



Students *Policies and Administrative Rules*

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BOARD POLICY 5.0:

ADMISSION POLICY

Adopted 7/20/05

Revised 11/8/05(RF)

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

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

BOARD POLICY 5.1: STUDENT ASSISTANTS POLICY

Adopted 5/11/04

Revised 11/8/05(RF)

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

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

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

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

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10, 1/13/15

The Board of Trustees recognizes the need for clear and concise policies regarding student withdrawal from individual classes and from the College.

Administrative Rule 5.2.1:**WITHDRAWAL FROM INDIVIDUAL CLASSES AND COLLEGE**

Adopted 1/13/15

Individual Classes

A student wishing to withdraw from an individual class must obtain a change of registration card from the Records Office before withdrawal is official (withdrawal cards are valid only for 72 hours after issuance). Students may withdraw from any or all classes before the last 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.

College

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

BOARD POLICY 5.3:**INSTITUTIONAL WITHDRAWAL**

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

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

BOARD POLICY 5.4:

CREDIT AND COMMUNITY EDUCATION CLASSES FOR SENIOR CITIZENS

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

Credit Tuition Charges

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

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

BOARD POLICY 5.5:

FACULTY RESEARCH INVOLVING STUDENT RECORDS

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

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

BOARD POLICY 5.6:**FINANCIAL HOLDS**

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

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

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

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

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

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

PRIVACY RIGHTS OF PARENTS AND STUDENTS
"Buckley Amendment"

General Statement

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

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

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

Administrative Rule 5.7.1:**RECORDS VAULT ACCESS**

Adopted 01/25/00

Revised 11/8/05(RF), 3/9/10

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

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

BOARD POLICY 5.8:**CLASS ATTENDANCE POLICY**

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

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

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

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

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

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

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

BOARD POLICY 5.9:**ADMISSION OF INTERNATIONAL STUDENTS**

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

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

Administrative Rule 5.9.1:**ADMISSION OF INTERNATIONAL STUDENTS**

Adopted 9/14/04

Revised 11/8/05(RF), 3/9/10, 3/9/11, 5/22/17, 5/10/18

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

1. An English translation of all required academic records, and complete all application materials and correspondence in English.
2. Completion of an EWC Application for Admission, and all other college application material must be submitted by July 1 if the student is planning to attend the Fall semester, and by November 1 if the student is planning to attend the Spring semester.
3. Students who wish to live in the residence halls should submit an EWC Housing Application form at least twenty-eight days in advance of the initial term. Students should send the required damage deposit as a money order, bank draft or credit card in **US Dollars** before the first day of the initial term.
4. Proof of ability to bear the financial obligations incurred while attending Eastern Wyoming College. (i.e. Completion of **all** sections of the Confidential Financial Statement, including Statement of Guarantor and Bank Verification). International students **may not** work off-campus while attending college at Eastern Wyoming College. Students who are U.S. citizens receive priority consideration for jobs on-campus.
5. International student applicants are required to furnish test scores for admission. Visit **www.toefl.org** for more information about the TOEFL. Eastern Wyoming College's institution code for TOEFL is 4700. International student applicants may be accepted into EWC with the following test scores:

TOEFL (Test of English as a Foreign Language) Scores

Paper based: 487 **or** Computer Based: 163 **or** Internet Based: 57 **or** IELTS Band: 5.5

AND one of the following Math Scores:

ACT: 14 or above SAT: 16 or above ACCUPLACER: 35 or above

OR

ACT/SAT or ACCUPLACER Scores

Math: ACT: 14 or above or SAT: 16 or above or ACCUPLACER: 35 or above

English: ACT: 0 or above or SAT: 10 or above or ACCUPLACER: 0 or above

Completion of these exams for course placement prior to the issuance of the I-20. Exceptions to the minimum academic requirements may be approved by the Vice President for Academic Services of EWC. The academic requirements may be waived for international students transferring from another accredited college and otherwise fulfilling the EWC transfer application process.

6. Applicants must submit results of a tuberculosis exam with a negative result prior to enrollment. International Students are required to have and must show proof of medical insurance at the time of their application and during their enrollment at Eastern Wyoming College.
7. A SEVIS I-20 form will be generated by Eastern Wyoming College at the time of admission to the College.
8. The SEVIS I-901 fee went into effect September 1, 2004. An International Student seeking an F-1 visa from an embassy or consulate abroad for initial attendance at Eastern Wyoming College is required to pay a fee to the United States government accompanied by the Form I-901. All procedures must be carefully followed. Payment may be made by mail or on the Internet at www.FMJfee.com.
9. After a receipt for the I-901 fee is received by the student, the Form I-20 must be taken to a U.S. embassy or consulate in the potential student's home country. The student will then be issued a student visa to enter the U.S. Students will also need a passport. (Exceptions to this requirement are Canadian citizens who do not require a student visa.) The SEVIS I-20 form, along with a copy of the confidential financial statement (certifying that the student has sufficient funds to remain in the U.S. for a period of at least one year), must be presented to the border officials at the time the student applies for admission into the United States.

BOARD POLICY 5.10:

ACTIVITY SPONSORSHIP

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

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

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

BOARD POLICY 5.11:**RESIDENCE CLASSIFICATION POLICY**

Adopted 9/14/93

Revised 11/8/05(RF), 3/9/10

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

Administrative Rule 5.11.1:**RESIDENT CLASSIFICATION REGULATIONS**

Adopted 11/9/99

Revised 11/8/05(RF), 3/9/10

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

CLASSIFICATION PROCEDURES

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

RESIDENCE

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

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

EXCEPTIONS

In accordance with W.S. 21-17-105, an individual who does not reside in Wyoming may be considered a

resident for tuition purposes if he/she meets all of the following criteria:

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

BOARD POLICY 5.12:

HIGH SCHOOL STUDENT TUITION POLICY

Adopted 1/14/03

Revised 11/8/05(RF), 3/9/10

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

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

Adopted 7/20/05

Revised 11/8/05(RF), 3/9/10

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

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

PROHIBITED CONDUCT

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

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

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

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

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

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

Criminal Conduct:

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

SANCTIONS

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

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

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

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

INFORMAL GRIEVANCE PROCEDURE – (As it pertains to students)

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

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

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

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

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

This informal procedure does not rule out discussions among the complainant, his/her supervisors, or any other person who may assist in resolving the situation, including the Vice President in charge of the particular 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 Complaint Procedure," the complaining party or parties may proceed to file a formal grievance.

1. The formal grievance procedure begins with the filing of a written complaint. The written complaint must be filed within ten (10) working days following the alleged event, or ten (10) working days after unsuccessfully resolving the complaint informally. The format of the written formal grievance shall contain the following:
 - a. A concise statement of the grievance;
 - b. A complete description of the action(s) of all parties involved;
 - c. A detailed description of the alleged events;
 - d. The date of the alleged occurrence;
 - e. The place of occurrence of the alleged events;
 - f. The relief or remedy sought by the complainant.

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

- Faculty Member appointed by the Chairperson
- Classified Staff Member appointed by the Chairperson
- Student Senate Member recommended by Student Senate President

WHAT IS SEXUAL HARASSMENT

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

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

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

SEXUAL HARASSMENT POLICY

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

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

Policy Statement on Sexual Harassment

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

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

All complaints of sexual harassment will be investigated. Employee complaints should be filed with the complainant's immediate supervisor or the Affirmative Action Officer. Student complaints should be registered with the relevant Division Chair or the Affirmative Action Officer. If the complaint cannot be resolved at this level, the College Grievance Procedure under EWC Grievance Policy No 1.7 should be followed. Victims of sexual harassment are strongly encouraged to disclose any episode(s) of sexual harassment. Such disclosure will assist EWC in its attempts to prevent future episodes of sexual harassment.

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

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

Board Policy 5.14: STUDENT GRIEVANCE AND STUDENT COMPLAINT POLICY

Adopted: 9/10/19

Eastern Wyoming College (EWC) students have the right to pursue timely, legitimate grievances against employees of the College. Therefore, the College shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the grieving party and the college employee against whom a grievance may be lodged.

Administrative Rule 5.14.1: STUDENT COMPLAINT PROCEDURE

Adopted: 9/10/19

The first procedure, the informal complaint procedure, is designed to permit an expedited and orderly processing of all complaints or concerns of students in an informal manner, while at the same time insuring that the complaints are fully explored and that a reasonable effort has been made to resolve the difficulties without the necessity of formal grievance proceedings.

The informal complaint procedure may be utilized by students to resolve any student/employee problem arising at the College. If the complaint 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 thirty (30) calendar days from the alleged event. Any student who has a complaint may utilize this informal complaint procedure. In implementing this procedure, the complaining party should proceed as follows:

1. The initial complaint should be first discussed between the persons involved; many problems may be resolved on this one-to-one basis.
2. If the individuals concerned are unable to resolve the problem on a one-to-one basis, the following procedures should be followed:
 - (a) Students should first define the complaint to the appropriate Department Head or Program Director regarding instructional personnel or matters; or to the appropriate supervisor regarding non-instructional personnel or matters.
 - (b) If the parties are unable to resolve the problems with assistance from the Department Head Program Director, or appropriate supervisor, they should next direct their complaint to the Dean.

This informal procedure does not rule out discussions among the complainant or any other person who may assist in resolving the situation, including the immediate supervisor in charge of the particular department or activity involved.

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

Administrative Rule 5.14.2: **STUDENT GRIEVANCE PROCEDURE**

Adopted: 9/10/19

Purpose

The student grievance procedure provides a process for resolving certain student disputes with employees, decisions, and defined processes and procedures of the college. This procedure applies to all student issues, including but not limited to academic issues, student services, or administrative concerns. Students who wish to appeal final course grades should follow the Grade Appeal Process defined in Administrative rule 5.14.3.

Persons who were enrolled as students at Eastern Wyoming College (EWC) at the time the incident occurred may use the grievance procedure. The person filing the grievance must be the subject of alleged unfair treatment that is related to their status as a student or program participant. A grievance cannot be filed on behalf of another person.

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student may use the College's grievance process or file a complaint directly with the Office of Civil Rights. Complaints may be filed with the OCR using OCR's electronic complaint form at the following website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

Grievance Process

1. EWC has established the grievance process to ensure that the student's rights are protected and the College community functions in an orderly manner.
2. Except as otherwise outlined herein, a grievance is a dispute of policy and/or procedure with college employees.
3. The following steps outline the formal steps the Student Grievance Committee and the Vice President for Student Services (VPSS) shall follow to ensure that all parties in the process receive fair and equitable treatment.

Student Grievances

1. The basic outline of the procedure shall be included in the Student Handbook. The formal grievance procedure is not intended to replace informal complaint procedures, but only provides an additional avenue of dialog for students.
2. The Student Grievance Committee shall provide a prompt, fair, and equitable hearing for each grievance filed and submit a written recommendation to the VPSS. In some cases, the committee may determine, based on written evidence, that the grievance does not meet the definition of a grievance and shall so recommend a summary judgement to the VPSS without convening an internal meeting.
3. If a student has a disability and would like to request an accommodation to assist them through the grievance process they may do so by informing the VPSS. The VPSS will then work with disability services to accommodate the request.

Non-Grievable Matters

The following matters are not grievable under this procedure except as noted:

- Matters over which the College is without authority to act.
- Final Course Grades.

Student Grievance Procedure

1. Receiving grievance phase:

- a. If efforts to resolve a complaint informally fail, the student may obtain a Student Grievance Form from the VPSS or in order to file a written complaint. The completed Student Grievance Form must be submitted to the VPSS within five (5) working days of the alleged unfair action or within five (5) working days of the unsuccessful resolution of the informal complaint process.
- b. After the written complaint is filed, the grievance enters the formal hearing phase and is remitted to the Student Grievance Committee for consideration.

2. Hearing phase

- a. Within three (3) working days after the receipt of the written complaint, the VPSS will provide copies of the formal complaint to all parties involved.
- b. Within three (3) working days after the receipt of the written complaint, the VPSS will appoint a grievance committee.
- c. The Student Grievance Committee shall be composed as follows and shall have at least:
 - One professional/classified staff and one alternative selected by the Staff Alliance President.
 - One faculty member from the faculty at-large and one alternative selected by the Faculty Senate President, and
 - One (1) student and one alternative selected by the Student Senate President.

The chair of the Student Grievance Committee will be identified by the VPSS from within the designated committee and shall have voting privileges. The committee reserves the right to appoint a substitute member, who is acceptable to both parties, if a committee member and the alternative is unavailable to serve. The three (3) committee members shall constitute a quorum.

- d. Within five (5) working days of receipt of the written complaint, the office or individual whose action is being grieved may submit a response to the Student Grievance Committee.

- e. Within two (2) working days of receipt of the written response, the Student Grievance Committee will review the complaint and determine if the complaint constitutes a grievance. In some cases, the committee may determine, based on the written evidence, the grievance does not meet the definition of grievance and shall recommend to the VPSS the claim be dismissed.
- f. Within the next five (5) working days, the Student Grievance Committee will hold a hearing at which both the student who filed the grievance and the accused party shall have an opportunity to participate relevant information.
- g. Within the five (5) working days after the hearing, the committee shall submit written findings to the VPSS and make a recommendation to resolve the grievance. Copies of this recommendation will be provided to all parties involved.
- h. Either party may appeal in writing the recommendation within five (5) working days to the VPSS.

3. Appeals Process

In the event of an appeal, the VPSS shall, within five (5) working days, give written notice to involved parties that an appeal of the recommendation has been received. The VPSS will review the appeal to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible and that decision is final and binding. The party requesting appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

- a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); or
- b. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.
- c. Within five (5) working days, the VPSS will render a determination. The VPSS will inform in writing the findings to all parties within five (5) working days.

If the VPSS determines that new evidence should be considered, it will return the complaint to the Student Grievance Committee to reconsider in light of the new evidence, only. The deciding of the VPSS is final and binding.

Student Grievance Hearing Guidelines

1. The following guidelines will govern the student grievance hearing. The hearing will be conducted in a closed session and be recorded by the committee.
2. The student grievance hearing is not a “court hearing” and is not meant to substitute for any external legal proceedings. Hence, the rules are flexible and follow the standards of internal procedures, as agreed upon the members of the Student Grievance Committee. No legal counsel for either party will be allowed to be present or participate in the hearing.
3. Each party may have an advisor who will be allowed to witness the presentation. They may not communicate directly to the committee.
4. Either party who wishes to bring witnesses must submit the list of witnesses to the chair of the Student Grievance Committee at least two (2) working days prior to the hearing.
5. All witnesses shall be excluded from the hearing except when called for giving testimony.
6. Each party to the grievance will be allowed the same amount of time for making a presentation, if they so choose.
7. The complainant will present the case first; the respondent will present after the complainant’s presentation.
8. A brief time, as determined by the chair, will be allowed to each party to offer any arguments or rebuttals.
9. The only persons allowed to present the case or argue will be the complainant and the respondent. The person making the presentation may only address the committee.
10. The Committee reserves the right to question, cross examine, or recall either party or witnesses, in order to gather additional information.
11. Procedural decisions not addressed in this document shall be the responsibility of the Student Grievance Committee (duly recorded and signed by all members of the committee and provided to all parties to the grievance). Such records shall be retained with other pertinent files.

Retaliatory Acts

Any person who files a grievance, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such grievance, who feels they are being subjected to retaliatory acts should report such incidences to the VPSS.

It is a violation of the grievance procedure to engage in retaliatory acts against any person who files a grievance or any person who testifies, assists or participates in the grievance proceeding, investigation or hearing relating to such grievance. Such act will be subject to discipline, up to and including expulsion for students, termination for EWC employees, and dismissal for authorized volunteers, guests or visitors.

Grade Appeal Process

Students have the opportunity to appeal a final grade. Grade appeals must:

- Be initiated by the student no later than 30 calendar days after grades are posted in the student information system.
- Conclude within one semester (excluding Summer) following the assignment of the final grade.
- Follow the prescribed final grade appeal process, including use of the Final Grade Appeal Form (available from the Academic Services office).

Students may appeal a final grade following the prescribed process. Only the final grade for a course may be appealed (individual assignment or examination grades may not be appealed). An appeal may be initiated if the student is able to demonstrate that an inappropriate final grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error or assignment of a final grade inconsistent with those assigned to other students.

Process to Appeal a Final Grade

Step 1. Student Meeting with Instructor

A student who seeks to appeal a final grade must first meet with or discuss the matter with the instructor to review the criteria applied in assigning the final grade before the appeal progresses to the next level. (If approached, administrators, department heads, program directors, fellow faculty and staff shall redirect the student to the closest level of resolution; i.e. to the faculty member involved). Instructors shall provide the student, in writing, a determination on the outcome of their discussion. If the student is dissatisfied with the decision, the student may request a meeting with the department head or program director to appeal the decision of the instructor. The student must make the appeal within five (5) working days after notification by the instructor.

Step 2. Student Meeting with Department Head/Program Director

The department head or program director must arrange a meeting no more than five (5) working days after receiving a request from the student. The department head/program director may meet separately with the student and instructor, or if both agree, to discuss the appeal jointly. The student shall describe on the Final Grade Appeal Form, and supply to the department head/program director prior to the meeting the following: (1) the facts surrounding how grades in the class were assigned, (2) what inaccuracies the student believes exist in the assignment of the final grade, and (3) the remedy being sought.

Providing sufficient evidence of discrepancies or errors in the grade will be the responsibility of the student. If insufficient evidence is offered, the appeal is denied. The department head/program director shall provide written notification of their recommendation to the student and instructor within five (5) working days of the meeting. Should the instructor involved in the appeal be the department head or program director, the student should proceed directly to Step 3. Student Meeting with Dean.

Step 3. Student Meeting with Dean

If either party is dissatisfied with the recommendation of the department head/program director, they may appeal to the Dean of Faculty/Student Services within five (5) working days after receiving written notification from the department head/program director. Following the same procedure outlined in Step 2, the student should additionally provide information addressing why the evidence was not properly evaluated or what additional evidence was not previously considered. The Dean shall provide a written

decision to both parties within five (5) working days of their arranged meeting(s).

Step 4. Student Meeting with Academic Appeals Committee

Within five (5) working days after receiving notification from the Dean that the appeal has been denied, a student appealing a grade in a course may request a hearing before an Academic Appeals Committee. This request will be in writing to the Vice President for Academic Services (VPAS). The committee will consist of one (1) full-time instructor to be named by the student, one (1) full-time instructor to be named by the instructor and one (1) full-time instructor to be named by the VPAS.

The VPAS will request that the student and instructor submit the name of their nominees within five (5) working days after notification of all parties involved. Upon receiving the names of those nominees and appointing a third instructor to the committee, the VPAS will set the time, date and place of the closed hearing and notify all parties. This will be done within five (5) working days after having received the names of both nominees. A student may present written evidence relevant to the grade appeal and may be advised at the hearing by one or more persons of his/her own choice. The student may have a maximum of two (2) persons in the room at a time. The Academic Appeals Committee may request information from the instructor and/or person's familiar with the case.

Within five (5) working days after this hearing, the Academic Appeals Committee will notify the student, the instructor, and the VPAS in writing of its findings:

- A grade change is justified and will be made.
- A grade change is not justified and will not be made.

If the decision of the Academic Appeals Committee is to change the grade, the VPAS will have five (5) working days to make the grade change. The decision of the Academic Appeals Committee will be final. The same appeal process will be followed when the instructor is not accessible or no longer employed by Eastern Wyoming College by excluding Step 1 involving the instructor. All time limits stated are in working days. All time limits may be extended by mutual consent.

Definitions

1. **Vice President for Student Services (VPSS)** is the College employee designated by the College President to administer student grievances.
2. **Complainant(s)** is a person who is subject to alleged inequity as it applies to Board Policies, and/or College Procedures. For purposes of this procedure, a Complainant(s) is a student who was enrolled at the time of the alleged incident.
3. **Accommodations** - Assistance for students requiring language or interpretation assistance, disabilities accommodations, or alternate arrangement for online/distance learning students.
4. **Appeal** - The procedure for further consideration of a grievance if the complainant or respondent believes there were exceptional circumstances that affected the grievance procedure decision.
5. **Bias** - "A tendency to believe that some people, ideas, etc., are better than others that usually results in treating some people unfairly." (Source: Webster's online dictionary)

6. **Department Chair/Program Director** - Person who oversees a department at Eastern Wyoming College. Refer to the EWC Organizational Chart for specific information.
7. **Discrimination** - Unequal treatment based on race, gender, color, sexual orientation, age, disability, ethnicity, or religion.
 - a. **(Source: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>)**
8. **Exceptional Circumstances** - The discovery of new evidence not presented in the initial grievance and/or an allegation of serious bias or discrimination at some level of the student grievance procedure and/or documentation showing that the grievance policy was not properly followed by the College.
9. **Formal** - The informal communication regarding an incident has not led to resolution through initial steps in the procedure and the student files an official grievance form. All formal grievances are documented and logged in the office of the VPSS.
10. **Harassment** - Severe, pervasive, and offensive behavior that negatively affects another's access to an educational opportunity or other college benefit.
11. **Incident** - The situation or circumstance that the student perceives as grievable.
12. **Informal** - The communication regarding an incident is simply at the inquiry stage and open to resolution without a formal procedure.
13. **Student Grievance Form** - The electronic form a student uses during the grievance procedure, available on the College website and the office of the VPSS.
14. **Working Days** - Days the College is open and operating under a normal schedule. This excludes weekends, closings due to weather conditions, and holidays observed by EWC.