

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

COMMUNITY COLLEGE DISTRICT VIII BOARD OF TRUSTEES

(name of governing body)

BELLEVUE COMMUNITY COLLEGE

(name of institution)

Resolution No. 151

Administrative Order No. 82

(1) Be it resolved by the board of Trustees

of the Bellevue Community College - Community College District VIII (institution)

acting at 3000 Landerholm Circle S.E. - Bellevue, Washington 98007 (place)

that it does adopt the annexed rules relating to:

Adoption of permanent rules - Withdrawal From a Course (Policy and Procedures) - WAC 132H-160 Admissions, Residency Classification and Registration - Schedule of Fees and Financial Aid for Community College District VIII.

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 82-15-034

filed with the code reviser on July 15, 1982. These rules shall take effect:

- [X] thirty days after they are filed with the code reviser pursuant to RCW 28B.19.050(2).
[] at a later date, such date being

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, find that an emergency exists and that this order 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 public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040 that each order shall set forth an appropriate statement of state statutory authority fill in statement (a), (b), or (c) as appropriate:

- [] (a) This rule is promulgated pursuant to RCW and is intended to administratively implement that statute.
[] (b) This rule is promulgated pursuant to RCW which directs that the

(institution)

has authority to implement the provisions of

(name of act or RCW citation)

[X] (c) This rule is promulgated under the general rule-making authority of the Bellevue Community College - Community College District VIII

(institution)

as authorized in RCW 28B.50.140

(4) The undersigned hereby declares that the institution has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED September 14, 19 82

STATE OF WASHINGTON FILED

SEP 20 1982

By Paul N. Thompson Secretary, Board of Trustees

Title

CODE REVISER'S OFFICE WSR 82-19-069

NOTE:

<sup>1</sup>Pursuant to WAC 1-13-040, each rule-making order adopted by an institution of higher education shall incorporate the most specific, but in no case omit all of the following language alternatives when adopting or amending rules:

(a) The most specific reference shall be to a section of law which the rule is implementing, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ and is intended to administratively implement that statute."

(b) The next specific reference, and one which shall be used only if paragraph (a) of this subsection is not applicable, shall be to that portion of an act which directs an agency to adopt rules and regulations as necessary to implement the act, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ which directs that the (agency) has authority to implement the provisions of (name of act or RCW citation)."

(c) The least specific reference, and one which shall be used only if paragraphs (a) and (b) of this subsection are not applicable, is one which indicates that the rule is promulgated under the agency's broad rule-making authority—either in the agency enabling legislation or chapter 34.04 RCW, and shall be quoted as follows: "This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW \_\_\_\_\_."

STATE OF WASHINGTON  
FILED  
SEP 28 1989  
GOVERNOR'S OFFICE

STATE OF WASHINGTON  
COMMUNITY COLLEGE DISTRICT VIII  
BOARD OF TRUSTEES

RESOLUTION NO. 151

Administrative Order No. 82

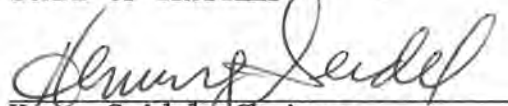
A RESOLUTION relating to the adoption of an addition to permanent rules - Admissions, Residency Classification and Registration Regulations, Schedule of Fees and Financial Aid for Community College District VIII.

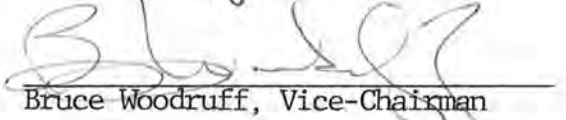
BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON:

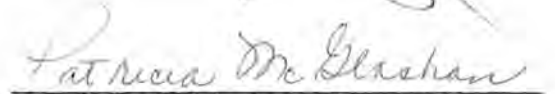
WAC 132H-160-492 WITHDRAWAL FROM A COURSE (POLICY AND PROCEDURES) is hereby filed as a permanent addition.

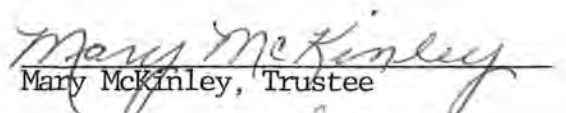
APPROVED AND ADOPTED September 14, 1982.

BOARD OF TRUSTEES

  
Henry Seidel, Chairman  
Board of Trustees


  
Bruce Woodruff, Vice-Chairman

  
Patricia McGlashan, Trustee

  
Mary McKinley, Trustee

  
Claire Thomas, Trustee

ATTEST:

  
Paul N. Thompson  
Secretary, Board of Trustees

NEW SECTION

WAC 132H-160-492 WITHDRAWAL FROM A COURSE (POLICY AND PROCEDURES).

Withdrawal from a course is the termination of the student's registration in that course. Withdrawals are classified as official only when the student returns a completed Add/Drop form, available at the Registration Center, to the Registration Center or to their designee. The criteria used for determining grading and recording procedures for official withdrawals are as follows: (1) Through the tenth day of the quarter the dropped course does not become a part of the transcript record. Instructor's signature is not required.

(2) After the tenth school day of the quarter and through the end of the sixth week of the quarter, the previously described procedures will be followed. The grade of "W" will become a part of the student's transcript record regardless of grade status at this time. Instructor's signature is not required.

(3) From the beginning of the seventh week of the quarter through the end of the tenth week, students must return a completed Add/Drop form signed by the instructor to the Registration Center. The instructor must sign the withdrawal form. Upon signing the withdrawal form the instructor will assign to the Add/Drop form one of the following grades: students withdrawing with a passing grade will be graded "W" (withdrawal); those not passing at the point of withdrawal will be graded "K" (failing). For those students who are failing after the sixth week who have had extensive illness or other bona fide reasons, may be assigned, at the instructor's discretion, a "W" (withdrawal).

(4) No official withdrawal will be permitted after the tenth calendar week of the quarter.

(5) A student who finds it necessary to withdraw completely from the college due to illness or other bona fide reasons, must comply with the procedures listed above except that under unusual circumstances, the student's program adviser, counselor, or the administrator responsible for registration may give permission and the student would receive a "W". Failure to do this will not constitute an official withdrawal and will cause forfeiture of any refund.