

**Chapter 132S-90 WAC**  
**STUDENT RIGHTS, RESPONSIBILITIES AND STUDENT STATUS**

Last Update: 5/25/16

**WAC**

132S-90-010	Student rights.
132S-90-020	Student responsibilities.
132S-90-030	Admissions and registration procedures.
132S-90-040	Deadlines and due dates.
132S-90-050	Graduation submissions.
132S-90-060	Residency.
132S-90-070	Outstanding financial obligations, withholding of services and informal appeal.

**WAC 132S-90-010 Student rights.** The following enumerated rights which are deemed necessary to achieve the educational goals of the college are guaranteed to each student within the limitations of statutory law and college policy:

Academic freedom.

(1) Students have the right to pursue educational objectives from among the college's curricula, programs, and services subject to the provisions of this chapter.

(2) Students have the right to a learning environment that is free from unlawful and/or discriminatory actions.

(3) Students have the right to present their own views, even though they may differ from those held by faculty members, and will not be subject to adverse action by faculty when such views are expressed in a manner that does not interfere with the rights of others.

(4) Students are protected from academic evaluations which are arbitrary, prejudiced, or capricious.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-90-010, filed 5/25/16, effective 6/25/16.]

**WAC 132S-90-020 Student responsibilities.** Students who choose to attend Columbia Basin College also choose to participate actively in the learning process offered by the college. The college is responsible for providing its students with an educational environment that includes resources used by students to attain their educational goals. In return each student is responsible to:

(1) Participate actively in the learning process, both in and out of the classroom;

(2) Seek timely assistance in meeting educational goals;

(3) Attend all class sessions;

(4) Prepare adequately to participate fully in class activities;

(5) Meet the standards of academic performance established by each instructor;

(6) Develop skills required for learning; e.g., basic skills, time management, and study skills;

(7) Assume final authority for the selection of appropriate educational goals;

(8) Select courses appropriate for meeting chosen educational goals;

(9) Make appropriate use of services and resources;

(10) Contribute towards improving the college;

(11) Become knowledgeable of and adhere to the college's policies, practices, and procedures;

(12) Meet financial obligations to the college for outstanding tuition, fees, fines or other debts;

(13) Abide by the standards set forth in the student code of conduct.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-90-020, filed 5/25/16, effective 6/25/16.]

**WAC 132S-90-030 Admissions and registration procedures.** Columbia Basin College maintains an open door admission policy and grants admission to applicants who are at least eighteen years of age and/or have graduated from high schools accredited by a regional accrediting association or have a GED certificate. Home school graduates and graduates from nonaccredited high schools are required to petition for admissions through the admissions/graduation committee. For further information regarding the petition process, contact the student records office.

Applicants who are less than sixteen years of age and/or do not meet CBC admission requirements must petition for admissions through the admissions/graduation committee. For further information regarding the petition process, contact the student records office.

Admission to CBC does not guarantee admission to all degree or certificate programs. Some programs have special applications and admission procedures and limited entry dates. Students should consult the individual program and/or department for admission requirements.

Admissions and registration regulations and procedures for students wishing to attend Columbia Basin College are published in the college catalog. Copies of the catalog are available online at [www.columbiabasin.edu](http://www.columbiabasin.edu). Questions and inquires about admission and registration regulations and procedures should be directed to the student records office or the college registrar.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-90-030, filed 5/25/16, effective 6/25/16.]

**WAC 132S-90-040 Deadlines and due dates.** Deadlines and due dates for students attending and wishing to attend Columbia Basin College are published in the college yearly catalog and quarterly schedules. Copies of the catalog and schedule are available online at [www.columbiabasin.edu](http://www.columbiabasin.edu). Questions and inquires about deadlines and due dates should be directed to the appropriate college administrator.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-90-040, filed 5/25/16, effective 6/25/16.]

**WAC 132S-90-050 Graduation submissions.** (1) Candidates for degrees, certificates, and diplomas are advised to meet with their advisor at least two quarters prior to the anticipated completion date to review degree progress and to ensure graduation requirements will be met.

(2) Students must formally apply for graduation the quarter prior to completing all degree, certificate or diploma requirements. Graduation applications for transfer degrees are available from a counselor or completion coach in the counseling and advising center. Graduation applications for the associate in applied science degrees and certifi-

cates are available from program department advisors. Students may graduate at the end of any quarter.

(3) To be approved for graduation, a student must:

(a) Complete all degree/certificate program requirements. No one course can fulfill two distribution requirements within a degree.

(b) Complete at least one-third of the credits required for a degree or certificate in residence at CBC.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-90-050, filed 5/25/16, effective 6/25/16.]

**WAC 132S-90-060 Residency.** (1) A resident student is one who is a U.S. citizen and has met specific requirements demonstrating permanent residence in the state of Washington. Permanent residence in the state of Washington is evidenced by physical presence in the state as well as having a sufficient number of permanent Washington documents. Documentation should be dated one year and one day prior to the commencement of the quarter for which a student is applying for residency status. These documents include:

(a) Voter's registration;

(b) Washington state driver's license;

(c) Car registration;

(d) Bank accounts;

(e) Federal tax return (required).

(2) Students wishing to change their residency classification must complete a residency questionnaire and provide necessary documentation. Application for reclassification prior to registration into classes is preferred. Residency reclassification must take place within thirty calendar days of the first day of the quarter. Special tuition allowances may apply to some eligible noncitizens, Washington higher education employees, and to military personnel and their dependents stationed in the state of Washington. For further information, contact the student records office.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-90-060, filed 5/25/16, effective 6/25/16.]

**WAC 132S-90-070 Outstanding financial obligations, withholding of services and informal appeal.** (1) Outstanding financial obligations.

The college expects that students who receive services for which a financial obligation is incurred will exercise responsibility in meeting those obligations as stated in WAC 132S-90-020(12). Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this regulation, and if necessary to initiate legal action to ensure that collection matters are brought to a timely and satisfactory conclusion.

To the extent permitted by law, in response to a student or former student's failure to pay a debt owed to the college, the college may:

(a) Initiate collection action;

(b) Make collections from funds received from or on behalf of a student;

(c) Deny or withhold admission to or registration with the college, conferral of degrees or certificates, and/or issuance of academic transcripts;

(d) Refer the matter for discipline under chapter 132S-100 WAC;

(e) Deny any other provisions or other services, including re-funds.

(2) Withholding services for outstanding debts. Upon receipt of a request for services where there is an outstanding debt owed to the college from the requesting person, the college shall notify the student by the most expedient means that the services will not be provided since there is an outstanding debt, and further that until that debt is satisfied, no such services will be provided to the student. The notice shall include a statement that he or she has a right to an informal appeal before the debt review committee if he or she believes that no debt is owed. The notice shall state that the request for the informal appeal must be made to the president's office within twenty-one days from the date of notification. The informal appeal request must be in writing and must clearly state error(s) in fact or matter(s) in extenuation or mitigation which justifies the informal appeal. The informal appeal process excludes parking citation appeals heard by the citation review committee (basis for parking citation) or those waived by untimely filing, but includes appeals before the debt review committee on whether the debt(s) for parking citation(s) are owed.

(3) Appeal of decision to withhold services for outstanding debt(s).

The request may be for an in-person presentation of the appeal before the debt review committee or include a submission of a written appeal for review by the debt review committee.

Upon receipt by the president's office of a timely request for an informal appeal, the president or designee will designate three staff members and/or student(s) to a committee for the purpose of hearing or reviewing the informal appeal, depending on the request. The debt review committee will render a decision in writing within five business days of the hearing or review. If the outstanding debt is found to be owed by the student involved, services shall not be provided until the debt is paid or otherwise resolved. If the outstanding debt, and any resulting action taken under WAC 132S-90-070, is found to be an institutional error, steps will be taken to lift the restriction on services.

If the decision made by the debt review committee is not satisfactory to the student, he or she may file a more formal appeal through the brief adjudicative process in chapter 132S-20 WAC.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-90-070, filed 5/25/16, effective 6/25/16.]