

TRANSMITTAL OF RULES ADOPTED

Centralia College

FROM: Community College District #12
(Name of Agency)

TO: CODE REVISER
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)
Olympia 98501

The enclosed Permanent rules , being order No. 71-11
Emergency rules
relating to (Name of rules or description of subject matter)

STUDENT RIGHTS AND RESPONSIBILITIES
CODE PROCEDURES
SUMMARY SUSPENSION RULES

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 2909 ① filed with the code reviser
on 1/20/71 ② were regularly adopted as permanent rules of this
(date)
agency at Centralia College on 2/9/71 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 34.04
RCW. The effective date of such rules shall be 3/19/71. ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of
these rules is necessary for the preservation of the public
health, safety, or general welfare and that observance of the
requirements of notice and opportunity to present views on
the proposed action would be contrary to the public interest,
were regularly adopted as emergency rules of this agency at
_____ on _____ and are herewith filed in
(place) (date)
the office of the code reviser pursuant to chapter 34.04 RCW.

Dated this _____ ninth day of February 19 71.

STATE OF WASHINGTON
FILED
FEB 17 1971
CODE REVISER'S OFFICE
KET # 3285 FILE # 1

Community College District #12
(AGENCY)
Nels W. Hanson, Secretary to the Board of
Trustees and President, Community College
By _____ District #12
[Signature]
Title Gene L. Curtis, Dean of Students

① NOTICE NUMBER AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY RE-
VISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE NO. OF LAST NOTICE)
② STAMPED DATE AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVIS-
ER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE DATE OF LAST NOTICE)
③ UNLESS A LATER DATE IS SPECIFIED IN THIS ORDER OR IS PRESCRIBED
IN ANOTHER STATUTE, RULES ARE EFFECTIVE 30 DAYS AFTER FILING:
RCW 34.04.040. LEAVE THIS SPACE BLANK EXCEPT IN SUCH SPECIAL CASES.

ORDER NO. 71-11

A resolution relating to permanent rules of Community College District Number Twelve (12).

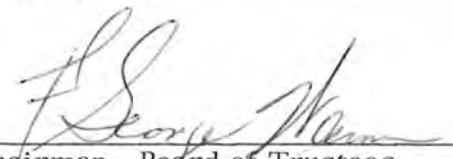
BE IT RESOLVED by a majority of the Board of Trustees that the annexed regulations, to-wit:

WAC 132L-20-010 through WAC 132L-20-170 concerning student rights and responsibilities, WAC 132L-22-010 through WAC 132L-22-080 code procedures, and WAC 132L-24-010 through WAC-24-090 summary suspension rules at Centralia College

are hereby approved and adopted as permanent rules of Community College District Number Twelve (12).

APPROVED AND ADOPTED
February 9, 1971

Attest:



Chairman, Board of Trustees
Community College District #12

CHAPTER 132L-20

STUDENT RIGHTS AND RESPONSIBILITIES

WAC 132L-20-010 PREAMBLE. Centralia College is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies concerning conduct that encourage independence and maturity while strengthening the spirit of mutual cooperation and responsibility shared by all members of the College community. Sharing goals held in common, the students, faculty, and staff of Centralia College are joined in voluntary association in an educational community.

The student is, first of all, a member of the community at large, and as such, is entitled to the rights and responsibilities of any citizen of comparable age and maturity. In addition, students, as members of the College community are in the unique position of being citizens of two communities, subject to the regulations imposed by both and accountable to both.

Centralia College expects that students will respect the laws of the greater society. As an agency of the state of Washington, the College must respect and adhere to the regulations established by local, state, and federal authorities. As an educational institution, it has the added responsibility for assisting students in gaining an understanding of the law and its function, and the responsibilities imposed upon each individual in a democratic society to respect and support the legal structure which protects the individual and the society. As a functioning organization, it also has the responsibility to develop a set of regulations to assure the orderly conduct of the affairs of the College.

Admission to the College carries with it the expectation that the student will conduct himself as a responsible member of the College community, that he will comply with the rules and regulations of the College, maintain high standards of integrity and honesty, respect the rights, privileges and property of other members of the College community and will not interfere with legitimate College affairs.

An atmosphere of learning and self-development is created by appropriate conditions in the College community. The rights and responsibilities in this document are critical ingredients in the free, creative, and spirited educational environment to which the students, faculty and staff of Centralia College are committed.

WAC 132L-20-020 DEFINITIONS. As used in this Code of Student Rights and Responsibilities the following words and phrases shall mean:

- (1) "Assembly" means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or group of persons.
- (2) "Board" means the board of trustees of Community College District No. 12, State of Washington.
- (3) "College" means Centralia Community College located within Community College District No. 12, State of Washington.
- (4) "College facilities" means and includes any or all real and personal property owned or operated by the College and shall include all buildings and appurtenances affixed thereon or attached thereto.
- (5) "College personnel" refers to any person employed on a full time or part time basis, except those who are faculty members, by Centralia Community College.
- (6) "Disciplinary action" means and includes suspension or any lesser sanction of any student by the dean of students, the student hearing committee, the president or the board of trustees for the violation of any of the provisions of the

Code of Student Rights and Responsibilities for which such sanctions may be imposed.

(7) "District" means Community College District No. 12, State of Washington.

(8) "Faculty members" means any employee of Centralia Community College who is employed on a full time or part time basis as a teacher, counselor, librarian or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, except administrative appointments.

(9) "President" means the duly appointed chief executive officer of Community College District No. 12, State of Washington, or in his absence, the acting chief executive officer.

(10) "Recognized student organization" means and includes any group or organization composed of students which is formally recognized by the student government of the College.

(11) A "sponsored event or activity" means any activity that is scheduled by the College and supervised and controlled by the College's faculty members or College personnel. Such "sponsorship" shall continue only as long as the event is supervised and controlled by the College faculty member or College personnel. When the sponsored event or activity is of a prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period outside of the supervision and control of the College's faculty member or College personnel responsible for the event or activity shall be deemed to be a nonsponsored activity.

(12) "Student", unless otherwise qualified, means and includes any person who is enrolled for classes or formally in the process of applying for admission to the College.

WAC 132L-20-030 JURISDICTION. (1) All rules herein adopted shall apply to every student whenever said student is present upon or in any College facility and whenever said student is present at or engaged in any College sponsored activity or function which is held on or in non-College facilities not open to attendance by the general public.

(2) Faculty members, other College employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to possible prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the public and/or appropriate disciplinary action pursuant to the State of Washington Higher Education Personnel Board rules or the District's tenure rules and regulations.

WAC 132L-20-040 AUTHORITY TO PROHIBIT TRESPASS. (1) The president is authorized in the instance of any event that he deems impedes the movement of persons or vehicles or which he deems to disrupt or threatens to disrupt the ingress and/or egress of persons from College facilities, and the president acting through the dean of students, or such or person as he may designate shall have authority and power to:

(a) Prohibit the entry of, withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a College facility; or

(b) Give notice against trespass to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from, entering onto or remaining upon all or any portion of a

College facility; or

(c) Order any person, persons or group of persons to leave or vacate all or any portion of a College facility.

(2) Any student who shall disobey a lawful order given by the president or his designee pursuant to the requirements of Subsection (1) of this rule shall be subject to disciplinary action.

WAC 132L-20-050 RIGHT TO DEMAND IDENTIFICATION. (1) For the purpose of determining identity of a person as a student any faculty member or other College personnel authorized by the president may demand that any person on College facilities produce evidence of student enrollment at the College. Tender of the student identification card will satisfy this requirement.

(2) Refusal by a student to produce identification as required shall subject the student to disciplinary action.

WAC 132L-20-060 FREEDOM OF ACCESS TO HIGHER EDUCATION. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the District. Centralia College shall maintain an open-door policy, to the end that no student will be denied admission because of the location of his residence, or because of his educational background or ability; that, insofar as is practical in the judgment of the College Board, curriculum offerings shall be provided to meet the educational and training needs of the community generally and the students thereof; and that all students, regardless of their differing courses of study, will be considered, known and recognized equally as members of the student body: provided, that the administrative officers of Centralia College may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, he would not be competent to profit from the curriculum offerings of the community College, or would, by his presence or conduct, create a disruptive atmosphere within the community College inconsistent with the purposes of the institution.

WAC 132L-20-070 FREEDOM OF EXPRESSION. Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and other members of the College community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the College.

Concomitantly, while supporting the rights of students and other members of the College community, Centralia College recognizes the responsibility to maintain an atmosphere on campus conducive to a sound educational endeavor.

To insure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not interfere with processes of the College and are not held in or on facilities where College functions are in progress.

WAC 132L-20-080 FREEDOM OF ASSOCIATION AND ORGANIZATION. Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the College community. They are free to

organize and join associations to promote any legal purpose, whether it be religious, political, educational, recreational, or social.

Student organizations must be granted a charter by the Centralia College student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, and the name of a faculty member who has agreed to serve as advisor. All student organizations must also submit to the student government a list of officers and keep that list updated when changes occur. In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, creed, or national origin, except for religious qualification which may be required by organizations whose aims are primarily sectarian, or for other reasonable justifications which are directly related to the purposes of the organization. Affiliation with a noncampus organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met.

WAC 132L-20-090 STUDENT PARTICIPATION IN COLLEGE GOVERNANCE.

As members of the College community, students will be free, individually and collectively, to express their views on College policy, and on matters of general interest to the student body. The ASCC constitution and the College's administrative procedures provide clear channels for student participation in the formulation and application of institutional policies regarding academic and student affairs. Individuals affected by a policy shall have a representative voice in the formulation of that policy.

WAC 132L-20-100 STUDENT RECORDS. When a student enters the

College and submits the required personal data for academic and personnel records, there is an implicit and justifiable assumption of trust placed in the College as custodian of these data. The College also believes that a similar relationship should be maintained relative to subsequent data generated during the student's enrollment--academic performance, activities, personal interviews, and disciplinary proceedings.

(1) Records and Communications are Confidential. In its relations with students, the College intends to carry on its educational and counseling processes so as to preserve the confidential character of communications and records.

(2) Information Which May be Released. Information will be furnished of a "public" or "directory" nature, that is, information which has appeared at one time or another in publications that are available to the general public or are a matter of public record. A student may, in writing, request that such information relating to him be withheld.

(3) Requests from Employers or Prospective Employers. The College respects the right of its students to determine employers or prospective employers to whom they wish the College to furnish nonpublic personal information. At the written request of the student concerned, the College will respond to inquiries originating from employers or prospective employers--public or private.

(4) Request from Other Educational Institutions. The College will send individually identified written reports to other educational institutions only with the consent of the student involved. When requested by another institution or when deemed necessary by the College, unidentified information may be sent when such information is to be used for curriculum study, accreditation, or studies which may be of benefit to future students.

(5) Request from Faculty Members. Faculty members may request objective information contained in permanent academic records when needed in discharge of their official duties.

(6) Relationships with Parents. The College recognizes the legitimate interest of parents and guardians to consult with the professional staff about the academic and personal well-being of their sons and daughters. Parents or guardians of unemancipated minor students will be furnished grade reports or transcripts upon written request without the permission of students. Parents or guardians of emancipated minor students will not be furnished such information without the permission of the student, nor will the parents or guardians of students who have reached legal majority have the right to obtain such information without the consent of the student. In like manner, the spouse of a married student, regardless of the student's age, will be given such information only with the consent of the student.

(7) Student Access to Records. A student may view the contents of his personnel record with the professional staff. If a student feels the information in his record inadequate or inaccurate, he may file corrections for inclusion in the record.

(8) Information on Race, Creed, Political Membership. Political membership or information is not recorded in student records unless the student expressly requests the inclusion of such information. This is released only if the student so requests. Information relative to an identifiable individual's race or creed will not be provided at any time.

(9) Information Regarding the Academic Achievement of Students being considered for College-associated honors, awards, or scholarships may be furnished the College committees and advisors responsible for making the awards.

WAC 132L-20-110 STUDENT PUBLICATIONS. Centralia College recognizes the fact that student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating opinion on various issues on the campus and in the College community at large. They may serve as a means of journalistic and/or creative expression.

Centralia College, as the publisher of student publications, must bear the legal responsibility for the contents of the publications. For this reason it has approved a student publications policy and created a student publications board charged with the enforcement of that policy.

The student publications policy protects the students' freedom to deal with any ideas and to express any opinions in the student publications without fear of their censorship. Editors and managers of student publications are protected from arbitrary suspension and removal. Only for proper and stated causes, as outlined in the statement of purpose or philosophy adopted for each student publication, should editors and managers be subject to removal and then by orderly and prescribed procedures.

At the same time, the student publications policy has charged the student editors and managers with corollary responsibilities to be governed by the canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

WAC 132L-20-120 DISTRIBUTION AND POSTING OF MATERIALS. The College encourages free expression. Use of College facilities as provided herein, however, does not accord users immunity from legal action.

Permission for posting of literature in the various restricted areas provided therefore, shall be obtained from the following College officials:

(1) The director of student activities for posting on the restricted posting areas of the student center and those areas located on the campus outside of College buildings.

(2) Deans and directors for posting on the restricted posting areas provided in the appropriate College facility.

ASCC campaign rules govern special poster and sign locations for ASCC elections. Information on these special policies and regulations is available in the ASCC office.

Posting of posters, signs, and other publicity or promotional materials is permitted only in the locations specified above. All material sought to be posted in restricted posting areas should have the identity of its sponsorship appearing on its face.

The dissemination or distribution of materials by persons on the public streets, walks and ways of the campus, shall be subject to the laws of the City of Centralia, Lewis County, State of Washington, and the United States.

Permission for the dissemination or distribution of materials in other areas of the College campus, buildings and facilities shall be obtained from the director of student activities. Persons distributing materials without permission shall be subject to the provisions of the Code of Student Rights and Responsibilities.

WAC 132L-20-130 COMMERCIAL AND PROMOTIONAL ACTIVITIES. College facilities may not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives (as in display of books or technical equipment of interest to the academic community), and when they are conducted under the sponsorship or at the request of a College department or the Associated Students, and so long as such use does not interfere with or operate to the detriment of the conduct of College affairs.

WAC 132L-20-140 USE OF COLLEGE FACILITIES. Any recognized ASCC organization may request approval from the director of student activities to utilize available College facilities for authorized activities as provided for in official ASCC documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular College requirements. Standard College fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

Student organizations should schedule facility use requests with the director of student activities at least three (3) academic calendar days in advance of an event whenever possible.

WAC 132L-20-150 NON-COLLEGE SPEAKER POLICY. The trustees, the administration, and the faculty of Centralia College subscribe to the proposition that an important aspect of the education of College students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free

inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the College community:

(1) Any recognized ASCC student organization with the written sanction of its advisor, may ask individuals to speak on campus subject to normal restraints imposed by considerations of common decency and the state law.

(2) The appearance of a speaker on the campus does not involve an endorsement, either implicit or explicit, of his views by Centralia College, its students, its faculty, its administration, or its board of trustees.

(3) The scheduling of facilities for hearing invited speakers shall be made through the office of the director of student activities.

(4) The director of student activities or his designee will be notified at least three (3) academic calendar days prior to the appearance of an invited speaker, at which time a form (available in the student activities office) must be completed with such particulars as name of speaker, speech or discussion topic, time of appearance(s) and sponsoring organization. The form must bear the signature of the sponsoring organization's advisor. Exceptions to the three (3) day ruling may be made by the director of student activities with the approval of the dean of students.

(5) The dean of students may require views other than those of the invited speaker to be presented at the meeting, or at a subsequent meeting. The president may, at his discretion, assign a faculty member to preside over any meeting where a speaker has been invited.

WAC 132L-20-160 VIOLATIONS. Any student shall be subject to immediate disciplinary action provided for in Code Procedures and Summary Suspension Rules who, either as a principal actor or aider or abettor;

(1) materially and substantially interferes with the personal rights or privileges of others or the educational process of the College;

(2) violates any provision of the Code of Student Rights and Responsibilities;

(3) commits any of the following acts which are hereby prohibited:

(a) All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration or use of College documents or instruments of identification with intent to defraud.

(b) Failure to comply with directions of College officials acting in performance of their duties.

(c) Conduct which intentionally and substantially obstructs or disrupts freedom of movement, teaching, research administration, disciplinary proceedings or other lawful activities on the College campus.

(d) Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on College-owned or controlled property or at College-sponsored or supervised functions.

(e) Malicious damage to or malicious misuse of College property, or the property of any person where such property is located on the College campus.

(f) Refusal to comply with any lawful order to leave the College campus or any portion thereof.

(g) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities of the College campus, except for authorized College purposes; unless prior written approval has been obtained from the dean of students, or any other person designated by the president.

(h) Intentionally inciting others to engage immediately in any of the conduct prohibited herein, which incitement leads directly to such conduct. (Inciting is that advocacy which prepares the group addressed for imminent action and steels

it to the conduct prohibited herein.)

(i) Possessing, consuming or furnishing of alcoholic beverages on College-owned or controlled property or at College-sponsored or supervised functions.

(j) Disorderly conduct, including disorderly conduct resulting from drunkenness.

(k) Engaging in lewd, indecent, or obscene behavior on College-owned or controlled property or at College-sponsored or supervised functions.

(l) Using, possessing, furnishing, or selling any narcotic or dangerous drug as those terms are used in Washington statutes, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

(m) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or College facilities.

(n) Theft or conversion of college property or private property.

(o) Entering any administrative office or any locked or otherwise closed College facility in any manner, at any time, without permission of the College employee or agent in charge thereof.

WAC 132L-20-170 EMERGENCY PROCEDURES. In the event of activities which interfere with the orderly operation of the College as defined in Section WAC 132L-20-070, Freedom of Expression, the dean of students or the president or their designees shall determine the course of action which appears to offer the best possibility for resolution of the problem. The emergency procedures outlined below will be followed if deemed essential:

(1) Inform those involved in such activities that they are in violation of College and/or civil regulations.

(2) Inform them that they should cease and desist. Indicate an area on campus where they are able to conduct their activities without interfering with the operation of the College, if such an area is available.

(3) If they do not respond within a reasonable time, call the civil authorities.

CHAPTER 132L-22
CODE PROCEDURES

WAC 132L-22-010 PURPOSE OF DISCIPLINARY ACTIONS. The College may apply sanctions or take other appropriate action when student conduct materially and substantially interferes with the College's (1) primary educational responsibility of ensuring the opportunity of all students of the College community to attain their educational objectives, or (2) subsidiary responsibilities of protecting the health and safety of persons in the College community, maintaining and protecting property, keeping records, other services, and sponsoring nonclassroom activities such as lectures, concerts, athletic events, and social functions. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student at the College.

WAC 132L-22-020 INITIAL PROCEEDINGS. (1) Initiation of Prosecution. Students, faculty members, administrators and other employees of the District shall have concurrent authority to report violations which will be acted upon by the dean of students. All disciplinary proceedings will be initiated by the dean of students or his designated representative.

(2) Notice Requirements. Any student charged in a report filed pursuant to Section WAC 132L-22-020, Subsection (1), with a violation of the Code of Student Rights and Responsibilities shall be notified by the dean of students or his designated representative within two (2) academic calendar days after the filing of such a report, if possible. The notice shall not be ineffective if presented later due to the student's absence. Such notice shall:

(a) inform the student that a report has been filed alleging that the student violated specific provisions of the Code and the date of the violation; and

(b) set forth those provisions allegedly violated; and

(c) specify the exact time and date the student is required to meet with the dean of students; and

(d) specify the exact time, date, and location of the formal hearing, if one is required; and

(e) inform the student that he may question witnesses, that he may have anyone appear in his behalf to defend him, that he may have a maximum of three (3) character witnesses appear in his behalf; and

(f) inform the student that failure to appear at either of the appointed times at the dean of student's office or at the hearing may subject him to suspension from the institution for a stated or indefinite period of time.

(3) Meeting with the Dean of Students.

(a) At the meeting with the dean of students the student shall be informed of provisions of the Code of Student Rights and Responsibilities that are involved, that he may appeal any sanction imposed by the dean of students and that if a hearing is required, he may have that hearing open to the public. If the student requests a formal hearing, the dean of students shall take no action nor make any determination in the matter other than to inform the student again of the time, date, and location of the formal hearing.

(b) After considering the evidence in the case and interviewing the student or students involved, the dean of students may take any of the following actions:

(i) Terminate the proceedings exonerating the student or students; or

(ii) Dismiss the case after whatever counseling and advice may be appropriate; or

(iii) Impose minor sanctions directly (warning, reprimand, fine, restitution, disciplinary probation) subject to the student's right of appeal described below; or

(iv) Refer the matter to the student hearing committee for a recommendation to the president as to appropriate action; or

(v) Recommend to the president that the student be suspended. The student shall immediately be notified in writing of such recommendation and his right to a hearing before the student hearing committee prior to the president's final decision.

(c) A student accused of violating any provision of the Code of Student Rights and Responsibilities shall be given immediate notification of any disciplinary action taken by the dean of students or his designated representative. In case of an unemancipated minor notification of the disciplinary action taken by the dean of students or his designated representative shall also be sent to the parents or guardians of the student.

(d) No disciplinary action taken by or at the recommendation of the dean of students or his designated representative is final unless the student fails to exercise his right of appeal as provided for in these rules. The president or his designated representative after reviewing the case, including any statement the student may file with the president, shall either give written approval of the action taken by or at the recommendation of the dean of students, or give written direction as to what lesser disciplinary action, if any, is to be taken.

WAC 132L-22-030 APPEALS. (1) Appeals contesting recommendations of disciplinary action(s) shall be taken in the following order:

(a) disciplinary action taken by or at the recommendation of the dean of students or his designated representative may be appealed to the student hearing committee;

(b) disciplinary recommendations made by the student hearing committee may be appealed by the student to the president;

(c) disciplinary action taken by the president and resulting in suspension exceeding in duration one (1) college quarter may be appealed by the student to the board of trustees and their decision shall be final.

(2) All appeals by a student must be made in writing to the committee, president or board of trustees and presented to the committee, president or chairman of the board of trustees within seven (7) days after the student has been notified of the action from which he has a right of appeal.

WAC 132L-22-040 STUDENT HEARING COMMITTEE. (1) Composition. Centralia College shall have a standing committee composed of nine (9) members, who shall be chosen and appointed no later than October 15 of each year to serve as a standing committee until their successors are appointed. The membership of the standing committee shall consist of three (3) members of the administration, excepting the dean of students, chosen by the president; three (3) faculty members chosen by the faculty organization; and three (3) students chosen by the ASCC student council. Any student entitled to a hearing before a student hearing committee shall choose, in writing, five members of the standing committee to hear and decide his appeal, provided, he must choose at least one (1) student, one (1) faculty member and one (1) member of the administration from the nine member standing committee. The balance of the student hearing committee, two (2) members, may be chosen from the remainder of the standing committee, provided, that both shall not be from the same classification. In the event that unforeseen circumstances prevent a previously selected committee member from attending the hearing, the student must choose a replacement from among the balance of the standing committee.

(2) Procedures for Hearing.

(a) Five members of the student hearing committee will hear, de novo, and

make recommendations to the president on all disciplinary cases appealed to the committee by the student or referred to it by the dean of students or his designated representative.

(b) The student hearing committee shall elect from among its five (5) members a chairman for the purpose of presiding at the disciplinary hearing.

(c) Hearings generally will be held in closed session, except when a student requests that persons other than those directly involved be invited to attend. If at any time during the conduct of a hearing any person is disruptive of the proceedings, the chairman of the student hearing committee may exclude such person from the hearing room.

(d) The student has a right to a fair and impartial hearing before the committee on any charge of violating a provision or provisions of the Code of Student Rights and Responsibilities. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations as provided below. Failure by the student to cooperate may be taken into consideration by the committee in recommending to the president the appropriate disciplinary action.

(e) The student shall be given written notice of the time and place of his hearing before the committee. Said notice shall contain:

(i) A statement of the date, time, place and nature of the disciplinary proceedings;

(ii) A statement of the specific charges against him including reference to the particular sections of the Code of Student Rights and Responsibilities involved;

(iii) To the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the College at the hearing.

(f) The student shall be entitled to hear and examine the evidence against him and be informed of the identity of its source; he shall be entitled to present evidence in his own behalf and cross-examine witnesses testifying against him as to factual matters. The student shall have all authority possessed by the College to obtain information he specifically describes, in writing, and tenders to the dean of students no later than three (3) days prior to the hearings or to request the presence of witnesses or the production of other evidence relevant to the hearings.

(g) The student may be represented by counsel of his choice at the disciplinary hearings. If the student elects to choose a duly licensed attorney admitted to practice in any state in the United States as his counsel, he must tender three (3) days notice thereof to the dean of students.

(h) In all disciplinary proceedings the College may be represented by the dean of students or his designee; he may then present the College's case against the student accused of violating the Code of Student Right and Responsibilities, provided, that in those cases in which the student elects to be represented by a licensed attorney, the dean of students may elect to have the College represented by an assistant attorney general.

(i) The proceedings of the hearing shall be recorded. A copy thereof shall be on file at the office of the dean of students.

(j) The time of the hearing may be advanced by the committee at the request of the student or continued for good cause.

(3) Admissible Evidence.

(a) Only those matters presented at the hearing, in the presence of the accused student, will be considered in determining whether the student hearing committee has sufficient cause to believe that the accused student is guilty of violating the rules he is charged with having violated.

(b) In determining whether sufficient cause, as stated in the preceding paragraph (a), does exist, members of the student hearing committee shall give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs.

(c) The chairman of the student hearing committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

(4) Interference with Proceedings. Any student interfering with the proceedings of the meeting with the dean of students or the formal hearing or any subsequent hearing shall be in contempt of the proceedings and may be summarily suspended from the College by the dean of students or the student hearing committee or the president or the board of trustees at the time the interference takes place and shall be subject to suspension or any lesser sanction as may be determined by the student hearing committee or president or the board of trustees at the time the interference takes place or within fifteen (15) academic calendar days thereafter.

(5) Decision by the Committee.

(a) Upon conclusion of the disciplinary hearing, the student hearing committee shall consider all the evidence therein presented and decide by majority vote whether to recommend to the president any of the following actions:

(i) That the College terminate the proceedings and exonerate the student or students;

(ii) That the College impose minor sanctions directly, such as a warning, reprimand, fine, restitution, or disciplinary probation;

(iii) That the student be suspended from College including a recommendation of the duration of such suspension.

(b) The student shall be provided with a copy of the committee's findings of fact and conclusions regarding whether the student did violate any rule or rules of the Code of Student Rights and Responsibilities and the committee's recommendation to the president. The committee shall also advise the student in writing of his rights to present, within seven (7) calendar days, a written statement to the president appealing the recommendation of the committee.

WAC 132L-22-050 FINAL DECISION REGARDING DISCIPLINARY SANCTION.

(1) The president or his designee (except the dean of students) shall, after reviewing the record of the case prepared by the student hearing committee together with any statement filed by the student, include therein either his written acceptance of the recommendations of the committee, or his written directions as to what lesser disciplinary sanction shall be taken.

(2) If the president or his designee decides that discipline is to be imposed after the review provided by the preceding paragraph, Subsection (1), he shall notify the student in writing of the discipline imposed. In case of an unemancipated minor written notice of any action involving disciplinary action shall also be sent to the parents or guardians of the student.

(3) In all cases of disciplinary action, the decision of the president or his designee shall be final except for those cases involving suspension for a duration exceeding one college quarter if the suspension has been appealed to the board.

WAC 132L-22-060 DISCIPLINARY SANCTIONS. The following definitions of disciplinary terms have been established and shall be the sanctions imposed upon violators of the Code of Student Rights and Responsibilities:

(1) Warning. Notice to a student, either verbally or in writing, that he has been in violation of College rules or regulations or has otherwise failed to meet the College's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(2) Reprimand. Formal action censuring a student for violation of the College rules or regulations or for failure to meet the College's standards of conduct. Reprimands shall be made in writing to the student by the officer or agency taking action, with copies filed in the office of the dean of students. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(3) Fines. The dean of students and the student hearing committee may assess monetary fines up to a maximum of twenty-five dollars against individual students for violation of College rules and regulations or for failure to meet the College's standards of conduct. Failure to pay such fines within thirty (30) days will result in suspension for an indefinite period of time as set forth in Subsection (6) below provided that a student may be reinstated upon payment of the fine.

(4) Restitution. An individual student may be required to make restitution for damage or loss to College or other property and for injury to persons. Failure to make restitution within thirty (30) days will result in suspension for an indefinite period of time as set forth in Subsection (6) below provided that a student may be reinstated upon payment.

(5) Disciplinary Probation. Formal action placing conditions upon the student's continued attendance for violation of College rules or regulations or other failure to meet the College standards of conduct. The office or agency placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of suspension from the College. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the College.

(6) Suspension. Temporary or indefinite dismissal from the College and termination of the student status of a student for violation of College rules or regulations or for failure to meet the College standards of conduct. The notification suspending a student will indicate, in writing, the term of the suspension and any special conditions which must be met before readmission.

In the case of an unemancipated minor who is suspended, a copy of the notification of suspension will be sent to the parents or the guardians of the student. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

Students suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the District, may be denied access to all or any part of the campus or other facility.

WAC 132L-22-070 READMISSION AFTER SUSPENSION. Any student suspended from the College for disciplinary reasons may be readmitted upon expiration of the time period for which his suspension was issued. If the student has been suspended for an indefinite period, or if he feels that circumstances warrant reconsideration of his temporary suspension prior to its expiration, he may be readmitted following approval of a written petition submitted to the dean of students.

Such petitions must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petitions must be reviewed and approved by the president, or by the board in those cases in which it made the final disciplinary action decision.

WAC 132L-22-080 REESTABLISHMENT OF ACADEMIC STANDING.

Students who have been suspended pursuant to disciplinary procedures set forth in Code Procedures or Summary Suspension Rules, and who suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the College, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

CHAPTER 132L-24

SUMMARY SUSPENSION RULES

WAC 132L-24-010 INITIATION OF SUMMARY SUSPENSION PROCEEDINGS.

The president or his designee may suspend any student of the College for not more than ten (10) academic calendar days pending investigation, action or prosecution on charges of an alleged Code of Student Rights and Responsibilities violation or violations, and if the president or his designee has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of the other College community members, or the safety and well-being of the College property command such suspension.

WAC 132L-24-020 PERMISSION TO ENTER OR REMAIN ON CAMPUS.

During the period of summary suspension, the student shall not enter any campus of District No. 12 other than to meet with the dean of students or to attend the hearing. However, the dean of students may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

WAC 132L-24-030 NOTICE OF SUMMARY SUSPENSION PROCEEDINGS.

(1) If the president or his designee desires to exercise the authority to summarily suspend a student, he shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.

(2) The notice shall be entitled "Notice of Summary Suspension Proceedings" and shall state:

(a) The charges against the student including reference to the provisions of the Code of Student Rights and Responsibilities involved; and

(b) That the student charged must appear before the dean of students at a time specified in the notice.

WAC 132L-24-040 PROCEDURES OF SUMMARY SUSPENSION HEARING.

(1) At the summary suspension hearing, the student against whom the violation or violations are alleged shall have the opportunity of proving to the dean of students that there is no cause to believe that the violation stated on the notice of summary suspension proceedings did occur, and that immediate suspension is not necessary nor justifiable pursuant to WAC 132L-24, Summary Suspension Rules.

(2) The student may offer oral testimony of himself or of any person, submit any statement or affidavit on his own behalf, examine any affidavit or cross-examine any witness who may appear against him, and submit any matter in extenuation or mitigation of the violation or violations charged.

(3) The dean of students shall at the time of the summary suspension proceedings determine whether there is probable cause to believe that a violation of law or of provisions of the Code of Student Rights and Responsibilities has occurred, and whether there is reason to believe that immediate suspension is necessary. In the course of making such a decision, the dean may consider the sworn affidavits or oral testimonies of persons who have alleged that the student charged has committed a violation of law or of provisions of the Code of Student Rights and Responsibilities and the oral testimony and affidavits submitted by the student charged.

WAC 132L-24-050 DECISION BY THE DEAN OF STUDENTS. If the dean of students, following the conclusion of the summary suspension proceedings, finds

that there is probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of the Code of Student Rights and Responsibilities are alleged has committed one or more of such violations upon any College facility; and

(2) That summary suspension of said student is necessary under the provisions of WAC 132L-24-010, Summary Suspension Rules; and

(3) Such violation or violations of the law or of provisions of the Code of Student Rights and Responsibilities constitute grounds for disciplinary action, then the dean of students may, with the written approval of the president, suspend such student from College.

WAC 132L-24-060 NOTICE OF SUSPENSION. (1) If a student is suspended pursuant to the above rules, he shall be provided with a written copy of the dean of students' findings of fact and conclusions, as expressly concurred in by the president, which constituted probable cause to believe that the conditions for summary suspension existed.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to said student's last known address. The suspension shall be effective from the day the notice of suspension is mailed or personal service accomplished, whichever shall occur first.

WAC 132L-24-070 SUSPENSION FOR FAILURE TO APPEAR. If the student against whom specific violations of provisions of the Code of Student Rights and Responsibilities have been alleged has been served pursuant to the notice required and then fails to appear at the time designated for the summary suspension proceedings, the dean of students may, with the written concurrence of the president, suspend the student from College.

WAC 132L-24-080 APPEAL. (1) Any student aggrieved by an order issued at the summary suspension proceedings may appeal the same to the board of trustees. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the proceedings of findings of the dean of students and the president, is tendered at the office of the president within seventy-two (72) hours following the date notice of summary suspension was served or mailed to the student, whichever occurred first.

(2) The board of trustees shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the dean and president, the record of the summary suspension proceedings, and determine therefrom whether the summary suspension order is justified. Following such examination, the board may, at its discretion, stay the summary suspension pending determination of the merits of the disciplinary proceedings pursuant to the provisions of the Code Procedures.

(3) The board shall notify the appealing student within forty-eight (48) hours following its consideration of the notice of appeal, as to whether the summary suspension shall be maintained or stayed pending disposition of the disciplinary proceedings pursuant to the provisions of the Code Procedures.

WAC 132L-24-090 SUMMARY SUSPENSION PROCEEDINGS NOT DUPLICITOUS.

(1) The summary suspension proceedings shall in no way substitute for the disciplinary proceedings provided for in provisions of the Code Procedures. At the end of the suspension, the student shall be reinstated to his full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed for violation of the Code of Student Rights and Responsibilities.

(2) Any disciplinary proceeding initiated against the student because of violations alleged against any student in the course of the summary suspension proceedings provided for herein shall be heard de novo, provided, that the records made and evidence presented during the course of any facet of the summary suspension proceedings brought against the student shall be available for the use of the student and of the College in the disciplinary proceeding initiated under the provisions of the Code Procedures.