

# Academic Procedures



# Academic Procedures and Regulations

## Registration Procedures

Individual students select and develop programs of study for a given semester under the direction of an assigned faculty academic 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 a program of study with an 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 the College. Students must supply all information requested, accurately and completely, according to instructions. If address, legal name, field of study, advisor, telephone number, or other such information changes after enrollment, the student should inform the Records Office immediately. Falsification of records may result in suspension from classes.

EWC will accept no "Application for Admission" forms after the Friday before the start of the Fall or Spring semester. The College offers 8 week Block Classes during the second half of each semester for which admission may be granted once the Application for Admission has been completed, assessment testing has taken place, and application for appropriate financial aid has been completed.

## Change of Registration

Students desiring to drop or add courses (after Late Registration ends) should obtain the necessary form from the Records Office. After the student completes the form, "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 for 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 the Financial Aid Office, the academic advisor, and the class instructor.

## Advisors

When students enroll at Eastern Wyoming College, they are assigned to an academic 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.

Academic advisors are usually assigned at the time 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.

## Change of Major or Advisor

Students who wish to change their major and/or advisor should contact the Records Office at 307.532.8207.

## Credits

EWC's **definition of one (1) credit hour** (55 minutes) is as follows:

- 1 hour of lecture for 15 weeks
- 2 hours of lab for 15 weeks
- Equivalent amount of work over a different amount of time or
- Other activities established by EWC

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including internships, practicums, field experiences, self-directed studies, and online or distance education

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

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

Twelve credit hours is the minimum required for full-time status as defined by EWC and federal aid programs.

An average of 15 or 16 hours of credit each semester is considered a normal load. The maximum semester credit load is 18 hours. Students must have approval of the Vice President for Academic Services 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 after the end of late registration may be restricted in the number of hours for which they can enroll. Restrictions in this case will be determined by the student’s advisor and the Vice President for Academic Services.

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 EWC 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 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 15 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.

## DSST

### (DANTES Subject Standardized Tests)

Students showing proficiency in content areas as demonstrated by the DANTES (Defense Activity for Non-Traditional Education Support) Subject Standardized Tests (DSST) may receive EWC college credit. Students may earn credit through these exams by scoring at or above the minimum

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scores established by Eastern Wyoming College. A maximum of 15 semester hours of credit by examination may be earned toward EWC graduation requirements. DSST examinations are administered by appointment only in the Center for Testing and Career Services. For copies of the DANTES policy and information about scheduling an appointment, call 307.532.8288. A fee is assessed for each DSST examination plus an administration fee of \$15.

## 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 records 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 and should be aware that not all colleges have the same policies regarding acceptance of credit by examination. Therefore, students should confirm with the college or university to which they are transferring that the credit by examination will transfer. The transfer of CLEP scores to EWC from other accredited institutions will be determined by the Vice President for Student Services.

CLEP examinations are administered by appointment only in the Center for Testing and Career Services. For an appointment, call 307.532.8288. A fee is assessed for each CLEP examination plus an administration fee of \$15.

Eastern Wyoming College courses for which CLEP credit may be earned:

<b>EWC Courses</b>	<b>Semester Hours</b>	<b>Required CLEP Examination</b>	<b>(Minimum Computer-Based Testing Score) Required</b>
BIOL 1010	4	Biology	50
CHEM 1020	4	Chemistry	50
COSC 1200	3	Information Systems & Computer Apps	50
ECON 1010	3	Principles of Macroeconomics	50
ECON 1020	3	Principles of Microeconomics	50
EDFD 2100	3	Intro to Educational Psychology	50
EDFD 2450	3	Human Growth and Development	50
ENGL 1010	3	College Composition	50
ENGL 2020	3	Analyzing and Interpreting Literature	50
GERM 1010 & 1020	8	German Language	50
HIST 1110	3	Western Civilization I	50
HIST 1120	3	Western Civilization II	50
HIST 1211	3	Hist of the US I: Early Colonization to 1877	50
HIST 1221	3	History of the US II: 1865 to Present	50
MATH 1000	3	Problem Solving	50
MATH 1400	4	College Mathematics	50
MATH 1450	5	Precalculus	50
MATH 2200	4	Calculus	50
MKT 2100	3	Principles of Marketing	50
POLS 1000	3	American Government	50
PSYC 1000	3	Introductory Psychology	50
PSYC 2300	3	Human Growth & Development	50
SPAN 1010 & 1020	8	Spanish Language	50



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## 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 develop 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 coursework and is to be completed during the term.

## Grade Reports

Midterm deficiency notices are found on LancerNet and are alerts to those students whose work in any course is less than satisfactory. The purpose of midterm deficiencies are to call attention to the progress of each student at a point in the term which permits enough time for improvement. Students who receive deficiency notices (grade(s) below a "C") should confer with the instructor(s) 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)
<b>*X</b>	<b>0</b>	Incomplete. A student who is unable to complete the coursework 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 work and time designated for such coursework 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 coursework is not completed or graded within one year, the grade of X will revert to a grade of "F" or "W" at the discretion of the instructor.

<b>Grade</b>	<b>Value</b>	<b>Definition</b>
<b>W</b>	<b>0</b>	Withdrawal
<b>IW</b>	<b>0</b>	Institutional Withdrawal
<b>*IP</b>	<b>0</b>	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 is <u>not</u> 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.

<b>Grade</b>	<b>Value</b>	<b>Definition</b>
<b>S,*U</b>	<b>0</b>	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".

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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 carry 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  
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.
- 2. Cumulative Grade Point Average:** The sum of all grade points earned at EWC divided by all applicable credits attempted at EWC. 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.

## **Challenges to the Record**

See EWC Notification of Rights Under FERPA for Postsecondary Institutions on page 47.

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## Exit Assessment

All candidates for Associate of Arts or Associate of Science degrees are required to participate in exit assessments prior to graduation. The first assessment, known as an Outcomes Assessment, targets the student's specific program of study (major) and may include portfolios, exit interviews, papers, comprehensive exams, etc. The second assessment is the Collegiate Assessment of Academic Proficiency (CAAP). Administered in the Spring semester, the CAAP exams are a set of standardized tests developed to test core educational skills. This assessment targets selected general education skills typically attained in college such as reading, writing, mathematics, science reasoning, and critical thinking. Students graduating in the Fall term with their Associate of Arts or Associate of Science degrees are encouraged to take the CAAP exams in the Spring term before graduation.

All candidates for the Associate of Applied Science degrees and Certificates are also required to participate in an Outcomes 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. This exit assessment process will help students validate academic proficiency, identify broad academic strengths and weaknesses, and plan future 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 past EWC outcomes assessment activities is available on the college's website ([ewc.wy.edu](http://ewc.wy.edu)) under About EWC-Data and Planning.

## 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 at least a 3.50 GPA for the Dean's Honor Roll.

## Graduation

The College holds one annual commencement at the Torrington campus in May. Although attendance is optional, all December, May, and Summer candidates are encouraged to participate in the ceremony.

**Intent to Graduate cards and degree evaluations must be requested and turned in by mid-November for Spring and Summer graduation, and by March for December graduation.** If students are taking classes from other colleges, they need to submit transcripts at the end of each semester to the Records Office at EWC in Torrington if they are using those classes to meet graduation requirements.

Students who have an incomplete (X) 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 average at or above 3.5 on a 4.0 point scale, this student is considered a model of dedication and perseverance.

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

Students who have received Federal Direct Subsidized or Unsubsidized student loans while attending EWC must complete Exit Counseling online at [StudentLoans.gov](http://StudentLoans.gov) prior to graduation.

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## Student Classification

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

### 1. Freshman

a) less than 30 semester hours

### 2. Sophomore

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 under "Current Students". **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. 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 5 days in advance. A minimum of 5 days is usually needed at the close of a semester to record grades and issue transcripts. There may be a charge to receive a transcript.

## 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 academic 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 coursework.

Repeating courses may affect Veterans Educational benefits.

## Auditing Courses

The privilege of 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. Audited courses cannot be funded by financial aid.

## 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, that program policy will prevail.

A student who is withdrawn from a course on or before the school's official last day to drop



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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 Vice President for Student Services that the student is being withdrawn. The instructor also must indicate what grade the student is to receive. The Vice President for 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 Academic Services 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

**It is the responsibility of the student to drop her/his classes; ceasing attendance to classes does not constitute an official withdrawal from class.** 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 28 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.

### B. WITHDRAWAL FROM 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 (Withdrawal) 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 (Failure) for each course in which the student is enrolled.

### C. 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, 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 Curriculum and Learning 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 – Student not subject to probation or dismissal regulations; or a student who has attempted fewer than twelve cumulative credit hours.

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- 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 – Academic Probation
- 3 – Academic Suspension
- 4 – Academic 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". Students on Academic Probation will be invited to attend an academic success training session at the beginning of their first semester on Academic Probation. Students who do not attend this session forfeit their ability to file an initial appeal for Academic Reinstatement. Students on Academic Probation who attend classes at Outreach sites should contact their Outreach Coordinator.

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 (obtained from the EWC Records Office) with the Vice President for 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 "Academic 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 Vice President for 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.

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## Academic Amnesty

Academic Amnesty permits 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 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 Vice President for 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 under Outreach Sites-Outreach Forms. 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 Office of the Vice President for Student Services 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 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, receiving a grade of "F" in the course or withdrawal from 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.

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## Student Copyright Guideline

### Definition of Copyright

Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic

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works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted.

Eastern Wyoming College (EWC) encourages all faculty, staff, and students to respect the intellectual property of others through adherence to copyright laws.

## Copyright Laws and Technology

Copyright laws also extend to Peer-to-Peer (P2P) file sharing networks. P2P networks allow files (including, but not limited to music and video files) to be shared among, and stored on, the computers and devices that have access to that network. Though a P2P network itself is not illegal, the content that is shared may include copyrighted material. While using a P2P file sharing (or any file sharing) network - students who share, download, and/or otherwise obtain and use copyrighted material without permission, can be subject to the civil and criminal penalties stipulated for violating copyright laws (see below). Students who perform these actions while using an EWC computer, or while connected to a wired or wireless network affiliated with EWC, may be subject to additional College penalties and disciplinary action.

Applicable college, civil, and criminal penalties can apply even if the file's copyright was unbeknownst to the student. Students are still responsible for their interactions and engagement on all P2P and file sharing networks.

Additionally, EWC complies with all laws and cooperates with law enforcement agencies concerning the investigation of copyright infringement that may have allegedly occurred from a campus-based computer or device, or one connected to a wired or wireless computer network affiliated with EWC.

EWC does not actively "police" its wired and wireless networks to discover acts of copyright infringement. The College does reserve the right, however, to monitor the data traffic that passes through its wired and wireless computer networks, and may investigate anomalies from

expected levels and patterns of data usage. When anomalous activity is observed, measures will be taken to limit or suspend that activity at that time, and investigative measures may be employed to identify the user involved.

## Violations of the Copyright Law Can Have Serious Consequences:

1. **Eastern Wyoming College Disciplinary Action:** Copyright infringement can subject a student to disciplinary action under the Student Code of Conduct, since violation of law or College policy is grounds for discipline. First offenses will result in a notice from Computer Services to cease illegal activity. Failure to comply or further incidents of infringement may result in loss of network access for the infringing user or device. Sanctions may include suspension of network access and formal college disciplinary action, including Academic Suspension or Dismissal. These outcomes might prove harmful to future job prospects or academic pursuits, since many employers and graduate and professional schools require disclosure of College disciplinary action.
2. **Civil Liability:** Persons found to have infringed may be held liable for substantial damages and attorney(s) fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. In the cases filed by the RIAA against students at Princeton, RPI, and Michigan Tech, the recording industry sued for damages of \$150,000 for each recording infringed.
3. **Criminal Liability:** Copyright infringement also carries criminal penalties under the federal No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

## 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.



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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 and Injury 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 their education records within 45 days of the day EWC receives a request for access.

Students should submit to the Vice President for 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  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Eastern Wyoming College, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from his or her educational records. However, EWC may disclose appropriately designated “directory information” without written consent unless the student has advised the College to the contrary in accordance with EWC procedures. The primary purpose of directory information is to allow EWC to include this type of information from student educational records in certain publications such as honor roll or other recognition lists, graduation programs, and sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior

# Academic Procedures and Regulations

written consent. Students must submit written notification to the Records Office within ten (10) days of the beginning of the semester if they wish the personal directory information about them be withheld.

Eastern Wyoming College has designated the following information as directory information:

- Student's name
- Date and place of birth
- Dates of enrollment
- Affirmation of whether currently enrolled
- Full or part-time status
- Grade level
- Major field of study
- Address (local and permanent)
- Telephone listing (local and permanent)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Most recent educational agency or institution attended
- Photograph
- Electronic mail address
- Degrees, honors, and awards received

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 Vice President for 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/ Board of Trustees 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.

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## Complaint Log

Eastern Wyoming College maintains a record of all formal student complaints received in the office of the President, Vice President for Academic Services, or the Vice President for Student Services. Student complaints are defined as those which are nontrivial in nature, either academic or nonacademic, made formally in writing, signed by a student, and addressed to and submitted to an organizational officer with the responsibility to handle the complaint. The formal Complaint Log is maintained in the office of the Vice President for Student Services and contains the following information:

- A. Date the complaint was first formally submitted to an appropriate officer;
- B. Nature of the complaint (e.g. dispute about a grade, allegation of sexual harassment etc.);
- C. Steps taken by EWC to resolve the complaint;
- D. EWC's final decision regarding the complaint including referral to outside agencies; and
- E. Any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.).

EWC will maintain, at a minimum, records of complaints for a two year period. The log is available for review by college staff, representatives of accrediting agencies, and by other, appropriate outside agencies. The names of any individuals involved in the complaint (including the names of any student(s) or EWC staff directly involved) are not part of the log.

Complaints, at EWC, are first addressed through the Informal Grievance procedure as outlined in the EWC Student Handbook. Those complaints that are not resolved using the Informal Grievance procedure, are resolved using the Formal Grievance Procedure also outlined in the EWC Student Handbook. The Handbook contains the EWC Student Code of Conduct (Board of Trustee Policy 5.13) that addresses how behavioral and other issues, including student complaints, are addressed by the College.

### **INFORMAL GRIEVANCE PROCEDURE (As it pertains to students)**

In order to ensure 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 ensuring 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 non-instructional 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

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in charge of the particular department 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 Grievance 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 instructional 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, 1) shall notify the relevant parties in the dispute of the receipt of the formal grievance within five (5) working days; and 2) 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



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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

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Eastern Wyoming College is dedicated to providing opportunities and recognizing the talent of all people at our institution. The College is committed to a policy of equal employment opportunity for all persons on the basis of merit without regard to race, color, national origin, marital status, sexual orientation, gender, religion, political belief, veteran status, age, or disability. In accordance with the policy, Eastern Wyoming College affirms its commitment to non-discrimination in its employment practices as they relate to recruitment, hiring, selection, screening, testing, compensation, promotion, employment benefits, educational opportunities, access to programs, work assignments, application of discipline, access to grievance procedures, and any and all other conditions of employment which are provided by Eastern Wyoming College policy, regulation, rule or practice.

All administrators, faculty and staff committees and others involved in employment decisions are directed to comply with this policy. The Director of Human Resources is responsible for administering and coordinating the College's Affirmative Action/Equal Employment Opportunity Program.

Name, office location and telephone number are:  
Mr. Edward Meyer  
Director of Human Resources  
Affirmative Action Officer  
Tebbet Building, 234  
Eastern Wyoming College  
3200 West "C" Street  
Torrington, WY 82240  
(307) 532-8330

## **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

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) employs security measures that help ensure students enjoy their time at the College as free as possible from any threats to safety and well-being.

Crime is a national problem that affects all communities and college campuses. To minimize the occurrence of crime incidents, college administrators, 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 EWC website by clicking on "Consumer Information" located at the bottom of the home page. The EWC Crime Awareness and Campus Security policies, procedures and statistics are available upon request in the EWC Vice President for Student Services' Office.

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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 1900 credit students each semester with additional offerings in the community services and continuing education areas. Total headcount 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 checks 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 Campus Resource Officer program to 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 Department by picking up any campus phone and dialing 9-9-1-1, and then following up by contacting the Vice President for Student Services. Upon receipt of the call, police dispatch 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 walkways and dial directly to the police dispatch office.

Non-emergency situations should be reported to the Vice President for Student Services located in the Student Services Office, 307.532.8257, between 7:30 am and 4:30 pm Monday through Friday. The Student Services Office serves as the student assistance and information center for the campus. The Vice President for 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 at 307.532.8336 in Lancer Hall after regular working hours.

Victims of a crime who do not want to pursue action within EWC or the criminal justice system may still want to consider making a confidential report. With the victim's permission, the Vice President for Student Services can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential while taking steps to ensure the future safety of the victim 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.

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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 Vice President for 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 and on the electronic bulletin boards at the Information Center and Student Services.

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. Anyone with information warranting a timely warning should report the circumstances to the Vice President for 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).

## 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/community newspapers.

## College Access

During business hours, EWC (excluding residence halls) is 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 have individual hours which may vary at different times of the year. Examples are the Student Center, the Library and the Center for Tutoring and Learning. 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 Vice President for Student Services 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 (2-3 times annually)
- Orientation activities (1 time annually)
- Residence Hall educational programming (2 times during academic year)
- Student Services educational programming (3 - 4 times each academic year)
- 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

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to students and employees through crime prevention awareness packets, security alert posters, electronic displays, and videos. When time is of the essence, information is released to the College 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 adheres to the requirements set forth in the Violence Against Women Act (VAWA) which became law in 2014. Information regarding the College's VAWA compliance efforts is located on the EWC website ([ewc.wy.edu](http://ewc.wy.edu)) under "Consumer Information."

Eastern Wyoming College educates the student community about sexual assaults and date rape through freshman orientations each Fall. 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.

Victims of a sexual assault at Eastern Wyoming College should first get to a place of safety and 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 Vice President for Student Services, another college administrator or law enforcement. 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 the victim receives 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 the victim has 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 may 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 Office. 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 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 "Consumer Information" at located at the bottom of the EWC home page.

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



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<http://communitynotification.com> and in Wyoming available through <http://sheriffalerts.com>.

## Alcohol & Drug Enforcement Policies at EWC

The Eastern Wyoming College Board of Trustees has enacted a drug and alcohol policy stating 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 “Alcohol & Drug Enforcement” 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, 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 no more than 1 year, 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 precautions:

### Reduce Your Risk

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 cell phones 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 Department or the Vice President for Student Services 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

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calls for assistance. Be concerned for the safety and property of everyone.

## **ON-CAMPUS HOUSING SECURITY**

The following represents a summary of the ways on-campus housing security 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**

Eastern Hall has three exits and Lancer Hall has eight exits. All doors are locked 24 hours a day for the safety of the students. Keys are assigned to students to allow them access to the main entrance of the residence hall in which they reside.

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 4 pm – 2 am, Sunday-Thursday, and from 6 pm – 6 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 and visitation hours end at 12 midnight 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 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 are not marked to indicate building or room number.

## **Crime Statistics**

Individuals 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 EWC website at [ewc.wy.edu/](http://ewc.wy.edu/) (click on "Consumer Information" at the bottom on the home page). Other Student Right-To-Know information, such as Athletic Participation and Financial Support, is also available on the website at [ewc.wy.edu](http://ewc.wy.edu/), or upon request in the office of the Vice President for 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.

## **Reporting Concerns Regarding Animal Treatment**

### **"Whistleblower Statement"**

All animals used at Eastern Wyoming College (EWC) must be handled, housed, treated, cared for, and transported in a humane and ethical manner in accordance with federal law and college rules. Any person having reason to question the treatment of animals at EWC is encouraged to report incidents involving perceived non-compliance without fear of retaliation.

- Any person having reason to question the humane or ethical treatment of animals at the College should contact the Institutional Animal Care and Use Committee at the anonymous number 855.392.2273 (855-EWCCARE). No threat or retaliation will be made against anyone reporting perceived mistreatment or non-compliance. In addition, reports can be made to any standing member of EWC's Institutional Animal Care and Use Committee.

## Academic Procedures and Regulations

- All complaints and documentation will be brought to the attention of the Institutional Animal Care and Use Committee (IACUC).
- Anonymous concerns are acceptable and all reports will be investigated. Federal laws and college rules prohibit discrimination or reprisal for reporting violations of standards and regulations promulgated under the Animal Welfare Act. All concerns will be discussed by the IACUC and, if warranted, appropriate measures will be taken.
- All complaints, violations and recommendations for subsequent action will be forwarded to the Institutional Official.

\*The Institutional Animal Care and Use Committee (IACUC) is a self-regulating entity that, according to U.S. federal law, must be established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program. <http://www.iacuc.org/>