponsored activities.
- The possession, use, sale, or distribution of alcoholic beverages on college premises or at college-sponsored activities.

Please refer to the alcohol/drug sections in the Student Code of Conduct and the "Chemical Abuse and Alcohol" policy for more detailed information on disciplinary measures related to illicit alcohol and drug use.

Prevention Programs:

EWC has a variety of methods to prevent the illicit use of drugs and abuse of alcohol by students and employees. The programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, College Studies classes, website services (mystudentbody.

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com); counseling services, referrals and college disciplinary actions. The EWC registration statement provided to every student includes the alcohol and drug enforcement policies at EWC.

Wyoming Laws:

Illegal Possession: Any person under the age of 21 who has any alcoholic beverage in his or her possession or who is under the influence of alcohol is guilty of a misdemeanor.

Falsification of Identity: Any person under the age of 21 who attempts in any manner to purchase alcoholic or malt beverages or who falsifies any identification or uses any false identification in order to obtain alcoholic or malt beverages is guilty of a misdemeanor.

Driving While Under the Influence (DUI) – Under 21: The legal blood alcohol concentration (BAC) for person under 21 is .02% as opposed to a BAC of .08% for those of legal age. A .02% BAC would result from consuming any alcohol.

Consequences of a Misdemeanor: The consequences upon conviction for violating any of the misdemeanors listed above shall be imprisonment for up to six months, a fine of up to \$750, or both. Minors convicted of DUI may have additional consequences.

Student and Employee Responsibilities

The cooperation and involvement of students and employees in a campus safety program is absolutely essential. Individuals must assume responsibility for their own personal safety and the security of their belongings. The following is a list of some simple, common sense precautions:

Avoid Being a Victim

Walk with others when possible; be especially cautious during evening hours; keep keys ready, use sidewalks and well-lit pathways; be careful about whom you let approach you when alone. Call 9-911 in an on-campus building, or utilize the Emergency-Only telephones outside on-campus if you notice something suspicious or believe yourself to be in danger.

Lock It Up

Use the locks on exterior building doors, individual rooms and offices, and vehicles; keep windows secured; and store valuables out of sight. Weapons are not allowed in on-campus facilities and residence halls.

Record All Serial Numbers

Maintain a list of serial numbers and descriptions for valuable property (cameras, bicycles, etc.) Items such as coats, books, CDs and cassettes without identifying numbers should be labeled. An engraver suitable for metal, plastic or wooden objects is available through Residence Life.

Be A Crime Stopper

Report all accidents, thefts or other criminal activities to the Torrington Police or the Dean of Students as soon as possible. Help the Torrington Police do their job by cooperating when asked to provide a statement, sign a complaint, or testify in court. Stay calm and give accurate details when making calls for assistance. Be concerned for the safety and property of everyone.

On-campus Housing Security

Eastern Wyoming College takes pride in our efforts to ensure our students safety. The following represents a summary of the ways this concern is addressed:

Staffing

The Residence Halls have staff members living in the buildings. Student Housing Staff (Resident Assistants and Residence Life work-study students) also reside in the building. Housing staff responsibilities include securing doors, observing activity in the facility and responding appropriately, reporting incidents and potential problems, reporting maintenance and safety concerns.

Procedures

The residence halls each have four exits. All main exit doors are unlocked at 7 AM Monday-Friday by housing staff or custodial personnel. Side/back doors at both buildings are locked and alarmed at 6 PM Monday – Friday by housing staff. These doors remain locked all day on Saturday and Sunday and during school breaks/holidays. The front door of the residence halls are locked at 10 PM each night. Housing staff unlock the front door on weekends at 10 AM. During school breaks/holidays the front doors remain locked 24 hours. Residents have outside front door keys which they can use when the doors are locked.

The residence halls have a duty station near the front door, which enables housing staff to keep track of which residents and visitors are in the building. This station is manned by Housing staff from 6 PM – 11 PM, Sunday-Thursday, and from

Academic Regulations

6 PM – 2 AM, Friday and Saturday. Housing staff are trained to enforce quiet hours and visitation hours. They make rounds of the building and respond to student requests. Visitors are required to sign-in beginning at 8 PM, and visitation hours end at 10 PM Sunday-Thursday nights and at 2 AM on Friday and Saturday nights. Residents are responsible for the conduct of their visitors.

During Fall and Spring orientation meetings with all residence students are warned about the dangers of leaving their room doors unlocked and exterior door security measures. Fire safety, fire alarm and tornado procedures, theft prevention, and domestic violence/sexual assault issues are also addressed.

Key Control

Student room door keys, as well as all campus door keys, utilize the Best lock system. Keys are not marked to indicate building or room number.

Crime Statistics

You can access the Eastern Wyoming College crime statistics report directly from the Office of Postsecondary Education.

The Crime Awareness and Disclosure of College Information

Federal disclosure reports such as EWC's Graduation/Completion and Transfer-Out rates, Athletic Graduation/Completion and Transfer-Out rates are available on the website at <http://ewc.wy.edu/administration/ir/gradxfer.pdf>. Other Student Right-To-Know information, such as Athletic Participation and Financial Support, is also available on the website at ewc.wy.edu, or upon request in the office of the Dean of Student Services at Eastern Wyoming College.

All Eastern Wyoming College students are held individually responsible for the information and policies in this catalog and failure to read and comply with all stated regulations will not exempt a student from such personal responsibility.

Academic Regulations

Academic Standing

A. Coding

A student either currently or formerly enrolled shall have on his/her record one of the following academic status codes:

- 0 – Student not subject to probation or dismissal regulations; or a student who has attempted fewer than twelve cumulative credit hours.
- 1 – Good Standing - A student who has attempted twelve or more cumulative credit hours and has a Cumulative Grade Point Average of 2.00 or higher is making satisfactory academic progress and is in good standing.
- 2 – Probation
- 3 – Suspension
- 4 – Dismissal

B. Academic Probation & Academic Suspension

Academic Probation

Academic Probation is a warning that the student's grades are below the academic standards of Eastern Wyoming College. **A student whose Cumulative Grade Point Average (GPA) falls below 2.00 will be placed on academic probation during the next semester in which he/she is enrolled.** A student on Academic Probation will be allowed to re-enroll only after meeting with his/her assigned Academic Advisor. The student will be strongly advised to consider repeating classes in which he/she previously received either a "D" or "F".

If at the end of the probationary period, the student:

- a) Achieves a 2.00 Cumulative GPA or higher, he/she will be placed on Good Standing.
- b) Achieves a 2.00 Semester GPA or higher, but the Cumulative GPA is below 2.00, he/she will remain on Academic Probation.
- c) Fails to achieve a minimum Semester GPA of 2.00, he/she will be placed on Academic Suspension.

Academic Suspension

A student who is subject to Academic Suspension is not permitted to re-enroll until he/she has:

- 1) Filed a Petition for Academic Reinstatement (found on the EWC website) with the Dean of Student Services (the student may be requested to appear for a personal interview with the Academic Reinstatement Committee), and;
- 2) The petition approved by the Academic Reinstatement Committee. The Academic Reinstatement Committee may elect to reinstate the student or to suspend the student for the period of one semester. After being suspended for one semester, the student may return under the conditions outlined in "Academically Suspension".

Academically Suspended Student Who is Reinstated

If the student, at the end of the reinstatement period:

- a) Achieves a 2.00 Cumulative GPA or higher, he/she will be placed on good standing.
- b) Achieves a 2.00 Semester GPA or higher, but the Cumulative GPA is below 2.00, he/she will be placed on probation.
- c) Fails to achieve a minimum Semester GPA of 2.00, he/she will be subject to academic dismissal.

Academic Dismissal

A student who has been academically dismissed is not permitted to re-enroll until he/she:

- 1) Meets with the Dean of Student Services to agree on a plan for how the student will achieve academic Good Standing.
- 2) Once the plan is approved, the student may take no more than nine hours each semester from EWC all of which must be repeats of classes in which the student received either a "D" or "F" in previously.
- 3) If, after two semesters under the agreed upon plan, the student has not achieved academic Good Standing, he/she will be dismissed for one academic year.
- 4) After one year, the academically dismissed student may return to EWC but may take no more than nine hours each semester all of which must be repeats of classes in which the student received either a "D" or "F" in previously. This will continue until the student has achieved academic Good Standing.