



**STUDENT  
HANDBOOK  
2025-2026**

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## **Introduction**

Welcome to Eastern Wyoming College (EWC)! This EWC Student Handbook is a guide to inform our students of current policies, practices, activities and services within the College and the outreach areas that may impact the student. 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 2025/2026 Catalog, should help answer questions students may have concerning their educational experience at Eastern Wyoming College.

## **Accreditation**

Eastern Wyoming College is accredited by the Higher Learning Commission

230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411

Phone: 800.621.7440 / 312.263.0456 | Fax: 312.263.7462

## **Non-Discrimination Statement**

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 the Director of Human Resources, (307) 532-8330. Inquiries concerning Title IX may be directed to the Vice President of Student and Academic Services, (307) 532-8260. 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, Cheyenne, WY 82002-0050, or 307.777.7673.

You may file a complaint with the Office of Civil Rights (OCR) using OCR's electronic complaint form at the following website: <https://ocras.ed.gov/office-for-civil-rights-discrimination-complaint-form>. You may also file a written complaint by following the directions located <https://www.ed.gov/>.

President of Eastern Wyoming College: Dr. Jeffry Hawes

Vice President of Student and Academic Services: Mr. John A. Hansen

Vice President of Administrative Services: Mr. Patrick Korell

Vice President of the Douglas Campus: Dr. Margaret Farley

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

**Mission** – Eastern Wyoming College champions student success through innovative learning, academic excellence, and community enrichment.

**Vision** – Eastern Wyoming College is committed to service and striving for excellence.

**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: Ms. Jackie Van Mark

Vice Chair: Mr. Rick Vonburg

Secretary: Mr. Randy Adams

Treasurer: Ms. Katherine Patrick

Members: Mr. Doug Mercer, Mr. Kurt Sittner, & Mr. Robert Baumgartner.

Converse County Advisory Member: Mr. Jim Willox

### **Executive Administration**

President of Eastern Wyoming College: Dr. Jeffry Hawes

Vice President of Student and Academic Services: Mr. John A. Hansen

Vice President of Administrative Services: Mr. Patrick Korell

Vice President of the Douglas Campus: Dr. Margaret Farley

## **Academic Information**

The Vice President of Student & Academic Services is responsible along with the Executive Dean of Academic Services and Dean of Workforce and Career Technical Education for the academic programs and instruction at Eastern Wyoming College. Contact information is as follows:

Vice President of Student and Academic Services

Mr. John A. Hansen

307.532.8260

[jhansen@ewc.wy.edu](mailto:jhansen@ewc.wy.edu)

Executive Dean of Academic Services

Dr. Debbie Ochsner

307.532.8270

[dochsner@ewc.wy.edu](mailto:dochsner@ewc.wy.edu)

Dean of Workforce and Career Technical Education

Mr. Darryl Spitzer

307.532.2925

[dspitzer@ewc.wy.edu](mailto:dspitzer@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) 532-8257 or by mailing registrar@ewc.wy.edu. Students are responsible for adhering to the regulations and completing the requirements for their program of study.

## **Register for Classes**

EWC is pleased to welcome you as a student. After Admissions has received and reviewed your admissions application and all supporting documents (such as transcripts), you will be assigned an advisor to develop a program of study and select classes for the next semester. You should have been assigned an Academic Advisor. (If you were not assigned an Academic Advisor, please visit the EWC Academic Services' Office or call them at 307.532.8334.) We encourage you to meet with an Academic Advisor to register for classes. The following steps should be taken to register for the next academic semester:

- Review program of study and develop a draft schedule of classes;
- Meet with an assigned Academic Advisor to discuss the program of study and develop a class schedule for the upcoming semester;
- Complete registration materials, and have them checked and approved by the Academic Advisor;
- Pay tuition and fees, or make appropriate arrangements for payment through the Business Office.

## **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 Academic Services office to change Academic Advisors.

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

Midterm deficiency letters are e-mailed (through ewcmail.wy.edu ) 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 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.

### **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. Final exams will not be rescheduled to accommodate travel arrangements.

### **Grades**

Eastern Wyoming College (EWC) faculty shall evaluate a student’s work using a system of letter grades. These letter grades shall be converted to point values to compute a student’s grade point average. The final grade shall be determined by the value of the student’s work throughout the course and should not be 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

<u>Grade</u>	<u>Value</u>	<u>Definition</u>
W	0	Withdrawal
IW	0	Institutional Withdrawal
X	0	Incomplete
S	0	Satisfactory
U	0	Unsatisfactory

A complete explanation of the grading system shall be available to students via the Records Office or the office of the Vice President for Student and Academic Services. (Admin Reg 5.8)

## **Grade Appeal Process**

Final grades may not be grieved. (Please see AR 5.13.2 for what may be grieved.)

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:

- The facts surrounding how grades in the class were assigned;
- What inaccuracies the student believes exist in the assignment of the final grade;
- 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 of Student and Academic Services.

*Step 3. Student Meeting with Vice President of Student and Academic Services*

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

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 Vice President of Student and Academic Services.

The Vice President of Student and Academic Services will request 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 Vice President of Student and Academic Services 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 Vice President of Student and Academic Services 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 Vice President of Student and Academic Services 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.

## **Withdrawal**

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

It is the responsibility of the instructor to post in their course syllabus what the attendance

requirements are for that course. If a student fails to meet the attendance requirements, the instructor must notify, in writing, College Registrar that the student is being withdrawn. The instructor also must indicate what grade the student is to receive, and the last date of attendance. The College Registrar will then notify the student of the action taken.

Due to the variation in course content and in types of classroom activity, make-up procedures will vary from instructor to instructor, and will be given specifically in the course outlines given to each student. (Admin Reg 5.8.1)

### **Institutional Withdrawal**

The Vice President for Student and Academic 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 of Student and Academic 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).

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. In the fall 2025 semester, students will be enrolled in the Lancer All Access program. The program is an opt out digital first book program that costs students up to \$300 per semester or \$25 per credit hour.

## **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.

For more information about EWC Clubs or starting a club, contact Mr. John Hansen at (307) 532-8260 or e-mail: [jhansen@ewc.wy.edu](mailto:jhansen@ewc.wy.edu).

## **Active EWC Student Clubs**

<b>Club Name</b>	<b>Sponsor</b>	<b>Phone &amp; E-mail Address</b>
Block and Bridle	Dr. Georgia Younglove	8374 <a href="mailto:gyounglove@ewc.wy.edu">gyounglove@ewc.wy.edu</a>
Campus Ventures	Brad Staman	8206 <a href="mailto:bstaman@ewc.wy.edu">bstaman@ewc.wy.edu</a>
	Lisa Johnson	8304 <a href="mailto:ljohnson@ewc.wy.edu">ljohnson@ewc.wy.edu</a>
	Katlyn Rosas	2401 <a href="mailto:krosas@ewc.wy.edu">krosas@ewc.wy.edu</a>
Cosmetology Club	Donna Charron	8363 <a href="mailto:dcharron@ewc.wy.edu">dcharron@ewc.wy.edu</a>
	Glenna Zwiebel	8364 <a href="mailto:gzwiebel@ewc.wy.edu">gzwiebel@ewc.wy.edu</a>
Douglas Campus Student Senate	Margaret Farley	7010 <a href="mailto:mfarley@ewc.wy.edu">mfarley@ewc.wy.edu</a>
Gender and Sexuality Alliance	Ellen Creagar	8345 <a href="mailto:ecreagar@ewc.wy.edu">ecreagar@ewc.wy.edu</a>

Golf Club	Zach Smith	2422	zsmith@ewc.wy.edu
Gun Club (Douglas Campus)	Glen Morovits	7014	gmorovits@ewc.wy.edu
Housing Council	Jim Rorabaugh	8336	jrorabaugh@ewc.wy.edu
Line & Swing Dancing Club	Tim Furlong	8273	tfurlong@ewc.wy.edu
Livestock Judging	Dr. Georgia Younglove	8374	gyounglove@ewc.wy.edu
Livestock Fitting and Showing Club	Dr. Georgia Younglove	8374	gyounglove@ewc.wy.edu
Phi Theta Kappa	Debbie Ochsner	8270	dochsner@ewc.wy.edu
Rodeo Club	Whit Peterson	8337	wpeterson@ewc.wy.edu
SkillsUSA	(Vacant)		
Student Ambassadors	Gail Bower	8237	gbower@ewc.wy.edu
Student Nurses Association	Kasey Powell	7026	kpowell@ewc.wy.edu
	Amber Salmon	7023	asalmon@ewc.wy.edu
Student Senate	Sergio Mendez	8288	smendez@ewc.wy.edu
Tabletop Gaming Club	Auke Daane	8235	adaane@ewc.wy.edu
	Mason Jones	8002	mjones@ewc.wy.edu
Veterans Club	Tyler Schiele	8289	tschiele@ewc.wy.edu
	LeAnn Smith	8339	lsmith@ewc.wy.edu
	Holly West	8224	hwest@ewc.wy.edu
Veterinary Technology Club	Colleen Mitchell	8331	cmitchell@ewc.wy.edu
Women's Basketball Club	Tim Larsen	8244	tlarsen@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 e-mail [dwhite@ewc.wy.edu](mailto:dwhite@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](http://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. Computer 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, presentations and multimedia programs. Computer labs are 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. Sharing of accounts.
2. Access or attempted access to other accounts.
3. Physically altering network connections, cabling, or equipment.
4. Attempted access to system accounts.
5. Streaming or storing video, movies, or entertainment content not directly related to educational purposes on college equipment.
6. Attempted unauthorized access to other computer systems.
7. Access or attempted access to system files or other users' files.
8. Violation of copyright laws.
9. Installation of unauthorized software.
10. The deliberate or careless installation of any program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, viruses, Trojan horses, worms, and multi-player games.
11. Malicious deletion or alteration of institutional data/programs.
12. Harassment of any type involving local network or Internet resources.

### 13. Use of college resources for commercial gain.

More information about the proper use of EWC computers and the system can be found in the EWC Board of Trustees Policy – Administrative Rule 6.6.1 found at

<https://ewc.wy.edu/about-ewc/leadership/policies/administrative-regulation-title-computer-use-procedures/>

## **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. To receive counseling services please contact Robin Boyd, Counselor (307) 575-6474 or [counseling@ewc.wy.edu](mailto:counseling@ewc.wy.edu).

## **Fitness Center**

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

## **Reasonable Accommodations/Disability Services**

**References:** Americans with Disabilities Act of 1990 and amendments thereto and Section 504 of the Rehabilitation Act of 1973.

The Eastern Wyoming College Board prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the College community. All faculty, staff and administrators will actively support students with disabilities in all educational programs, services, and activities, in cases where such support is readily achievable and is not an undue burden.

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendment Act (ADAAA) of 2008, the College defines a qualified student with a disability as "any person who is regarded as having such an impairment, and (a) who meets the academic and technical standards requisite for admission to or participation in the College's programs, and (b) who has a documented physical or mental impairment that substantially limits one or more major life activities."

The College shall identify an officer to assist students with a disability who may require an accommodation to complete their educational process. The institution will engage with students with disabilities to determine appropriate, reasonable accommodations in compliance with all applicable local, state and federal laws. The College will require appropriate documentation before

accommodations are provided.

## **Food Services**

EWC Food Services strive to provide students with varied menu options providing three different meal plan options. To review which plan meets your dining needs please visit:

<https://ewc.sodexomyway.com/en-us/>

## **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 and a wireless printer for academic use by students.

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

## **Student Copyright Guideline**

### **Definition of Copyright**

Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted.

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

### **Copyright Laws and Technology**

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

or while connected to a wired or wireless network affiliated with EWC, you may be subject to additional College penalties and disciplinary action.

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

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

EWC does not actively "police" its wired and wireless networks to discover acts of copyright infringement. The College does reserve the right, however, to monitor the data traffic that passes through its wired and wireless computer networks, and may investigate anomalies from expected levels and patterns of data usage. When anomalous activity is observed, measures will be taken to limit or suspend that activity at that time, and investigative measures may be employed to identify the user involved.

### **Consequences for Violations of the Copyright Law**

#### **1. Eastern Wyoming College Disciplinary Action:**

Copyright infringement can subject a student to disciplinary action under the Student Code of Conduct since violation of law or College policy is grounds for discipline. First offenses will result in a notice from Computer Services to cease illegal activity. Failure to comply or further incidents of infringement may result in loss of network access for the infringing user or device. Sanctions may include suspension of network access and formal college disciplinary action including academic suspension or dismissal.

These outcomes might prove harmful to a student's future job prospects or academic pursuits since many employers, and graduate and professional schools require students to disclose College disciplinary action.

**2. Civil Liability:** Persons found to have infringed may be held liable for substantial damages and attorney(s) fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. In the cases filed by the RIAA (Recording Industry Association of America) against students at Princeton, RPI and Michigan Tech, the recording industry sued for damages of \$150,000 for each recording infringed.

**3. Criminal Liability:** Copyright infringement also carries criminal penalties under the federal



No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

## **Student Identification Cards**

All students must have an official EWC Student Identification (ID) Card. The Marketing and Public 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 Marketing and Public Relations Office located on the lower level of the Tebbet Building - Room 130.

## **Student Code of Conduct**

Students are expected to abide by all College Policies, Administrative Rules, and abide by governing procedures while a part of Eastern Wyoming College. Provided are the guiding policies that relate to Student Code of Conduct and Student Grievance and Student Complaint Policy.

Please visit the EWC website for greater information: <https://ewc.wy.edu/about-ewc/leadership/policies/administrative-regulation-title-student-code-authority/>

### **Policy Title: Student Code of Conduct**

Policy Number: 5.12

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#### **Purpose:**

The Eastern Wyoming College Board of Trustees recognizes that each student has a right to pursue an education in a safe and educationally productive environment. 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. The behavioral norms expected of the College's student body are those of common decency, decorum, and in recognition of and non-infringement upon the rights and property of others and of the College. The College expects all students to adhere to the highest standards of personal conduct and ethical behavior while involved in college activities on the property or under the jurisdiction of the College. Students must conform to federal, state, and local laws, as well as College policies and regulations.

When students enter Eastern Wyoming College, they undertake 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.

The College has the right and the responsibility to take necessary and appropriate action to protect the safety and well-being of the campus community. Any student or student organization found to have violated any element of this Board Policy or the Administrative Regulation may be subject to disciplinary sanctions. Individual students may also be subject to sanctions which may include a notation on the student record or student transcript.

The Board empowers the College President to establish, publish, and disseminate Student Code of Conduct procedures for both academic and non-academic matters and to establish the rules and regulations concerning said conduct. The College President may empower a designee the responsibility for implementation and management of this policy.

**Definitions:** Conduct: the manner in which a person behaves, especially on a particular occasion or in a particular context.

**References:** Title IX of the Education Amendments of 1972, 32 CFR § 106.31; Violence Against Women Reauthorization Act of 2013 (VAWA); Wyoming Title 6. Crimes and Offenses; Wyo. Stat. §§ 12-6-101 through 12-6-103; Wyoming Controlled Substances Act of 1971; Wyo. Stat. §§ 35-7-1014, 1016, 1018, 1020, and 1022.

### **Administrative Regulation Title: Jurisdiction**

#### Regulation Number: 5.12.2

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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 and Academic Services or designee 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.

**Original Adoption Date:** 6/29/20

**Date(s) Amended:** 6/1/21, 9/10/24(RN)

**Administrative Regulation Title: Prohibited Conduct**

Regulation Number: 5.12.3

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

I. Academic Dishonesty

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

- A. 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.
- B. 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.
- C. 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.
- D. 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.

## II. 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.

## III. 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.

## IV. 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.

#### V. 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.

#### VI. Falsification of Information

Includes, but is not limited to:

- A. Knowingly furnishing false information, or failing to furnish correct information, in response to request or requirement of a College Official.
- B. Forging, altering, or misusing EWC documents, records, or identification cards, including electronic documents and records.
- C. Unauthorized use of another individual's identification or password, or sharing one's personal identification or password with an unauthorized user.
- D. Knowingly reporting a false emergency.
- E. Knowingly making a false accusation of misconduct.

#### VII. Fire and Life Safety

Includes, but is not limited to:

- A. Tampering with fire safety equipment, generating a false alarm, or engaging in behavior that constitutes a fire or safety hazard.
- B. Failure to evacuate a College building after an alarm has sounded.
- C. Failure to follow the fire and/or life safety-related directives of a person authorized to give such directives.

#### VIII. 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.

#### IX. 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.

#### X. 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.

#### XI. 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.

#### XII. 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.

#### XIII. 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.

#### XIV. 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.

#### XV. 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 Vice President of Student and 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.

#### XVI. 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.

#### XVII. 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.

## XVIII. 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.

**Original Adoption Date:** 6/29/20

**Date(s) Amended:** 6/1/21, 9/10/24(RN)

**Administrative Regulation Title:** Procedures

Regulation Number: 5.12.4

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### **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, 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 Vice President of Student and Academic Services and or designee 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, Vice President of Student and Academic Services and or designee will impose further sanctions in accordance with this Code. Any permanent removal from class must be in accordance with the procedures of this Code.

### **Administrative Hearing Process:**

#### *Report*

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

#### *Preliminary Review*

The Vice President of Student and Academic 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 of Student and Academic Services determines whether (a) the case will proceed to an Administrative Hearing, or (b) other measures or actions are prescribed.

#### *Interim Action*

The Vice President of Student and Academic 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 of Student and Academic 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 of Student and Academic 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 of Student and Academic Services or designee may maintain, revoke, or modify the interim action.

#### *Notice of Hearing /Hearing Panel Composition*

After the preliminary review by the Vice President of Student and Academic 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 of Student and Academic Services. The Hearing Panel will be comprised of the Vice President of Student and Academic Services, two faculty members selected by the Faculty Senate, one professional employee selected by the Staff Alliance, and one student selected by the Student Senate.

### *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 of Student and Academic 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 of Student and Academic 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 of Student and Academic Services or designee may gather additional information after the hearing by conducting interviews, reviewing documents, and other activities as deemed necessary. The Vice President of Student and Academic 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 of Student and Academic Services or designee will make reasonable efforts to communicate to all relevant parties any anticipated delays of more than ten (10) days.

### *Decision*

- a. All decisions of the Vice President of Student and Academic 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 of Student and Academic 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 of Student and Academic 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 of Student and Academic Services or designee is final unless an appeal is filed in accordance with the appeal procedures set forth in this Code.

### *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 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 of Student and Academic 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 of Student and Academic 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 of Student and Academic 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.

#### *Procedures for Academic Dishonesty*

**Report** – Anyone may submit information about a possible Code violation by submitting a report to EWC's Report an Incident webpage. Faculty are encouraged to notify their Department Chair/Program Director and Vice President of Student and Academic Services or designee of the possible academic dishonesty.

**Report Review** – The Vice President of Student and Academic Services or designee reviews the report submitted and contacts the Reporting Party to follow up on the report and next steps.

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

- Meet with the student and construct a plan so that the academic misconduct ceases.
- Issue no credit or partial credit for the assignment.
- Allow the student to redo the assignment. Wait to assign a grade to that assignment until the conduct process has concluded.

- 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 of Student and Academic Services or designee.

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

The student may appeal the decision(s), which resulted from the Administrative Hearing by following the steps outlined in Appendix A of this document.

The Vice President of Student and Academic Services or designee determines whether:

- The case will proceed to an Administrative Hearing, or
- The case will be closed.

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 Regulation 5.13.3.

### **Result of an Administrative Hearing**

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

### **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.

### **References:**

Appeals – See appendix A:

- Policy Title: 13: Student Grievance and Student Complaint Policy
- Administrative Regulation 5.13.1: Student Complaint Procedure
- Administrative Regulation 5.13.2: Student Grievance Procedure
- Administrative Regulation 5.3: Student Grade Appeal Process

**Original Adoption Date:** 6/29/20

**Date(s) Amended:** 6/1/21, 9/10/24(RN)

**Administrative Regulation Title: Record Retention**

Regulation Number: 5.12.6

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

**Original Adoption Date:** 6/29/20

**Date(s) Amended:** 6/1/21, 9/10/24(RN)

**Policy Title: Student Grievance and Student Complaint**

Policy Number: 5.13

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**Purpose:**

Eastern Wyoming College students shall be afforded a mechanism by which an appeal, complaint, and/or grievance may be resolved in a timely, fair, and equitable manner. The Board mandates EWC to establish, publish, and follow procedures that:

Comply with federal, state and local laws which relate to student rights and due process.

Delineates the rights and responsibilities of the student.

Identifies the processes by which an appeal, complaint, or grievance that pertains to alleged discrimination, harassment, or misinterpretation of or noncompliance with College policies and regulations in both academic and non-academic matters may be lodged.

**Definitions:**

**Appeal:** The process by which a student may request review of a decision by a faculty member or other member of the College staff to a higher level. Usually appeals are heard for final grade decisions.

**Complaint:** A statement that a situation is unacceptable or unsatisfactory. Complaints are in the form of informal and formal complaints.

**Informal Complaint:** A matter that requires follow-up action or investigation by EWC to resolve the matter without a formal hearing.

**Formal Complaint:** A matter that requires follow-up action or investigation by EWC to resolve the matter that may require a formal hearing. A formal complaint may be deemed to warrant the label of a grievance, such as a Title IX concern.

**Grievance:** A matter that the student deems to be in non-compliance with EWC Board Policy or

EWG regulations, such as an anti-discrimination law has been violated. Note: A final grade may not be grieved.

**References:** Fifth Amendment to the U.S. Constitution; Constitution of the State of Wyoming; Wyoming Administrative Procedure Act.

**Original Adoption Date:** 9/10/19

**Date(s) Amended:** 9/12/23, 9/10/24(RN)

**Administrative Regulation Title: Student Complaint Procedure**

Regulation Number: 5.13.1

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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 ensuring that the complaints are fully explored and that a reasonable effort has been made to resolve the difficulties without the necessity of formal grievance proceedings.

The informal complaint procedure may be utilized 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
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 Vice President of Student and Academic Services or designee.

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 of Student and Academic Services, which will then be processed in accordance to the procedures set forth within the College's Formal Student Grievance Procedure.

Original Adoption Date: 9/10/19

**Date(s) Amended:** 2/24/20, 6/1/21, 9/10/24(RN)

Administrative Regulation Title: Student Grievance Procedure

Regulation Number: 5.13.2

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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 Regulation 5.13.3.

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//st/ocr/complaihtintro.html>.

### **Definitions**

1. **Vice President of Student and Academic Services** 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, et c., 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. (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 Vice President of Student and Academic Services.
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 Vice President of Student and Academic Services.
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.

### **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 of Student and Academic Services 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 Vice President of Student and Academic Services. 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 Vice President of Student and Academic Services 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 Vice President of Student and Academic Services. The Vice President of Student and Academic Services 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:

- a. Matters over which the College is without authority to act.
- b. 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 Vice President of Student and Academic Services or in order to file a written complaint. The completed Student Grievance Form must be submitted to the Vice President of Student and Academic Services within thirty (30) working days of the alleged unfair action or within ten (10) working days of the unsuccessful resolution of the informal complaint process. The written complaint

shall contain the following:

- A concise statement of the grievance;
  - A complete description of the action(s) of all parties involved;
  - A detailed description of the alleged events;
  - The date of the alleged occurrence;
  - The place of occurrence of the alleged events;
  - 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 Vice President of Student and Academic Services 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 Vice President of Student and Academic Services 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.
- d. The chair of the Student Grievance Committee will be identified by the Vice President of Student and Academic Services 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. 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 Vice President of Student and Academic Services the claim be dismissed. All parties will be provided all written evidence collected by the Student Grievance Committee prior to the formal hearing.
- 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 Vice President of Student and Academic Services 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 Vice President of Student and Academic Services.
- i. If no appeal from either party is received by the Vice President of Student and Academic Services within five (5) working days of the recommendation from the Student Grievance Committee, the Vice President of Student and Academic Services will communicate the recommendation(s) of the Student Grievance Committee to all parties. The recommendation is final and binding.

### 3. Appeals Process

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

- a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures); or

- b. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.
- c. Within five (5) working days, the Vice President of Student and Academic Services will render a determination. The Vice President of Student and Academic Services will inform in writing the findings to all parties within five (5) working days.
- d. If the Vice President of Student and Academic Services 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 Vice President of Student and Academic Services 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.

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 Vice President of Student and Academic Services.

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.

**Original Adoption Date:** 9/10/19

**Date(s) Amended:** 2/24/20, 6/1/21, 9/10/24(RN)

**Administrative Regulation Title:** Student Grade Appeal Process

**Regulation Number:** 5.13.3

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### **Grade Appeal Process:**

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

- a. Be initiated by the student no later than 30 calendar days after grades are posted in the student information system.
- b. Conclude within one semester (excluding summer) following the assignment of the final grade.
- c. 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. 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).
- b. 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*

- a. 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:
  - i. The facts surrounding how grades in the class were assigned.
  - ii. What inaccuracies the student believes exist in the assignment of the final grade.
  - iii. The remedy being sought.
- b. 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.
- c. 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 of Student and Academic Services.

#### *Step 3. Student Meeting with Vice President of Student and Academic Services*



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

- a. Within five (5) working days after receiving notification from the Vice President of Student and Academic Services 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 of Student and Academic Services (). 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 Vice President of Student and Academic Services.
- b. The Vice President of Student and Academic Services will request 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 Vice President of Student and Academic Services 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.
- c. Within five (5) working days after this hearing, the Academic Appeals Committee will notify the student, the instructor, and the Vice President of Student and Academic Services in writing of its findings:
  - i. grade change is justified and will be made.
  - ii. 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 Vice President of Student and Academic Services 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.

**Original Adoption Date:** 9/10/19

**Date(s) Amended:** 2/24/20, 6/1/21, 9/10/24(RN)

### **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.