

TRANSMITTAL OF RULES ADOPTED

FROM: STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
(Name of Agency)

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

The enclosed Permanent rules , being order No. 3
Emergency rules

relating to (Name of rules or description of subject matter)

- (1) General Admissions
- (2) Enrollment in Instructional Programs
- (3) Admission by multi-campus districts
- (4) Classification of Nonresident Students
- (5) Acquisition of Real Property
- (6) Presentations to the State Board
- (7) Description of State Board Organization

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

pursuant to Notice No. 2285 ^① filed with the code reviser
 on 4/8/69 ^② were regularly adopted as permanent rules of this
 agency at Moses Lake, Washington, on May 8, 1969 and are herewith
 filed in the office of the code reviser pursuant to chapter 34.04
 RCW. The effective date of such rules shall be 7/19/69 ^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 18th day of June 1969.

STATE OF WASHINGTON
FILED
 JUN 19 1969
 CODE REVISER'S OFFICE
 KET 2460 FILE # 1

(AGENCY)
Jean Buhler
 By _____
 Vice Chairman, State Board for Community
 Title College Education

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.

R E S O L U T I O N N O . 6 9 - 3

BE IT HEREBY RESOLVED that the State Board for Community College Education officially adopt the following rules and regulations as amended (copies attached) and direct that those which are required by the Administrative Procedures Act to be codified be transmitted to the Code Reviser:

- (1) General Admissions
- (2) Enrollment in Instructional Programs
- (3) Admission by Multi-campus Districts
- (4) Classification of Non-Resident Students
- (5) Acquisition of Real Property
- (6) Presentations to the State Board
- (7) Description of State Board Organization



MRS. JOHN BAKKE, Vice-Chairman
State Board for Community College Education

May 8, 1969

(Date)

Chapter 131-08

PRACTICE AND PROCEDURE

NEW

WAC 131-08-005 GENERAL DESCRIPTION OF STATE BOARD ORGANIZATION AND OPERATIONS. (1) The state board for community college education consists of seven members appointed by the governor. Successors of the members initially appointed serve for terms of four years. It holds regular meetings monthly in various places throughout the state. Prior to all regular official board meetings, public notice is given of the time and place.

(2) The executive officer and secretary of the board is the director of the state system of community colleges. He is in charge of the offices of the board and responsible to the board for the preparation of reports and the collection and dissemination of data and other public information relating to the state system of community colleges. He exercises, in the name of the board, all powers and duties delegated to him by the board and at the direction of the board executes, together with the chairman of the board, all contracts entered into by the board.

(3) It is the board's duty to exercise general supervision and control over the state system of community colleges in addition to the specific powers and duties set forth in the community college act of 1967, chapter 28.85 RCW.

(4) The board's office is located in Olympia, Washington, Post Office Box 1666, 98501.

Information and assistance may be obtained at the board office. Formal submissions or requests to the state board should be addressed to the director at the Olympia office.

NEW

WAC 131-08-006 FORMAL PRESENTATIONS TO THE STATE BOARD AT PUBLIC MEETINGS. Formal presentations to the state board for community college education at meetings which are open to the public shall be governed by the following rules and regulations unless waived in individual cases by a majority of the board or the director: PROVIDED, That notwithstanding the following rules and regulations, impromptu comments or questions by members of the public may be presented as permitted by the chairman of the board:

(1) Members of the public may make formal presentations to the board only after having submitted a request in writing to the office of the state board for community college education three weeks in advance of the next scheduled board meeting and the request has been approved by either the director or chairman of the board.

(2) Requests to make formal presentations to the board shall set forth the reason for the requested appearance, the nature of the material which is to be presented, and an estimate of the time necessary to make the requested presentation. If written materials are to be presented to the board, the office of the state board shall be provided copies in time for advance distribution to board members.

(3) Individuals making timely requests shall be notified, in advance of the next board meeting, of the approval or disapproval of his request, and in the case of approval, of the date, time and place of the meeting, and of the approximate time of his presentation.

(4) In the case of organizations, special interest groups, and other multimember bodies, presentations in their behalf shall be limited to one individual representative.

(5) Notwithstanding prior approval, the board reserves the right, without notice, to limit the length of any particular

presentation or to reschedule presentations when, in its judgment, the demands of public business before the board necessitate the same.

(6) In the case of adoption, amendment or repeal of rules, which are subject to the provisions of the administrative procedure act, chapter 34.04 RCW, the provisions of chapter 34.04 regarding the presentation of data, views or arguments to the state board shall govern.

NEW

WAC 131-08-007 REQUESTS FOR ADDITIONS TO STATE BOARD MEETING AGENDA. Any interested individual or organization, upon written request to the state board office at least 10 calendar days in advance of the next scheduled board meeting, may request that any relevant matter concerning the state community college system be placed on the board meeting agenda, notwithstanding the fact they do not wish to appear in its behalf. Board chairmen of local boards of trustees may request the addition of agenda items as late as two days prior to a state board meeting if in their judgment a sufficient emergency exists.

The following format shall be used by individuals or organizations in making their request for additions to the board meeting agenda:

- (1) Title of the item to be considered;
- (2) A brief descriptive background which includes relevant facts and documentary evidence, including written materials, personal interviews, expert testimony or matters of record;
- (3) Recommendations for board action;
- (4) Identification of the requesting party, including relevant organizational affiliations and job titles.

Chapter 131-12

STUDENTS

NEW

WAC 131-12-010 MINIMUM STANDARDS FOR ADMISSION TO A COMMUNITY COLLEGE. Any applicant for admission to a community college shall be admitted when, as determined by the chief administrative officer of the district or his authorized representative, such applicant:

(1) Is competent to profit from the curricular offerings of the college; and

(2) Would not, by his presence or conduct, create a disruptive atmosphere within the community college inconsistent with the purposes of the institution; and

(3) Is eighteen years of age or older or who is a graduate of a high school or whose application, if under eighteen years of age and not a graduate of a high school, has been approved, insofar as acquisition of approval is feasible, by the principal of the high school he is attending or which he last attended: PROVIDED, That an applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of his transfer may be conditionally admitted to a community college on a probationary status as determined by the chief administrative officer of the community college district or his authorized representative.

NEW

WAC 131-12-020 DEFINITION OF RESIDENT STUDENT AND PROCEDURES FOR CLASSIFICATION. For tuition purposes, an applicant or enrolled student shall be deemed to be a resident student if he has been domiciled in the state of Washington for a full year prior to commencement of the quarter for which he applies or is enrolled, or he is a federal employee, military personnel, or a staff member of the community college, or the child or spouse of such federal employee or military personnel residing within the state or of a staff member of the community college. The definition of "domicile" shall be the legal definition.

The following procedures shall be followed by community colleges in making residency classifications:

(1) Upon receipt of an application for admission to the community college the applicant shall be classified as either a resident or non-resident as the facts may indicate.

(2) The notice of acceptance shall be accompanied by a statement of the applicant's residency classification and, in the case of those classified as non-residents, a statement of the criteria and procedures to be followed for establishing resident status.

(3) Changes in residency classifications of applicants or enrolled students shall be made by the authorized college official as follows:

(a) In the case of applicants or enrolled students who have been classified as non-resident, upon presentation by the applicant or student or an authorized representative of sufficient proof that the applicant or enrolled student has been legally domiciled in the state of Washington for one year, or is a federal employee, military personnel, or a staff member of the community college, or the child or spouse of a federal employee or military personnel residing within the state or of a staff member of the community college; and

(b) In the case of applicants or enrolled students who have been classified as residents, upon presentation or discovery of proof that such individual is legally domiciled outside the state of Washington.

(4) In the event of dispute or question regarding the

residency status of any applicant or enrolled student, the matter shall be referred to the office of attorney general for advice.

NEW

WAC 131-12-030 DISTRICTS AUTHORIZED TO RESTRICT ENROLLMENT IN CLASSES, COURSES OR PROGRAMS. A community college district may establish:

(1) Enrollment limits for any class, course or program when such restrictions are necessary because of limitations of physical facilities or operating funds or when such restrictions are consistent with generally accepted educational practices regarding efficient maximum class sizes.

(2) Reasonable prerequisites for enrollment in any class, course or program to insure that a student will profit or benefit from the particular class, course or program.

NEW

WAC 131-12-040 DISTRICTS SHALL ESTABLISH RULES ALLOWING INTERCAMPUS AND INTERCOLLEGE ENROLLMENT. Community college districts that offer instruction in more than one location shall establish reasonable rules and procedures that will allow intercampus and intercollege enrollment of students without penalty or additional cost above the normal tuition, special fees, and incidental fees charged by the district for attendance at any single campus or college therein.

Chapter 131-24

CAPITAL PROJECTS

NEW

WAC 131-24-010 DISTRICTS SHALL OBTAIN PRIOR APPROVAL OF STATE BOARD FOR CAPITAL PROJECTS AND ACQUISITION OF REALTY. Community college districts that wish to contract for or otherwise cause the construction, reconstruction, erection, equipping, disposal, demolition, or alteration of buildings, facilities, or other capital assets; or to acquire, by purchase or lease, sites, right-of-way, easements, improvements, or appurtenances to real property shall first obtain the approval of the state board for community college education pursuant to the procedures established for such approval and action.