



STUDENT  
HANDBOOK  
2018-2019

## Introduction

The Eastern Wyoming College (EWC) Student Handbook is a guide for students to the current policies, practices, activities and services within the College and the outreach areas it serves. The provisions of this handbook should not be regarded as a contract between any student and EWC, and it is not meant to serve as the final authority in college issues. EWC and the EWC Board of Trustees reserve the right to change any of the policies, rules, regulations and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook. The EWC Student Handbook, along with the EWC 2018/19 Catalog, should help answer questions students may have concerning their educational experience at Eastern Wyoming College.

## Eastern Wyoming College....At a Glance

**Mission** – Student success is our first priority; as a learning community we provide opportunities that enable students to achieve their goals and enrich our unique region through work, partnerships, and student achievement.

Established – September, 1948

Enrollment – 1,691 (Fall, 2016)

Full-Time Faculty – 34

Staff & Adjunct Employees – 216

Campus Size (Torrington) – 45 acres

**Degrees Offered** – Associate Degree of Nursing / Associate of Arts / Associate of Science / Associate of Applied Science / Certificates (one and two year)

**Athletics** – Volleyball / Men’s & Women’s Basketball / Men’s & Women’s Rodeo / Men’s Golf

**Academic Calendar** – Fall Semester / Spring Semester / Summer Semester / Block Classes

**Governance** – Eastern Wyoming College is a public institution under the control of an elected board. The Eastern Wyoming College Board of Trustees consists of seven members elected to four year terms. Regular meetings of the Board are held on the second Tuesday of each month. Special meetings are called by the President of the Board to conduct business as is necessary.

### Officers of the Board

Chair: Mr. John Patrick

Vice Chair: Ms. Marilyn Fisher

Secretary: Mr. Mike Varney

Treasurer: Mr. Bob Baumgartner

Members: Dr. Judith Bartmann, Mr. Tom John McCreery, Dr. Darrell Wilkes

### Officers of Administration

College President: Dr. Lesley Travers

Vice President for Academic Svces: Ms. Heidi Edmunds

Vice President for Student Services: Mr. Roger Humphrey

Vice President for Administrative Services: Mr. Kwin Wilkes

More information about the EWC Board of Trustees can be found at the following website: [ewc.wy.edu/about-eastern-wyoming-college/leadership/board-of-trustees/](http://ewc.wy.edu/about-eastern-wyoming-college/leadership/board-of-trustees/)

Eastern Wyoming College does not discriminate on the basis of race, color, national origin, marital status, sexual orientation, gender, religion, political belief, veteran status, age, or disability in admission or access to, or treatment, or participation in or employment in its educational programs or activities. Inquiries concerning Title II, Title VI, Title VII, and Section 504, may be directed to Mr. Edward Meyer, Director of Human Resources (307) 532-8330. Inquiries concerning Title IX may be directed to Roger Humphrey, Vice President for Student Services, (307) 532-8257. Both may be reached at Eastern Wyoming College, 3200 West C Street, Torrington, WY 82240. Alternatively you may contact the Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, 2nd Floor, Cheyenne, WY 82002-0050, or (307) 777-7675.

## Academic Information

The Vice President for Academic Services is responsible for the academic programs and instruction at Eastern Wyoming College. Contact information for this office is as follows:

### Vice President for Academic Services

Ms. Heidi Edmunds  
(307) 532-8261 - Office  
heidi.edmunds@ewc.wy.edu

### Administrative Specialist for Institutional Effectiveness

Ms. Lynn Wamboldt  
(307) 532-8220 - Office  
lynn.wamboldt@ewc.wy.edu

## College Catalog

The Eastern Wyoming College catalog is intended to provide general information about the academic programs and other services of the College. Although the policies, procedures and descriptions are current and accurate at the time of publication, the College and the Eastern Wyoming College Board of Trustees reserve the right to make changes at any time to facilitate the delivery of quality educational services. The information in the catalog is subject to change and does not constitute a contract between the College and any other party. Any such changes are available in the Records Office located in Student Services or by calling (307) 532-8207 or by e-mailing sue.schmidt@ewc.wy.edu. Students are responsible for adhering to the regulations and completing the requirements for their program of study. A copy of the 2018/19 EWC Catalog can be found at the bottom of the EWC home page at ewc.wy.edu.

## Register for Classes

Students will develop programs of study and select classes for a given semester under the direction of an assigned Academic Advisor. To register for classes, the student should:

1. Review his/her program of study and develop a draft schedule of classes;
2. Meet with an assigned Academic Advisor to discuss the program of study and develop a class schedule for the upcoming semester;
3. Complete registration materials, and have them checked and approved by the Academic Advisor;
4. Access LancerNet and register for classes;
5. Pay tuition and fees, or make appropriate arrangements for payment.

## Drop/Add Classes

To drop or add courses after the initial registration:

1. Obtain a "Student's Request for Change of Registration" form from the Records Office;
2. Complete the form and get the required signatures;
3. Return the form to the Records Office.

Students should remember that:

- No entry is made on their permanent academic record of classes dropped prior to the last day for late registration.
- No classes may be added or dropped after the last day for late registration without the approval of the Director of Financial Aid, the Academic Advisor and the class instructor.

## Advisors

When students enroll at EWC, they are assigned to an Academic Advisor who aids them in planning their program of study, in selecting educational/vocational objectives and in making personal adjustment to college

life. Advisors are to be consulted whenever the student registers for classes, drops or adds classes, receives a Midterm Deficiency notice or when the student begins to make graduation/transfer plans. Advisors are important and students are urged to confer regularly with them. The student must contact the Records Office to change Academic Advisors.

## **Credits**

Credits are computed in semester hours. A credit hour comprises work through one semester (or block). Classes with laboratory components require more contact time. The amount of credit for any course is governed by the EWC catalog statement. Allowance for more or less credit than is listed in the current catalog will not be allowed.

## **Credit Hour Load**

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

Only students whose grades average “B” or above should enroll for more than the average number of hours. Students registering more than one week late may be restricted in the number of hours for which they can enroll. Students engaged in outside employment requiring an excessive amount of time may be restricted in the number of credit hours for which they enroll. Restrictions in each case will be determined by the student’s Academic Advisor and the Vice President for Academic Services.

Certain programs outlined under the “Programs of Instruction” section (pages 68-113) of the 2018/19 EWC catalog) identify a semester totaling 19 credit hours or more. Students should work with their Academic Advisor to determine the best way to accomplish the completion of all 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.

## **Midterm Deficiencies/Final Grades/Transcripts**

Midterm deficiency letters are e-mailed (through LancerNet) to those students whose work in any course is less than satisfactory (below a grade of “C”). The purpose for this is to call attention to the progress of each student at a point in the term which permits enough time for improvement. Students who receive deficient grades (below a “C”) should confer with their instructor(s) and their Academic 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 the EWC home page is not available to the student.

## **Final Examinations**

The last week of the semester is set aside for study and final examinations. Whenever 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 Eastern Wyoming College that the value of the student's work is not determined entirely by what the student knows upon examination. The student's 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 grading:

<u>Grade</u>	<u>Value</u>	<u>Definition</u>
A	4	Exceptional
B	3	Very Good
C	2	Average or Acceptable
D	1	Poor
F	0	Failure
W	0	Withdrawal
IW	0	Institutional Withdrawal
X	0	Incomplete

For a complete explanation of the grading system, contact the Records Office or the office of the Vice President for Academic Services.

## Grade Appeals

Students have the opportunity to appeal a grade. Grade appeals may only be made in the subsequent Fall/Spring/Summer semester and must be made following the posting of grades, but no later than the end of the first two weeks (14) days of the subsequent semester of enrollment.

Step 1. The student must first meet with the instructor of the course in which the grade is being appealed and provide, in writing, a letter containing:

- a. the facts surrounding how grades in the class were assigned as outlined in the course syllabus;
- b. how the standards established in Step 1a differ from what the student perceives their quality of work to be; and,
- c. any inaccuracies the student believes exist in the assignment of the final grade.

Step 2. If the grade appeal is not settled in Step 1 and the student feels the instructor has not evaluated all of the evidence or if there is additional evidence not considered by the instructor, the student may then appeal within ten (10) working days to the Chair of the Division within which the class resides. In the appeal, the student should include all of the information gathered in Step 1. The student shall also provide information addressing why the evidence was not properly evaluated by the instructor or what additional evidence exists that was not initially examined by the instructor.

Step 3. If the grade appeal is not settled in Step 2, the student has ten (10) working days to request a review by the Curriculum & Learning Council. The appeal should contain information explaining why the student feels the Chair did not accurately consider the evidence in making his/her decision. The Council will consider all information gathered in Steps 1 and 2, and make its recommendation to the Vice President for Academic Services. The Vice President will then make a decision regarding the grade appeal and forward it to the student in writing.

Step 4. The decision of the Vice President for Academic Services may be appealed to the President of the College and should include all information gathered in the previous steps. The appeal should contain information explaining why the student feels the Vice President for Academic Services did not accurately

consider the evidence in making his/her decision. Final authority regarding grade appeals rests with the President of the College and no appeal shall be allowed to the EWC Board of Trustees.

## **Attendance**

EWC students are expected to attend all sessions of each course in which they are 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 Vice President for Student Services that the student is being withdrawn. The instructor also must indicate what grade the student is to receive and the last date the student attended the class. The Vice President for Student Services will then notify the student of the action taken.

Due to 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 at the beginning of the semester.

## **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 Cumulative Grade Point Average. The student will have the right to appeal this decision to the Curriculum & Learning Council.

## **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 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 the 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.

Academic Amnesty is not considered in financial aid Satisfactory Academic Progress (SAP) calculations. All attempted credits must be considered in evaluating GPA and completion rate for SAP. Students should contact the Financial Aid Office prior to applying for Amnesty.

The form to petition for Academic Amnesty can be found on the EWC website. Further information can be obtained in the EWC Records Office.

## **Academic Dishonesty**

EWC 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 exams. 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, Section 5.13 of the EWC Policies and Procedures Manual.

## **Athletics**

Eastern Wyoming College belongs to the Wyoming Community College Athletic Conference and the National Junior College Athletic Association (Region IX), and team championships are declared in Women's Volleyball, Women's Basketball, Men's Basketball and Men's Golf. The EWC Rodeo Team is a member of the National Intercollegiate Rodeo Association.

The EWC Athletic Director is responsible for all athletic information. For more information about EWC Athletics, contact the Athletic Director at (307) 532-8321.

## **EWC Bookstore**

Each student is required to supply textbooks and personal materials necessary for satisfactory progress in coursework. For the convenience of the students, the EWC Bookstore stocks textbooks, supplies and study aids. For added convenience, the student is able to order her/his books and supplies online on the Bookstore link at the EWC website [www.ewcbkstr.com](http://www.ewcbkstr.com). Students can also access the Bookstore's website from their schedule on My EWC. Click on the link for each of your classes and it will take you to the Bookstore website, and highlight what books are required for the class. From there students can either order their books or simply get the information. All students are encouraged to use the online site to purchase books or stop by the store and a bookstore associate can help them find their books. The website is secure with the student's information and orders are processed within 24 hours. Students may also order dorm supplies like small refrigerators, laundry baskets, coffee machines and even laptop computers. The Bookstore also carries a wide assortment of EWC swag, snack foods, drinks, health and beauty items, graphic novels and casual reading books. Used books are stocked and, when available, are sold at the discounted price. There is also the digital option where students can download a book to their laptop or tablet. Some books are also available for rent; a great convenience and added savings for students. Book buy-back events are held the last week of the Spring and Fall semesters although the Bookstore

will buy back books every day. The EWC Bookstore price matches books from Amazon and Barnes & Noble. Please contact the Bookstore for details. Bookstore hours are Monday-Friday 8am to 5pm through September 30. Beginning October 1, hours will be Monday-Thursday 8am to 5pm and Friday 8am to 1pm. Questions can be answered by calling the Bookstore at 307-532-8216. The Bookstore will be open until 7 pm the first week of classes for the Fall, 2018 semester.

## Clubs Activities

Being a member of a club is not only fun, but it provides students an opportunity to explore interests and talents, and to become an integral part of a group. The College offers the following clubs for students to expand their knowledge and opportunities at EWC. Some of the following clubs are geared towards specific majors or interest.

<u>Club Name</u>	<u>Sponsor</u>	<u>Phone</u>	<u>E-mail Address</u>
Student Ambassadors	Leann Mattis	8237	leann.mattis@ewc.wy.edu
	Zach Smith	8232	zach.smith@ewc.wy.edu
Art Club	John Cline	8291	john.cline@ewc.wy.edu
Block & Bridle	Dr. Georgia Younglove	8374	georgia.younglove@ewc.wy.edu
Cosmetology Club	Amanda Lashley	8362	amanda.asmus@ewc.wy.edu
	Christine Chesser	8363	christine.chesser@ewc.wy.edu
Gay/Straight Alliance	Ellen Creagar	8345	ellen.creagar@ewc.wy.edu
	Kelly Strampe	8373	kelly.strampe@ewc.wy.edu
GEAR-UP Club	Judy Brown	8269	judy.brown@ewc.wy.edu
Housing Council	Shannon Jolley	8336	shannon.jolley@ewc.wy.edu
International Club	Roger Humphrey	8257	roger.humphrey@ewc.wy.edu
Livestock Judging	Dr. Georgia Younglove	8374	georgia.younglove@ewc.wy.edu
Phi Theta Kappa	Jennifer Minks	8285	jennifer.minks@ewc.wy.edu
Rodeo Club	Jake Clark	8337	jake.clark@ewc.wy.edu
Skills USA	Stan Nicolls	8370	stan.nicolls@ewc.wy.edu
Student Senate	Julie Sherbeyn	8378	julie.sherbeyn@ewc.wy.edu
Vet Tech Club	Cristi Semmler	8331	cristi.semmler@ewc.wy.edu
Women's Basketball	Tom Andersen	8321	tom.andersen@ewc.wy.edu

For more information about EWC Clubs, contact Roger Humphrey at (307) 532-8257 or e-mail roger.humphrey@ewc.wy.edu.

## Community Education

Community Education provides Goshen County and surrounding community citizens with high quality continuing education classes, workshops, trips, activities and events. All EWC students can enroll in one Community Education opportunity free of charge each semester.

For further information contact the Community Education office at (307) 532-8323 or e-mail donna.white@ewc.wy.edu. The Community Education office has a complete list of scheduled events, classes, workshops, trips and activities on the EWC website ewc.wy.edu.

## Computer Services

EWC Computer Services plays a key role in preparing students to meet the technological demands of the world today. State-of-the-art computerized classrooms are provided to support the academic needs for software training in accounting, business, multimedia and word processing. Microcomputer workstations are located in various buildings on the campus and are connected via a high speed Local Area Network to allow easy access to laser printers, scanners and a wide variety of Windows based software applications. Available software applications include word processing, spreadsheets, database management, publishing, presentation and multimedia programs. The computer lab is open to currently enrolled students during regular classroom hours, in the evenings on weekdays, as well as limited hours on the weekends.

The wrongful use of computer resources or information may result in the disabling of the student's computer account and possible disciplinary action including disciplinary suspension or dismissal.

Prohibited use of EWC computers or the computer system may include the following:

1. Limiting computer access to others by playing games, surfing the Internet or personal use of e-mail.
2. Installation or removal of software.
3. Attempted access to other accounts, system accounts or other files.
4. Violating copyright laws including the illegal downloading of music or video materials.
5. Malicious behavior such as the intentional spreading of computer viruses.
6. Harassing, inflammatory or disruptive activities.
7. Use for commercial gain or business activities.
8. Anything that interferes with the ability of others to study or complete course assignments.

More information about the proper use of EWC computers and the system can be found in the EWC Board of Trustees Policy – Administrative Rule 6.4.1 found at [ewc.wy.edu/about-eastern-wyoming-college/leadership/board-of-trustees/board-policies/](http://ewc.wy.edu/about-eastern-wyoming-college/leadership/board-of-trustees/board-policies/).

## **Counseling**

A student's success in college is to a large degree dependent on their ability to adjust to the total college environment-socially, intellectually, personally and emotionally. The Counselor at EWC, through work with individuals, groups and via presentations and workshops, addresses and assists in these areas.

Parents, faculty, students and staff are encouraged to use the Counseling Office by referring students in need of assistance. In some cases, students who have problems are referred to other agencies and/or services best qualified to provide more intensive help.

Primary goals of the Counseling Office are to help EWC students grow and mature in a healthy manner, accept responsibility for the decisions arrived at in counseling and be conscientious of their own behavior and the consequences that follow. For more information call Debbie Ochsner, the EWC Counselor, at (307) 532-8238 or e-mail [debbie.ochsner@ewc.wy.edu](mailto:debbie.ochsner@ewc.wy.edu).

## **Fitness Center**

The EWC Fitness Center is designed to promote healthy lifestyles for students and to assist them in attaining and maintaining their individual fitness goals. The Fitness Center is equipped with weight machines, stationary bicycles and treadmills. There are also racquetball courts available.

Students with a valid EWC Student Identification Card can utilize the Fitness Center upon enrollment in

a Fitness Center class. Students may check with the Admissions Office regarding options for enrollment.

The Fitness Center hours are:

Monday - Friday: 5:00 am - 8:00 pm

Saturday & Sunday: 4 pm - 8 pm

For more information call (307) 532-8244.

## **Disability Services**

Eastern Wyoming College is committed to providing information, accommodation services and agency referral to students with any type of documented physical, cognitive or psychological disability. Any student enrolled at EWC who has a documented physical disability or learning disability is eligible for assistance. For more information call Debbie Ochsner, the EWC Counselor, at (307) 532-8238 or e-mail [debbie.ochsner@ewc.wy.edu](mailto:debbie.ochsner@ewc.wy.edu).

## **Food Services**

EWC Food Services strive to provide students with high quality, attractive and varied menu options providing three meals per day, Monday - Friday and one meal per day (lunch) on Saturday & Sunday in the Cafeteria.

The Cafeteria hours are:

Breakfast: 6:30 am - 9 am

Lunch: 11 am - 1:30 pm / 11:30 am - 12:30 pm Saturday & Sunday

Supper: 5 pm - 6:30 pm

The Student Center hours are 7 am - 8 pm Monday - Friday.

All students who reside on-campus must participate in the meal plan program. Individual meals in the Cafeteria and Meal Plans may also be purchased by off-campus students. Individual meal costs are: Breakfast (\$5.45) and Lunch/Dinner (\$6.55). The meal plans are as follows:

- 1) 17 meals per week in the Cafeteria;
- 2) 14 meals per week in the Cafeteria with \$135 Munch Money per semester;
- 3) 10 meals per week in the Cafeteria with \$315 Munch Money per semester.

Munch Money is computed on the Student Identification Card and may be used in the Cafeteria or Student Center for meals, snacks and other items offered from the menu. Any balance from unused Munch Money is not refundable to the student. Students will inform the Director of Residence Life of the meal plan they wish to have for the semester in which they are enrolled. Contact Food Services at (307) 532-8241 for more information.

## **Library**

The EWC Library supports the information needs of the students and faculty. They maintain a collection of traditional materials and online collections of information resources especially selected to meet those needs. Through the Wylde system and inter-library loan, library patrons have access to the collections of libraries in Wyoming and throughout the United States. The Library houses a small number of computers for academic use by students. It is also open to the community.

The Library's hours and any exceptions are posted on the Library's webpage ([ewc.wy.edu/library/](http://ewc.wy.edu/library/)). For more information, call (307) 532-8210.

## 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 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 - if you share, download, and/or otherwise obtain and use copyrighted material without permission, you can be subject to the civil and criminal penalties stipulated for violating copyright laws (see below). If you perform these actions while using a EWC computer, or while connected to a wired or wireless network affiliated with EWC, you 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 you. You are still responsible for your 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.

### Consequences for Violations of the Copyright Law

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 a student's future job prospects or academic pursuits since many employers, and graduate and professional schools require students to disclose 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 (Recording Industry Association of America) 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.

## **Student Identification Cards**

All students must have an official EWC Student Identification (ID) Card. The College Relations Office is responsible for this photo ID. There is no charge for the first issuance of the Student ID Card, but students who lose or misplace their card will be charged \$30 for a replacement card.

The Student Identification Card serves as a meal ticket, library card, event pass and Fitness Center card for all students. It is very important to use and store this card in a responsible manner.

Photo ID Cards are available for student issuance in the College Relations Office located on the lower level of the Tebbet Building - Room 130.

## **Board Policy 5.13: STUDENT CODE OF CONDUCT**

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

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

## **PROHIBITED CONDUCT**

The following conduct is prohibited: interference with the rights or freedoms of others; wrongful utilization of goods, services or information; and criminal conduct. Interference with the rights or freedoms of others shall include, but not be limited to, the following:

1. Disruption of the classroom learning environment, including but not limited to activities such as repeatedly leaving and entering the classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting to physical threats.
2. Assaulting, striking or in any way unlawfully threatening or causing physical harm to another.
3. Unlawfully threatening, harassing or stalking another.

4. Participating in any actual or threatened non-consensual sexual act.
5. Participating in sexual harassment.
6. Participating in unlawful harassment of acts or threats directed toward individuals or groups including groups defined by race, creed, national origin, disability and Vietnam veteran status.
7. Participating in any act of hazing of any variety by an individual or group. "Hazing" includes, but is not limited to, an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property.
8. Unlawful possession of or unlawful use of firearms or dangerous weapons of any kind.
9. The use and/or possession of alcoholic beverages on college-owned or controlled property or being under the influence of alcoholic beverages while operating a vehicle on college-owned or controlled property.
10. The unlawful possession or use of any drug or controlled substance (including but not limited to stimulant, depressant, narcotic, prescription medication, or hallucinogenic drug or substance, or marijuana) or the unlawful sale or distribution of any drug or controlled substance.
11. Participating in the destruction of or otherwise vandalizing the public or private property of others.
12. The unlawful trespassing upon or forcefully entering public or private premises without authorization.
13. Possessing or using unlawful explosives or other dangerous devices.
14. Unlawfully creating a safety hazard or health hazard. Starting a fire in an unsafe manner or location that poses a risk to others.
15. Activating a fire alarm or pre-alarm cover without the existence of a fire or a similar emergency situation. Directing that others activate a fire alarm or pre-alarm cover without the existence of a fire or a similar emergency situation.
16. Rendering inoperable or abusing a fire alarm, extinguisher or other safety device located upon public property.
17. Participating in any activity that disturbs the peace, disrupts the lawful orderly activities of others or otherwise interferes with any lawful college activity or function.
18. Visiting in the residence hall rooms in a manner that is in violation of the housing regulations.
19. Participating in unlawful gambling in any form.
20. Participating in the unlawful operation of a motor vehicle in a manner that threatens the safety of people or property.
21. Possession of an animal on campus in violation of residence hall policy or college policy.
22. Littering.
23. Throwing or otherwise ejecting any objects from windows or roofs of college buildings.
24. Unlawfully conveying false information.

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

1. Plagiarism, cheating and other forms of academic dishonesty, or facilitating any such act.
2. Failure to promptly meet financial responsibilities to the institution.
3. Stealing from and/or possessing without authorization, any property or services from another person, group of people or the college.
4. Embezzling, defrauding or procuring any money, goods or services under false pretenses.
5. Possessing, purchasing or receiving property, money or services knowing them to have been stolen or embezzled.
6. Issuing a check on campus knowing that it will not be honored when presented for payment.
7. Duplicating keys, computer access codes and other devices without proper authorization.

8. Forging, altering or causing any false information to be entered on an administrative record or presented at an administrative proceeding.
9. Unauthorized use of long distance caller identity codes.
10. Unauthorized use of the computer system, computer access codes and restricted areas of computer services.

### **Criminal Conduct:**

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

### **SANCTIONS**

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

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

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

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

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

In order to 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 Dean of Instruction 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 Dean 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 Dean of Instruction, if the grievance involves instruction matters, and to the Vice President for Student Services if the grievance involves noninstructional matters. All formal student complaints are kept on file in the Vice President for Student Services' office. The Dean of Instruction, or Vice President for Student Services shall notify the relevant parties in the dispute of the receipt of the formal grievance within five (5) working days, shall investigate, facilitate and answer the grievance in writing.
  3. If either party is dissatisfied with the written decision from the Division Chairperson or Vice President for Student Services, either party may request a review by the Grievance Review Committee. Such request must occur within five (5) working days after receiving the written decision from the Division Chairperson or Vice President for Student Services. The Grievance Review Committee shall conduct an investigation of the matter within ten (10) working days after the request is submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed.
  4. If either party is dissatisfied with the written decision of the Grievance Review Committee, either party may request a review of the decision by the College President. The request must occur within five (5) working days after receiving the written decision from the Grievance Review Committee. The President shall conduct an investigation of the matter within ten (10) working days after the request is submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed.
  5. If either party is dissatisfied with the written decision of the College President, either party may request a hearing before the Board of Trustees. Such a request for hearing must occur within five (5) working days after receiving the written decision from the College President. The Board shall then conduct a formal hearing in accordance with its Rules of Practice for Contested Cases.
  6. COLLEGE PRESIDENT. If the grievance or complaint concerns the College President, the formal Complaint shall be submitted directly to the Grievance Review Committee within ten (10) working days following the alleged event, or ten (10) working days after unsuccessfully resolving the complaint informally. The Grievance Review Committee shall conduct an investigation of the matter within fifteen (15) working days after the Complaint has been submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed. If either party is dissatisfied with the written decision of the Grievance Review Committee, either party may request a hearing before the Board of Trustees. Such a request for hearing must occur within five (5) working days after receiving the written decision from the Grievance Review Committee. The Board shall then conduct a formal hearing in accordance with its Rules of Practice for Contested Cases.
  7. Student Grievance Review Committee:
    - Administrator (Chairperson) appointed by the College President
    - Professional Staff Member appointed by the Chairperson
    - Faculty Member appointed by the Chairperson
    - Classified Staff Member appointed by the Chairperson
    - Student Senate Member recommended by Student Senate President

## SEXUAL ASSAULT

Eastern Wyoming College adheres to the requirements set forth in the Violence Against Women Reauthorization Act of 2013 (VAWA). Information regarding the College's VAWA compliance efforts is located on the EWC website ([ewc.wy.edu](http://ewc.wy.edu)) under "Consumer Information."

## WHAT IS SEXUAL HARASSMENT?

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

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

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

### **Board Policy 3.12: SEXUAL HARASSMENT**

Definition: Eastern Wyoming College endorses the definition of sexual harassment provided under Title VII of the Civil Rights Act of 1964. Accordingly, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of 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 working and learning environment that is desirable for all employees and students. Sexual harassment of employees or students is reprehensible, illegal and will not be tolerated at Eastern Wyoming College. Such activity which influences employment decisions or the academic success of students is contradictory and antithetical to the environment provided by this institution, and prompt and remedial action will be taken by Eastern Wyoming College upon any finding of sexual harassment.

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

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

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

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

Adopted 7/20/05

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

## ANIMALS IN MOTOR VEHICLES

EWC students should be aware of the City of Torrington's Ordinance Sec. 6.040.080 that pertains to animals placed in or on motor vehicles. The Torrington Police Department may be summoned to enforce this ordinance, which reads as follows:

- a. No person shall leave a dog unattended in the bed of a pickup truck in a public parking area unless the dog is restrained in such a manner as to prevent the dog from making physical contact with a pedestrian who is passing the truck in a place where the pedestrian is legally entitled to be.
- b. It is considered cruel and therefore unlawful for a person to leave a dog, cat or any animal unattended in a motor vehicle when the temperature is seventy degrees Fahrenheit or above, unless, in the opinion of the officer adequate ventilation and water is provided.