



STUDENT
HANDBOOK
2020-2021

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 2020/2021 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. Robert Baumgartner

Vice Chair: Dr. Judith Bartmann

Secretary: Mr. Colby Ochsner

Treasurer: Mr. Tom John McCreery

Members: John B. Patrick, Randy Adams, Mike Varney

Officers of Administration

College President: Dr. Lesley Travers

Vice President for Academic Svces: Dr. 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/

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 Ms. Holly Lara, Director of Human Resources (307) 532-8330. or Mr. 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

Dr. 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. The 2020-2021 EWC Catalog is available online at 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 [MYEWC SERVICES](#) and register for classes;
5. Pay tuition and fees, or make appropriate arrangements for payment through the Business Office.

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 their academic advisor 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.

The EWC Catalog identifies the programs of instruction and the required program requirements at <http://catalog.ewc.wy.edu/content.php?catoid=3&navoid=94>. 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 myewc.gmail.com) 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 MYEWC SERVICES which can be accessed on the Internet at 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 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 the Vice President for Academic Services or designee.

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 Vice President for Academic Services or designee 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 Vice President for Academic Services or designee 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 Vice President for Academic Services or designee 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.

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 or the Registrar 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 or the Registrar 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 semesters' 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.

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. 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 9am-3pm. 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, 2019 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-mailAddress</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.lashley@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	Jim Rorabaugh	8336	jimmy.rorabaugh@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	Roger Humphrey	8257	roger.humphrey@ewc.wy.edu
Vet Tech Club	Colleen Mitchell	8331	colleen.mitchell@ewc.wy.edu

For more information about EWC Clubs, contact Mr. 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) 532-8213 or (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/.

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 college has provided a list of area mental health providers that students can access. The area listing is available on the EWC website.

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 Mr. Roger Humphrey VP for Student Services, at (307) 532-8257 or e-mail roger.humphrey@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 at the conclusion of each semester. 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 Wyld 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/). 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.

Student Code Authority:

The Board of Trustees delegates to the College President the authority to oversee the administration of conduct standards.

The Advisory Council for Student Services Committee is responsible for reviewing the Student Rights and Responsibilities Handbook as set forth in Article VI, below. All new and revised Student Rights and Responsibilities Handbook administrative rules must be approved by the Advisory Council for Student Services, the Vice President for Student Services, Leadership Council, and the College President.

Administration of the Code is the responsibility of the Vice President for Student Services or designee who shall develop procedures to carry out the Code.

The Vice President for Student Services, Dean of Faculty/Student Services, or designee shall serve as the principal investigators and administrators for alleged violations of the Code, and shall interpret and implement procedures to carry out the Code.

Decisions made by the Vice President for Student Services or designee, shall be final, pending the appeal process set forth in this Code.

Jurisdiction:

The Code shall apply to student conduct on College premises and at or in connection with College related or sponsored events and activities regardless of location. College related and sponsored events include, but are not limited to international or domestic travel, activities funded by the Student Senate, college approved clubs and athletic events, trainings, online learning, supervised academic/work experiences, and College sanctioned social activities. Off-campus events and activities sanctioned and/or sponsored by the College are also governed by this rule. If it is determined that the alleged off campus misconduct adversely affects the College community or the pursuit of the College's objectives, the same policies and processes that govern on-campus allegations of misconduct will apply.

The code shall apply from the time a student applies for admission to the College through the student's receipt of degree and/or certificate, or they cease formal enrollment. If a student withdraws or ceases to attend while a disciplinary matter is pending, they may be held accountable to the Code.

All persons, including persons who are not students, must comply with all applicable College policies and procedures when attending or participating in any activity connected with the College.

At the discretion of the Vice President of Student Services and/or Dean of Faculty/Student Services, allegations of misconduct by students or student groups may be adjudicated by the College prior to, concurrent with, or following any civil or criminal proceedings.

Prohibited Conduct:

The following constitutes conduct prohibited by the College for which a student or student groups are subject to disciplinary action:

A. Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

Cheating. Includes but is not limited to use of any unauthorized assistance for academic work and use of resources beyond those authorized by the faculty member(s) in writing papers, preparing reports, solving problems, or carrying out other assignments. Also included is the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

Collusion. Includes but is not limited to assisting another to commit an act of academic dishonesty such as paying or coercing someone to acquire unauthorized academic material, taking a test or doing an assignment for someone else, unauthorized group work, use of unauthorized electronic devices, or allowing someone to do these things for one's own benefit.

Fabrication. Includes but is not limited to falsifying data, information, or citations in completing an academic assignment or other institutional document. This also consists of providing false or deceptive information to an instructor concerning the completion of an assignment.

Plagiarism. Includes but is not limited to use of someone else's language, ideas, or other original material that is not common knowledge without attribution to the source. This definition applies to all student work, not limited to print materials, online materials, manuscripts, oral discussion, and the work of other students. Examples include submitting someone else's language, ideas, or materials as one's own; inadequate paraphrasing and/or direct copying of material without academic citations, and self-plagiarism, which includes the unauthorized submission for credit of academic work that was previously submitted for credit in another course.

B. Alcohol and Drug Violations

Alcohol. The possession, consumption, distribution, sale, or being under the influence of any alcoholic beverage is prohibited on College premises and during College related or sponsored events and activities, except as permitted by law and applicable College policies.

Drugs. The possession, consumption, distribution, sale, or being under the influence of any illegal drugs is prohibited at all times. This includes unauthorized use of prescription drugs. The possession, consumption, distribution, sale, or being under the influence of marijuana, cannabis, or any of its derivatives is prohibited on College premises and during College-related or sponsored events and activities.

C. Assault, Endangerment, and Intimidation

Assault. Unwelcome physical contact that obstructs or disrupts a person from engaging in individual activities; puts a person in reasonable fear for personal safety; or causes or creates a substantial risk of personal injury or property damage.

Endangerment and Intimidation. Non-physical contact includes but is not limited to bullying, intimidating, or threatening behavior that obstructs a person from engaging in individual activities; puts a person in reasonable fear for personal safety; causes or creates a substantial risk of personal injury or property damage; or causes or intended to cause emotional or physical distress. Non-physical contact includes all forms of direct or indirect contact with another person such as, but not limited to written, electronic, or telephonic communication of any form.

D. Disruptive Behavior

Disruption. Actions that cause the obstruction or disruption of teaching, learning, research, administration, disciplinary procedures, and all other College-related or sponsored activities. This includes the College's public service functions and all other authorized activities on College-owned property and community facilities utilized by the college.

Obstruction. The obstruction or disruption interfering with the freedom of movement, including obstruction of the free flow of pedestrian or vehicular movement on College property or at a College activity.

Infringement. Leading or participating in any activity that unreasonably infringes on the rights of another member of the College community whether intentional or not.

Interference. Interfering with someone else's participation in a College activity, event, or process.

E. Failure to Comply

Refusing to comply with reasonable directions of College officials, acting in the scope of their duties as they pertain to this Code. In some cases, "officials" may be students employed / designated to act on behalf of the College and this Code.

Noncompliance with any disciplinary sanction imposed under this Code.

F. Falsification of Information

Includes, but is not limited to:

Knowingly furnishing false information, or failing to furnish correct information, in response to request or requirement of a College Official.

Forging, altering, or misusing EWC documents, records, or identification cards, including electronic documents and records.

Unauthorized use of another individual's identification or password, or sharing one's personal identification or password with an unauthorized user.

Knowingly reporting a false emergency.

Knowingly making a false accusation of misconduct.

G. Fire and Life Safety

Includes, but is not limited to:

Tampering with fire safety equipment, generating a false alarm, or engaging in behavior that constitutes a fire or safety hazard.

Failure to evacuate a College building after an alarm has sounded.

Failure to follow the fire and/or life safety-related directives of a person authorized to give such directives.

H. Harassment

Unwelcome verbal, nonverbal, visual, or physical conduct that is so severe, persistent, or pervasive that it interferes with or limits the ability of a student, faculty, or staff member to participate in, or benefit from, the College's educational and/or employment opportunities, programs, or activities. A single incident may also constitute harassment.

At the College's sole discretion, harassment may be addressed through the College's Nondiscrimination and Non-harassment Policy instead of or in addition to this Code. At the College's sole discretion, harassment on the basis of actual or perceived sex, gender, gender identity, or gender expression may be addressed through the College's Sexual Misconduct Policy instead of or in addition to this Code.

I. Hazing

An act which endangers or jeopardizes the mental or physical health or safety of a student or other College community member, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for inclusion and/or continued membership in a group or organization. This includes, but is not limited to, all violations of applicable hazing laws. The expressed or implied consent of the person subject to the hazing does not relieve an individual or group from responsibility for violating the Code.

J. Property Theft and/or Damage

Attempted or actual theft of, unauthorized use or possession of, and/or damage to property of the College or of a member of the College community.

K. Recording

Using, obtaining, attempting to obtain, record or photograph an individual without their consent is prohibited.

Recordings and/or photographs of lectures and presentations may not be used for any reason other than personal educational purposes and may not be shared publicly without the instructor's permission.

L. Retaliation

Retaliating, or attempting to retaliate, against any individual for exercising one's rights or reporting information is prohibited. Retaliation towards individuals involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law; College policy, including, but not limited to, the provisions of this Code is also prohibited.

M. Sexual Misconduct

Relevant definitions and the procedures for addressing possible sexual misconduct are included in the College's Sexual Misconduct Guidebook.

At its sole discretion, the College may address possible sexual misconduct through this Code and/or its Sexual Misconduct Guidebook.

N. Stalking

Stalking is repeatedly contacting another person when the contacting person knows or should reasonably know that the contact is unwanted. "Contacting" includes, but is not limited to, coming into the visual or physical presence of the other person; following another person; or sending written, electronic, or telephonic communication of any form to the other person, directly or through a third party. Stalking on the basis of actual or perceived sex, gender, gender identity, or gender expression is addressed in the College's Gender-based and Sexual Misconduct Policy, and at the College's sole discretion may be addressed through this Code and/or its Sexual Misconduct Policy.

O. Unauthorized Access and Unauthorized Individuals

Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to College premises. This includes but is not limited to unauthorized entry onto or into College property.

Faculty may provide permission or may restrict persons who are not registered for the course from attending class sessions. Exceptions will be approved by the Dean of Faculty/Student Services and or the Vice President for Academic Services in accordance with the American with Disabilities Act and Amendments Act. Additional exceptions may be made at the discretion of

The College reserves the right to remove unauthorized individuals from the campus at any time by college administration if deemed to interfere or disrupt with the educational environment or poses a potential safety threat to others.

P. Violation of College Policy

Violation of any College policy, rule, or regulation that is posted by College Officials or available electronically on the College website.

Q. Violation of Law or Regulation

Engaging in conduct that is contrary to any federal, state, or local law when such violation poses a risk to, or interferes with the College, its employees and students and their participation in College processes, programs, activities, or events.

R. Weapons and Dangerous Materials

Possession of firearms, explosives, other weapons, or dangerous chemicals on College Premises is prohibited. The use of any item in a manner that harms, threatens, or causes disruption to the educational environment is prohibited. Exceptions to this policy are permitted when the weapon and/or dangerous materials are used in conjunction with an approved College instructional program, is carried by a duly constituted law enforcement officer, or is otherwise permitted by law.

Procedures

A. Removal of Registered Students

If a student is engaging in disruptive behavior, faculty and/or staff may temporarily restrict a student's participation in class or temporarily block access to the learning management system. Before allowing the student to return to class, the faculty member(s), Department Chair / Program Director, and/or Dean of Faculty/Student Services will clarify with the student the behavioral standards that must be met in order to continue in the class.

This clarification will occur as expeditiously as possible. During the period of restriction, the student must be provided the opportunity to maintain access to the educational/course content. Faculty must facilitate an alternate method for this to occur. The Dean of Faculty/Student Services can provide consultation and coordination throughout the classroom management process. If the disruptive behavior is not resolved through the clarification process, the faculty member, Department Chair/Program Director, and/or Dean will impose further sanctions in accordance with this Code. Any permanent removal from class must be in accordance with the procedures of this Code.

B. Administrative Hearing Process

1. Report

Anyone may submit information about a possible Code violation by submitting a report to EWC Report and Incident web page.

2. Preliminary Review

The Vice President for Student Services and/or designee will investigate the alleged Code violation and gather further information if deemed necessary and appropriate. If the information does not substantiate a Code violation, the Vice President and/or designee can close the report or address the questionable behavior through the appropriate department area. If the report does constitute a Code violation, the Vice President and/or designee will provide the following processes. The Vice President for Student Services and Dean of Faculty/Student Services determines whether (a) the case will proceed to an Administrative Hearing, or (b) other measures or actions are prescribed.

3. Interim Action

The Vice President for Student Services or designee may impose one or more interim actions, including (a) immediate suspension, (b) restriction of access to College premises, the virtual learning environment, and/or all other College activities and privileges, or (c) any other action determined by the Vice President for Student Services or designee as reasonable to prevent the recurrence of the alleged Code violation and protect the integrity of the investigation. The interim action(s) does not replace the Administrative Hearing process as outlined in this Code.

The accused student will be referred to as the Responding Party and thus notified in writing of any interim action and the rationale. Following the written notification of the interim action, the Vice President for Student Services or designee shall provide the student five (5) calendar days, an opportunity to address the action and supporting information in person, by phone, or through written communication. Based on that information, the Vice President for Student Services or designee may maintain, revoke, or modify the interim action.

4. Notice of Hearing /Hearing Panel Composition

After the preliminary review by the Vice President for Student Services or designee, a Hearing Notice may be sent to the Responding Party. The notice shall include: (a) a brief description of the reported allegation(s), (b) the section(s) of the Code the Responding Party is alleged to have violated, (c) the range of possible sanctions for the alleged violation(s), (d) the time

frame in which the hearing must take place, (e) information about having a Support Person attend, (f) information on how to request accommodations for a disability, and (g) information on the Administrative Hearing procedures.

The Administrative Hearing will occur within ten (10) days from the date on the Hearing Notice. Requests for extensions by the Responding Party may be granted at the discretion of the Vice President for Student Services.

The Hearing Panel will be comprised of the Vice President for Student Services, the Dean for faculty / Student Services, one faculty member selected by the Faculty Senate, one professional employee selected by the Staff Alliance, and one student selected by the Student Senate.

5. Administrative Hearing and Investigation

- a. The Responding Party may elect to participate in the Administrative Hearing in person, by telephone, or by videoconference
- b. The Responding Party may elect to not participate in or attend this hearing. In this case, the Vice President for Student Services or designee may decide the matter in the party's absence. Failure to cooperate or appear will not delay the hearing.
- c. If the Responding Party elects to participate in the hearing, the Vice President for Student Services or designee will review the alleged violation(s) with the Responding Party at the hearing. The Responding Party will be provided a reasonable opportunity to share their perspective, and respond to the information presented.
- d. The Responding Party may solicit a support person during the Administrative Hearing, but the Support Person may not participate in the meeting in any other manner, including speaking on behalf of the responding party. The College and/or the Responding Party may solicit legal advice at their own respective expense. The Responding Party must notify the College within forty-eight (48) hours prior to the Administrative Hearing if the Support Person will be an attorney.
- e. The Vice President for Student Services or designee may gather additional information after the hearing by conducting interviews, reviewing documents, and other activities as deemed necessary. The Vice President for Student Services or designee may need to meet with the Responding Party about information gathered after the initial Administrative Hearing. This may take up to ten (10) days after the hearing, or longer as appropriate under the circumstances.
- f. The Vice President for Student Services or designee will make reasonable efforts to communicate to all relevant parties any anticipated delays of more than ten (10) days.

6. Decision

- a. All decisions of the Vice President for Student Services or designee will be based on a preponderance of the evidence.
- b. After the hearing and the conclusion of any investigation, a decision letter will be sent to the Responding Party's College email and/or their permanent address articulating (i) the decision of the Vice President for Student Services, (ii) the sanction(s) imposed, if any, and (iii) information about the appeal process, if a Code violation is found.

- c. In accordance with FERPA, and if deemed appropriate by the Vice President for Student Services or their designee, the Reporting Party may be notified of the decision and if an appeal is filed.
- d. The decision of the Vice President for Student Services or designee is final unless an appeal is filed in accordance with the appeal procedures set forth in this Code.

7. Sanctions

- a. Sanctions may be imposed upon any student, student organization, or student group found to be responsible for violating the Code.
- b. More than one sanction may be imposed for a single violation.
- c. Sanctions, including, but not limited to, the following, are intended to be educational and developmental in nature:
 - i. **Administrative Removal from a Class.** The Responding Party will be removed from a specific class but be allowed to continue in all other courses, unless otherwise restricted. The Responding Party is responsible for any tuition and fees associated with the administrative withdrawal process. The faculty member will have the discretion to determine the grade for the class upon removal and communicate to the Dean of Faculty/Student Services and the Registrar.
 - ii. **Community Service.** The Responding Party must provide a designated number of hours of service to a designated entity.
 - iii. **Educational Sanctions.** The Responding Party must complete tasks such as assignments, interviews, reflection papers, educational meetings, or other educational activities.
 - iv. **Expulsion.** The permanent separation of the Responding Party from the College. This means that the Responding Party may not, at any time in the future: enroll in the College; be a member of any student club or organization; or register for, or participate in, any program, activity, or event sponsored or organized, in whole or in part, by the College. The Responding Party is trespassed from College Premises, which means the party may never again be present on College owned or controlled property, or access the virtual learning environment. The Responding Party's rights and privileges as an enrolled student at the College are immediately revoked. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process, including any financial aid status implications.

Expulsion will become a part of the Responding Party's disciplinary record and permanent academic record. All other sanctions will become part of the Responding Party's disciplinary record but may not be a part of the party's permanent academic record.
 - v. **Loss of Privileges.** The Responding Party is denied specified privileges of being a student for a designated period of time.
 - vi. **No Contact Directive.** The Responding Party is prohibited from contacting a specified person(s) related to the Code violation. This includes contact initiated through any means (including personal, electronic, and telephonic) as well as contact initiated by any third parties on the Responding Party's behalf or request. This restriction applies both on and off campus. Failure to abide by the terms of this sanction will result in further disciplinary action.

- vii. Notation on Transcript. A notation may be placed on the Responding Party's academic transcript related to the party's disciplinary standing for the duration of the sanction. This may be used when the student is suspended or expelled.
 - viii. Probation. For a specified period of time, any additional Code violations by the Responding Party will result in progressive disciplinary action. During the period of probation, the Responding Party is not considered in good disciplinary standing. Upon expiration of the probation period and fulfillment of other sanctions imposed (if any), the disciplinary probation will be lifted.
 - ix. Restitution. For violations involving damage to, destruction of, or theft of property, the Responding Party may be required to make monetary restitution and/or return any stolen or misappropriated property in an amount not to exceed the actual expenses, damages, or losses incurred.
 - x. Suspension. The temporary separation of the Responding Party from the College for a specific period of time. During the suspension period, the Responding Party is not eligible for the privileges and services provided to enrolled students, including but not limited to registering, attending class, or accessing the virtual learning environment. The Responding Party is trespassed from the College, including from all College owned or controlled property, services, and facilities. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process including any financial aid status implications. Upon expiration of the suspension period, the Responding Party must submit in writing a request for reinstatement to the Vice President for Student Services or designee. The Responding Party may be asked to provide a statement demonstrating readiness to return and successfully re-engage with the College community. If the Vice President for Student Services or designee confirms that all terms of the suspension have been met and the suspension is lifted, the Responding Party may be reinstated with or without additional conditions, at the discretion of the Vice President for Student Services or designee.
 - xi. Warning. Written notice that the Responding Party has been found responsible for violating the Code. Additional Code violations may result in progressive disciplinary action. A warning does not affect the Responding Party's disciplinary standing.
 - xii. Registration Hold. Students who do not complete assigned sanctions within the time provided may be prevented from registering for classes until completion of those sanctions.
8. Appeals
See appendix A:

Board Policy 5.14:	STUDENT GRIEVANCE AND STUDENT COMPLAINT POLICY
Administrative Rule 5.14.1:	STUDENT COMPLAINT PROCEDURE
Administrative Rule 5.14.2:	STUDENT GRIEVANCE PROCEDURE
Administrative Rule 5.14.3:	STUDENT GRADE APPEAL PROCESS

C. Procedures for Academic Dishonesty

1. Report
Anyone may submit information about a possible Code violation by submitting a report to EWC's Report an Incident web page. Faculty are encouraged to notify their Department Chair/Program Director and Vice President for Academic Service or designee of the possible academic dishonesty.
2. Report Review

The Vice President for Academic Service or designee reviews the report submitted and contacts the Reporting

Party to follow up on the report and next steps.

a. The faculty member's course of action may include, but is not limited to:

- i. Meet with the student and construct a plan so that the academic misconduct ceases.
- ii. Issue no credit or partial credit for the assignment.
- iii. Allow the student to redo the assignment. Wait to assign a grade to that assignment until the conduct process has concluded.
- iv. Withdraw the student from the course. The course faculty member's decision shall be communicated in writing to the student, the Department Chair/Program Director, and the Vice President for Academic Service or designee

The student may appeal the faculty member's decision by following the College's Complaint Process (Appendix A).

3. The student may appeal the decision/s, which resulted from the Administrative Hearing by following the steps outlined in Appendix A of this document.
4. The Vice President for Academic Service or designee determines whether (a) the case will proceed to an Administrative Hearing, or (b) the case will be closed.
5. This process does not apply to a student contesting a final grade for the course. The grade appeals process is outlined in the Grade Appeals Process in Administrative Rule 5.14.3.
6. Result of an Administrative Hearing

As a result of an Administrative Hearing, the Vice President for Student Services may need to coordinate with the Vice President for Academic Services to make necessary changes to the student's transcript to reflect the hearing results. This may include adjustments to grades from previous terms.

D. Concurrent Proceedings

Nothing in this Code shall preclude or in any way restrict additional actions in any College department, educational program, or activity related to academic, professional, or similar standards specific to the department, program, or activity.

Revision Schedule

The Student Code of Conduct shall be reviewed at least every three (3) years or as determined by the Advisory Council for Student Services Committee.

In situations where a timely revision is necessary due to changes in federal or state laws, the Advisory Council for Student Services Committee will create an interim revision to a specific aspect within this Code for the Vice President for Student Services' immediate approval. This temporary/ interim statement will be put into effect until a permanent revision is able to move through the formal approval process.

Record Retention:

All files and records of procedures under this Code are maintained by the Office of the Vice President of Student Services in accordance with Wyoming state regulations.

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).

STUDENT GRIEVANCE POLICY

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.

STUDENT COMPLAINT PROCEDURE:

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.

STUDENT GRIEVANCE PROCEDURE:

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. The written complaint shall contain the following:
 - i. A concise statement of the grievance;
 - ii. A complete description of the action(s) of all parties involved;
 - iii. A detailed description of the alleged events;
 - iv. The date of the alleged occurrence;
 - v. The place of occurrence of the alleged events;
 - vi. The relief or remedy sought by the complainant.
- 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
- c. 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.
- d. 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.

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.

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) 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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - PRIVACY RIGHTS OF PARENTS & STUDENTS

"Buckley Amendment"

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.

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

(1) The right to inspect and review their education records within 45 days of the day EWC receives a request for access. Students should submit to the Vice President for Student Services, or other appropriate official, written requests that identify the record(s) they wish to inspect. The EWC official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask EWC to amend a record that they believe is inaccurate or misleading. They should write the Vice President for Student Services who is responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If EWC decides not to amend the record as requested by the student, the College will notify the student of that decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by EWC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, EWC discloses education records with consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Eastern Wyoming College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

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.