

**Eastern Wyoming College  
Instruction and Supportive Services  
Section 4**

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**Policy Title:** Faculty Rights and Responsibilities  
**Policy Number:** 4.0

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**Purpose:**

The Board of Trustees requires that the president/administration provide leadership, guidance and support to the instructional areas of the College. EWC supports the concepts of academic freedom and intellectual freedom in higher education. Faculty members will provide appropriate learning opportunities for students related to discipline and course content. Faculty responsibilities focus on facilitating student learning and supporting the mission, vision, goals and objectives of the college. A Faculty Handbook will be reviewed each year and made available, in print or online, to all people employed or assigned to perform instruction.

**Original Adoption Date:** 5/8/01

**Revision Date (s):** 11/8/05, 7/8/14, 3/10/20

**Date reviewed, no change:**

**Administrative Regulation Title:** Faculty Handbook  
**Regulation Number:** 4.0.1

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The Faculty Handbook will be updated annually and will include processes and guidelines for the following items relating to Faculty Rights and Responsibilities:

- 1. Terms of Employment**
  - Faculty Job Description
  - Contract Information
  - Official Faculty Transcripts
  - Employment and Tax Forms
  - Compensation and Payment Schedule
  - Workload
  - Academic Advising
  - Curriculum Development
  - Committee Work
  - Strategic Planning
- 2. Benefits of Employment**
  - Tuition Waiver Policy
  - Professional Development
- 3. Administrative Hierarchy**
  - Division Chairpersons
- 4. Offices and Communications**
  - Buildings and Classroom Access
  - Campus Offices
  - Telephones
  - Mailroom
  - Electronic Mail

- Sending Packages
- Photocopies
- 5. Academic Area Budgets**
- 6. Instructional Information**
- 7. New Faculty Mentoring**
- 8. Academic Freedom**
- 9. ADA Accommodations**
- 10. Independent Study Classes**
- 11. Syllabus**
- 12. Textbooks**
- 13. Teaching and Office Supplies**
- 14. Chemical Waste and Disposal**
- 15. Office Hours**
- 16. First Day and Week of Class**
  - Initial Class Roster
  - Waitlists
  - Change of Registration
  - First Class Meeting
- 17. Class Meetings**
  - Class Meeting Locations
  - Class Start Time
  - Class Breaks
  - Class Rescheduling
  - Special Class Meeting
  - Field Trips
  - Consultants and Guest Lecturers
  - Intern/Externships
  - Class Cancellation
  - Class Cancellation Due to Weather, Disaster, or Emergency
- 18. EWC Code of Conduct**
  - Faculty Conduct
  - Student Conduct
- 19. Classroom Culture**
  - Student—Faculty Disputes
  - Classroom Disruptions
  - Procedures for Resolving Student Behavior Problems
- 20. Communication with Students**
  - Student Phone Numbers
  - Student E-mail Addresses
- 21. Evaluation of Student Performance**
  - Student Identification
  - Plagiarism
  - Make-up Exams
  - Final Exams
  - Advisor Alerts
  - Academic Alert

**22. Instructor Evaluation**

- Instructor Portfolio
- Course Evaluation

**23. Midterm and Final Grade Reporting**

- Midterm Grade Reports
- Final Grade Reports
- Special Grades

**24. Student Confidentiality**

- Student Authorization to Release Information

**25. Student Background Checks****26. Subject Animals for Veterinary Technology Labs**

- Reporting Concerns Regarding Animal Treatment 'Whistleblower Statement'

**27. Distance Learning**

- Distance Delivery Modes
- Learning Management System and Tools
- Distance Course Development
  - Process
  - Content
  - Internet and Web-based Class Materials
  - Required Class Materials for Online Classes
- Course Delivery Preparation and Refresh
- Course Administration, Delivery and Interaction
  - Class Rosters
  - Tracking Student Access
  - Content Presentation
  - Instructor Interaction
  - Communication Paradigm

**Original Adoption Date: 5/8/01**

**Revision Date(s): 11/8/05(RF), 7/8/14**

**Date reviewed, no change:**

**Policy Title:** Academic Program Compliance  
**Policy Number:** 4.1

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**Purpose:**

The Board of Trustees oversees the administration of degree and certificate programs for the College. The Board of Trustees has the authority to review, approve, temporarily suspend, and delete programs. The Board mandates the College president maintains institutional accreditation and meet State and Federal reporting requirements.

All programs shall be approved by the Curriculum and Learning Council, the President’s Cabinet, the Board of Trustees, the Wyoming Community College Commission, and appropriate accrediting bodies.

The College is authorized to offer the following degrees and certificates:

- Associate of Arts: A degree designed for students pursuing the arts, humanities, social sciences, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in the humanities, social sciences, and liberal arts and sciences.
- Associate of Science: A degree designed for students pursuing science, technology, engineering, mathematics, business, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in mathematics, natural & physical sciences, engineering, business and other related disciplines.
- Associate Degree in Nursing: This degree is primarily a technical degree that allows the graduate to apply to take the National Council Licensure examination for registered nursing (NCLEX-RN). This degree also prepares the student for transfer to a baccalaureate degree program in nursing.
- Associate of Applied Science: A degree designed for students planning to enter the workforce upon degree completion. This degree has substantial applied coursework relevant to the specific field of study.
- Skills Proficiency Certificates: These certificates are awarded in various occupational areas and require completion of a defined group of courses.

The Board of Trustees supports a robust, rigorous, and diverse curriculum to ensure a broad education is available to the College’s students. This curriculum must be practical and relevant to the purpose of the degree and certificate programs offered by the College and shall be designed and structured in a way that supports student completion and success.

The College shall require a minimum of 60 credit hours for an Associate Degree; a minimum of 30 credit hours for one-year certificates; and a minimum of 16 credit hours for federal student aid eligible certificates. Students must complete all requirements of their program or approved substitutes as determined by the College prior to graduation.

The College Catalog shall be updated annually, adhering to the College’s standard approval process, and all degree and certificate requirements shall be approved by the Curriculum and Learning Council. As long as continuous enrollment has been maintained, students can choose between graduating under the most recent catalog requirements, or the catalog requirements they first enrolled in at the College. Students who have not maintained continuous enrollment are required to graduate under the most recent catalog.

**References:** Federal 34 CFR 602.16(a)(1)(viii); Wyo. Stat. § 21-18-202(d)(i); Wyo. Stat. § 21-18-202(d)(ii); and Higher Learning Commission, Criteria for Accreditation

**Original Adoption Date:** 5/8/01

**Revision Date (s):** 11/8/05, 7/8/14, 3/10/20, 7/9/24

**Date reviewed, no change:**

**Administrative Regulation Title:** Faculty Handbook

**Regulation Number:** 4.1.1

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Faculty members are responsible for the following which are explained further in the Faculty Handbook.

**Outcomes Assessment**

- Annual Reporting
- Classroom Assessment Techniques (CATs)

**Programs & Curriculum**

- Curriculum Changes
- Program Reviews
- Credit Hour Definition
- Course Scheduling Guidelines

**Original Adoption Date:** 5/8/01

**Revision Date (s):** 11/8/05, 7/8/14

**Date reviewed, no change:**

**Policy Title:** Academic Support  
**Policy Number:** 4.2

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**Purpose:**

EWC will provide support services appropriate for facilitating faculty teaching and student learning. Explanations of the services provided may be found in the Faculty Handbook.

**Original Adoption Date:** 5/8/01

**Revision Date(s):** 11/8/05, 7/8/14, 3/10/20

**Date(s) reviewed, no change:**

**Administrative Regulation Title:** Faculty Handbook  
**Regulation Number:** 4.2.1

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Support area guidelines, administrative procedures, and practices are found in the Faculty Handbook which is updated annually.

Faculty Support Services

- EWC Bookstore
- EWC Library
  - Reserve Materials
  - Holdings
- Audio-Visual Equipment & Services
  - Equipment Available
  - Reserving AV Equipment
  - Services Available
  - Requesting AV Services
  - AV Services in Fine Arts Auditorium
  - Outreach Site AV
- Computer Services
- Instructional Technology
  - iPad Cart
  - Laptop Cart
  - Online Course Support
- MyEWC for Faculty

**1. Student Learning Resources**

- Adult Basic Education
- Center for Tutoring and Learning
  - Tutoring
  - Smarthinking
  - Adult Learning Center
- Computer Labs
- Testing Center and Career Services

- Counseling Services
- GEAR UP Program at EWC
- Community and Continuing Education
- Library, Media, and Computer Resource Area

**Original Adoption Date: 5/8/01**

**Revision Date(s): 11/8/05, 7/8/14**

**Date(s) reviewed, no change:**



**Policy Title:** Credit Hour  
**Policy Number:** 4.3

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**Purpose:**

The Eastern Wyoming College Board of Trustees has authority to establish how the student enrollment base unit of a credit hour shall be reported through full-time equivalency (FTE) student enrollment to the National Center for Education Statistics (NCES) via the Integrated Postsecondary Education Data System (IPEDS). The credit hour value shall be based on the typical relationship between base contact hours, credit hours and types of instructional activity.

Eastern Wyoming College (EWC) awards credit on a semester system term. The EWC Board requires the following information be adhered to when student contact hours are computed to ensure accurate credit and student contact hour requirements in the published course and program requirements.

The standard measurement of class time is a “Base Contact Hour” which is equivalent to a minimum of 750 minutes. In online and hybrid courses, a portion of these contact hours may take place online as indicated in the course syllabus. Contact hours for directed study and independent study classes represent the expectation that the student will work the same number of hours on their own, with faculty oversight. The “Base Contact Hour” does not include the time that students are expected to spend studying and preparing for class (approximately two hours for every hour in class).

**Definitions:**

1. Credit hour: A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. This measurement unit is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other recognized postsecondary credential. For most instructional types at Eastern Wyoming College, fifty (50) minutes is considered an hour of “classroom or direct faculty instruction.” For Internships, and Practicums, sixty (60) minutes is considered an hour.
2. Base Contact Hour: The Faculty Base Contact Hour represents a standard measurement of consumption of faculty resources by students. It consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction.
3. Full-time Equivalency (FTE): A calculation that translates student credit hours into an equivalent number of full-time, full-year students. The calculation varies depending on the level of student. The full-time equivalent for an undergraduate student is 45 student credit hours, or 15 credits for three terms.
4. Semester System Term: One Base Contact Hour = a minimum of 750 minutes. This translates to a minimum of fifteen 50-minute hours per semester.
5. One credit hour = 50 minutes contact + 100 minutes outside work over 15 weeks for a total of 2,250 minutes of student effort.

**FTE Report Review Process**

EWC’s Board of Trustees understands and accepts its responsibility for the accuracy of the reported FTE

enrollments. The Board charges the college president with ensuring that record-keeping and reporting responsibilities are viewed similarly to financial accounting in that the institution must be prepared to validate reported enrollments with supporting documentation. Compliance with federal and state rules and regulations is subject to annual audit by the Wyoming State Auditor's Office. Eligibility deviations will be reported to the Board of Trustees and the college president.

**References:** 34 CFR Parts 600, 602, 603, et al.; 34 CFR 668.41(d)(4) and 668.45; National Center for Education Statistics (NCES)/Integrated Postsecondary Education Data System (IPEDS); and the Higher Learning Commission.

**Original Adoption Date: 9/12/23**

**Revision Date(s):**

**Date Reviewed but No Change:**

**Policy Title:** Transfer Credit  
**Policy Number:** 4.4

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**Purpose:**

Eastern Wyoming College (EWC) shall provide a general education curriculum that ensures consistency, continuity, and quality. This policy shall safeguard the transferability of credit earned from EWC to other colleges or universities.

**Definitions:** Credit for Prior Learning/Prior Learning Assessment - Terms for various methods that colleges, universities, and other education or training providers use to evaluate learning that has occurred outside of the traditional academic environment.

The EWC general education curriculum shall be based on the following criteria. EWC shall develop procedures that ensure compliance with these criteria.

- A philosophical rationale for each academic program offered by the institution, i.e., Associate of Arts, Associate of Nursing, Associate of Science, and Associate of Applied Science.
- General education categories for the core curriculum; and
- Credit hour requirements for each category.

EWC shall evaluate all transfer of credit from colleges and universities to comply with the following requirements.

- Validate that the coursework is similar and relevant to the coursework within the certificate or degree that the student is applying for admittance to.
- Verify that all transfer credit is at a “C” or above.
- Ensure the recency of courses. Certain departments will only accept courses completed within the last five years. Courses that exceed established timeframes may not be transferable.
- Validate that the coursework was earned at a regionally accredited postsecondary institution. The Council for Higher Education Accreditation shall be used to identify appropriate accreditation. There are certain conditions under which international credit may be accepted.

**Alternative Options for Credit:** The Board believes there is validity in life experience learning. EWC shall implement procedures that allow for granting students credit for learning acquired from work or life experience, participating in courses or training sponsored by professional associations, businesses, industry, unions, the government, the military, or College Level Examination Program (CLEP) or other recognized testing entities.

No more than 75% of degree or certificate requirements may be completed using transfer credit. At least 25% of degree or certificate requirements must be earned at EWC. The College President or their designee shall maintain and publicize procedures to comply with this policy. Transfer information shall be available to the public on the institution’s website.

**References:** Federal Requirement 34 CFR §602.249(e); Wyo. Stat. § 21-1 6-1308(iii) and Wyo. Stat. § 21-18-202(vi); HLC Transfer criteria, and ACE Accredited Institutions Handbook

**Original Adoption Date:** 7/9/24

**Revision Date(s):**

**Date Reviewed but No Change**

**Policy Title:** Academic Calendar Development  
**Policy Number:** 4.5

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**Purpose:**

Eastern Wyoming College (EWC) Board of Trustees requires the College to develop an annual academic calendar that follows an academic year. The academic calendar shall be published in the College's catalog, class schedules, College's public website, and other pertinent public-facing documents, in accordance with Federal requirements.

**Definitions:**

- **Academic year:** Defined in weeks of instructional time for undergraduate programs measured in credit hours.
- **Academic calendar:** The way in which a school structures its academic programs and measures progress over the program's length. For purposes of the Federal Student Aid programs, there are three basic types of academic calendars: standard term, nonstandard term, and nonterm.
- **Standard Term:** The academic year is structured with Fall, Spring, and Summer Terms. Eastern Wyoming College declares itself as a standard term institution.

The College's academic calendar shall include the dates of all operational activities that affect students and the public (such as registration dates and holidays during which the College is closed). The academic calendar shall be of sufficient length to ensure the equivalent of 16 weeks of instruction per semester (including final examination days) for all credit classes.

The President shall be responsible for compliance with this Board policy.

**References:** Federal Requirements 34 CFR §§602.16(a)(1)(viii), 600.2, and 668.8(k) and (l); Higher Learning Commission Core Component 3.A. and Assumed Practice B.1

**Original Adoption Date:** 7/9/24

**Revision Date(s):**

**Date Reviewed, no change:**

**Policy Title:** Assessment of Student Learning: Curricular and Co-Curricular  
**Policy Number:** 4.6

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**Purpose:**

In conjunction with requirements published by the Higher Learning Commission, the Eastern Wyoming College Board of Trustees directs Eastern Wyoming College to establish and publish learning outcomes for all degree programs and certificates regardless of the delivery modality. Appropriate departments shall develop assessment plans for evaluating the extent to which their units contribute to established program or institutional outcomes.

The College President is charged with ensuring that EWC has a robust assessment program for both curricular and co-curricular programming. Faculty and staff in all units should review their stated course/program outcome statements and assessment plans on a regular basis and share student learning outcome and/or program data via appropriate public-facing means. The administration will coordinate and assist in documenting and supporting assessment activities and conduct necessary research and provide institutional resources.

The College President and the President's Cabinet shall work with various departments to ensure that:

1. Assessment of student learning efforts are designed to assist students in achieving course, program, and institutional learning outcomes.
2. Students are informed about assessment activity.
3. Results/findings of assessment activities are available to the College community.
4. Faculty and staff are encouraged to use a range of assessment methods and measures to reflect different learning styles and pedagogical approaches.
5. Assessment methods ensure that all students are provided with opportunities to demonstrate their achievement of learning outcomes.

Academic and support services departments are responsible for conducting assessment of student learning in their specific areas; designated faculty committees will manage the assessment of institutional learning outcomes.

**References:** 34 CFR Part 602; Wyoming Community College Commission Strategic Plan; and Higher Learning Commission Program Review and Learning Outcome Requirements

**Original Adoption Date:** 7/9/24

**Revision Date(s):**

**Date Reviewed, no change:**