

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

State of Washington

(name of governing body)

Centralia College (Community College District 12)

(name of institution)

Resolution No. _____

Administrative Order No. 87-6

(1) Be it resolved by the board of trustees of the Centralia College (Community College District 12) (institution)

acting at 600 West Locust, Centralia, Washington (place)

that it does adopt the annexed rules relating to: "Student Rights and Responsibilities," "Code Procedures," "Summary Suspension Rules," and "Emergency Procedures" for Chapters 132L-20, 132L-22, 132L-24, and new chapter 132L-25.

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

This action is taken pursuant to Notice No. WSR 87-14-023 filed with the code reviser on 6/25/87. 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 Centralia College (Community College District 12) (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 August 6, 19 87

AUG 14 1987

By Case Doelman Chairman of the Board of Trustees Title

CODE REVISER'S OFFICE WSR 87-17-037

Chapter 132L-20 WAC

CENTRALIA COLLEGE STUDENT RIGHTS AND RESPONSIBILITIESAMENDATORY SECTION (Amending Resclution No. 80-9, filed 3/7/80)

WAC 132L-20-010 PREAMBLE. ((Centralia College and Olympia Technical Community College are 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 and Olympia Technical Community 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 and Olympia Technical Community College expect 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 students will conduct themselves as responsible members of the college community, that they 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 and Olympia Technical Community College are committed.) Unless otherwise limited by this chapter, students have the same fundamental rights as all citizens. These rules shall be liberally construed to eliminate procedural impediments to discipline.

AMENDATORY SECTION (Amending Order 71-11, filed 2/17/71)

WAC 132L-20-030 JURISDICTION. ((~~It~~All)) These 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)) students engaged in or present at any ((college sponsored)) on-campus or off-campus college-related activity ((or function which is held on or in noncollege 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))~~
A student's off-campus conduct may be considered in determining discipline.

AMENDATORY SECTION (Amending Resclution No. 80-9, filed 3/7/80)

WAC 132L-20-050 RIGHT TO DEMAND IDENTIFICATION. ~~((4) -- For the purpose of determining identity of a person as a student -- any -- faculty member -- or other))~~ College personnel (authorized by the campus 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.))~~

AMENDATORY SECTION (Amending Resclution No. 80-9, filed 3/7/80)

WAC 132L-20-070 FREEDOM OF ((EXPRESSION)) ASSOCIATION AND ORGANIZATION. ~~((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, -- the 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.)) Students are free to organize and join associations to promote any legal purpose.

Student organizations must be granted a charter by the Associated Students of Centralia College senate before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the Associated Students of Centralia College senate a statement of purpose, criteria for membership, a statement of operating rules or procedures, and the name of college personnel who has agreed to serve as advisor. All chartered student organizations must also submit to the Associated Students of Centralia College senate 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, sex, creed, or national origin. Affiliation with a noncampus organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met.

AMENDATORY SECTION (Amending Resclution No. 80-9, filed 3/7/80)

WAC 132L-20-080 ((FREEDOM-OF-ASSOCIATION-AND-ORGANIZATION)) PROHIBITIONS. ((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 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, sex, 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.) Any student shall be subject to disciplinary action who, either as a principal actor or aider or abetter commits any of the following which are hereby prohibited:

(1) ABUSIVE CONDUCT. Physical and/or verbal 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 including: Assault and battery; harassment; or hazing.

(2) DESTROYING OR DAMAGING PROPERTY. Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.

(3) DISHONESTY. All forms of dishonesty including: Cheating; plagiarism; knowingly furnishing false information to the college; intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency, on college premises or at any college-sponsored activity; forgery; any alteration or use of college documents or instruments of identification with intent to defraud.

(4) DISORDERLY CONDUCT. Materially and substantially interfering with the personal rights or privileges of others or the educational process of the college.

(5) DRUGS. 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.

(6) INCITING OTHERS. Any student who intentionally incites others to engage in any prohibited conduct as defined herein, which incitement directly leads to such conduct. Inciting is the advocacy which prepares the group or individual addressed for immediate action and compels that individual or group to engage in the prohibited conduct.

(7) INSUBORDINATION. Failure to comply with lawful directions of college personnel acting in performance of their lawful duties.

(8) LIQUOR. Possessing, consuming, or furnishing of alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions where prohibited by law.

(9) THEFT/CONVERSION. Theft or conversion of college property or private property.

(10) TRESPASS/UNAUTHORIZED PRESENCE. Entering or remaining unlawfully, as defined by state law including computer trespass as defined in RCW 9A.52.010 through 9A.52.130, or using college premises, facilities, or property, without authority.

(11) UNAUTHORIZED USE OF SUPPLIES AND EQUIPMENT. Using, possessing, furnishing, or selling college supplies or equipment without authority.

(12) WEAPONS, FIREARMS, EXPLOSIVES, AND DANGEROUS CHEMICALS. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities (as defined in RCW 9.41.010(3) and 9.41.250) on the college campus, except for authorized college purposes; unless prior written approval has been obtained from the dean of educational services, or any other person designated by the college president.

(13) OTHER VIOLATIONS. Students may be accountable to both civil authorities and to the college for acts which constitute violations of federal, state, or local law as well as college rules and policy.

AMENDATORY SECTION (Amending Resolution No. 80-9, filed 3/7/80)

WAC 132L-20-090 STUDENT ((PARTICIPATION-IN-COLLEGE-GOVERNANCE)) RECORDS. ((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 ASCE or ASCEC 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.)) In compliance with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g and its implementing regulations, 45 CFR § 99), this policy has been created to insure continued confidentiality of student records at the college and govern the release of personally identifiable information contained within.

(1) EDUCATION RECORDS. Education records are defined as those records, files, and documents containing information directly pertaining to a student. At Centralia College these are:

(a) Records pertaining to admission, advisement, registration, grading, and progress to a degree that are maintained by the registrar.

(b) Testing information used for advisement purposes by the counseling center.

(c) Information concerning payment of fees as maintained by the cashier.

(d) Financial aid information as collected by the financial aid office.

(e) Information regarding students participating in student government or athletics that is maintained by the student programs office or the athletics office.

(2) ACCESS TO EDUCATION RECORDS. Students who are or have attended the college have the right to examine or review their personal records, as defined above, by submitting to the registrar a written request indicating education records to which access is desired. (Charges for reproduced copies of education records are found in the current catalog.)

(3) DIRECTORY INFORMATION. The following information is considered "directory information" and thus may be disclosed without consent of the student, unless otherwise directed by the student, at any time, to the registrar in writing: The student's name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, and sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

(4) DISCLOSURE FROM EDUCATION RECORDS. In addition to "directory information" the college will, at its discretion, make disclosures

from education records of students with the student's prior written consent or to the following listed parties:

(a) College officials including college administrative and clerical staff, faculty, and students where officially elected or appointed to the Associated Students of Centralia College senate or employed by the college. Access or release of records to the above is permissible only when the information is required for advisement, counseling recordkeeping, reporting, or other legitimate educational interest consonant with their specific duties and responsibilities.

(b) To officials of another school in which the student seeks or intends to enroll.

(c) To authorized federal, state, or local officials as required by law.

(d) In connection with financial aid for which the student has applied or received.

(e) To accrediting organization, or organizations conducting studies for or on behalf of the institution.

(f) To appropriate parties in a health or safety emergency.

In cases where consent of the student is required for release of education records, the student shall in writing, signed and dated by the student, specify: The records to be disclosed, the purpose or purposes of the disclosure, and the name of the party or parties to whom the disclosure can be made.

When personally identifiable information is released without prior consent of the student, other than "directory information" and information released to college officials or the student, the college official in charge of these records will record the names of the parties who have requested information from educational records and the nature of the interest in that information.

Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third party disclosures to other parties listed in (a) through (f) of this subsection.

(5) CHALLENGE OF EDUCATION RECORDS. Students who believe that information contained in their education records is inaccurate, misleading or violates the privacy or other rights of the student may request in writing to the appropriate college official that the college amend their record(s). The college official(s) will make every effort to settle disputes through informal meetings and discussion with the student.

In instances where disputes regarding contents of education records cannot be resolved by the parties concerned, the college official involved shall advise the student of the right to a hearing by the student services committee through a written request to the registrar. Should the student services committee deem that the education records in question are inaccurate or misleading, the committee can ask that the records be amended by the appropriate college official. If the education records are held to be accurate, the student shall be granted the opportunity to place within those records a personal statement commenting upon the information contained within.

Each eligible student is afforded the right to file a complaint concerning alleged failures by the college to comply with the requirements of the act. The address of the office designated to investigate, process, and review violations and complaints which are filed is:

The Family Educational Rights and
Privacy Act Office (FERPA)
Department of Health, Education,
and Welfare
330 Independence Avenue S.W.
Washington, D.C. 20201

Copies of the Federal Register pertaining to the Family Education Rights and Privacy Act may be obtained from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

NEW SECTION

WAC 132L-20-135 HANDICAPPED STUDENTS. Prospective students who are handicapped and who are eligible for department of social and health services division of vocational rehabilitation (DVR) funding and in need of auxiliary aids, are asked to give the college six weeks notice prior to enrolling in order to allow the student to arrange funding with DVR.

AMENDATORY SECTION (Amending Resolution No. 80-9, filed 3/7/80)

WAC 132L-20-140 USE OF COLLEGE FACILITIES. ((Any)) In accordance with state board for community college education regulations, any recognized ((ASCC or ASOTCC)) Associated Students of Centralia College organization may request ((approval from the director of student programs to utilize)) use of available college facilities for authorized activities ((as provided for in official ASCC or ASOTCC 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 programs at least three academic calendar days in advance of an event whenever possible.))

REPEALER

The following sections of the Washington Administrative Code are repealed:

- WAC 132L-20-020 DEFINITIONS.
- WAC 132L-20-040 AUTHORITY TO PROHIBIT TRESPASS.
- WAC 132L-20-060 FREEDOM OF ACCESS TO HIGHER EDUCATION.
- WAC 132L-20-100 STUDENT RECORDS.
- WAC 132L-20-110 STUDENT PUBLICATIONS.
- WAC 132L-20-120 DISTRIBUTION AND POSTING OF MATERIALS.
- WAC 132L-20-150 NONCOLLEGE SPEAKER POLICY.
- WAC 132L-20-160 VIOLATIONS.
- WAC 132L-20-170 EMERGENCY PROCEDURES.

Chapter 132L-22 WAC

CENTRALIA COLLEGE
CODE PROCEDURESAMENDATORY SECTION (Amending Resclution No. 80-9, filed 3/7/80)

WAC 132L-22-020 (~~INITIAL FREEZEINGS~~) NONACADEMIC DISCIPLINARY PROCEDURES. (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 designated representative~~) INITIATION OF DISCIPLINARY ACTION. Anyone may report, orally or in writing, violations to the dean of educational services, or designee, who may initiate disciplinary action.

(2) NOTICE (~~requirements~~). Any student charged (~~in a report filed pursuant to 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 designated representative within two academic calendar days after the filing of such a report;--The~~) receive written notice delivered to the student personally or by registered or certified mail to the student's last known address no later than two weeks after a reported violation. This notice shall not be ineffective if presented later due to the student's absence. (~~Such~~) The notice shall contain:

(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~~) The time, date, place, and nature of the alleged misconduct;

(b) Set forth those specific provisions allegedly violated; (~~and~~)

(c) (~~Specify the exact~~) The time and date the student is required to meet with the dean of (~~students;--and~~) educational services or designee;

(d) (~~Specify the exact time, date, and location of the formal hearing, if one is required;--and~~) That anything the student says at the meeting with the dean or designee may be used against the student;

(e) (~~Inform the student that he/she may question witnesses, that he/she may have anyone appear in his/her behalf to defend him/her, that he/she may have a maximum of three character witnesses appear in his/her 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 the student to (~~suspension from the institution for a stated or indefinite period of time~~) any sanction authorized by this code.

(3) MEETING WITH THE DEAN OF (~~STUDENTS~~) EDUCATIONAL SERVICES.

(a) At the meeting with the dean of (~~students~~) educational services the student shall be informed of provisions of the code of student rights and responsibilities that are involved, that the student may appeal any sanction imposed by the dean of (~~students~~) educational services, and that if a hearing is required (~~the student 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~~) it may be open to the public at the chairperson's discretion, if requested by the student. If the student requests a formal hearing, the dean of educational services 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)) educational services 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--campus--president/district--president--or--designee--as--to--appropriate--action;--or~~

~~((v))--Recommend--to--the--campus--president/district--president--or--designee--that--the--student--be--suspended.--The--student--shall--immediately--be--notified--in--writing--of--such--recommendation--and--of--the--right--to--a--hearing--before--the--student--hearing--committee--prior--to--the--campus--president/district--president's--or--designee'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--designated--representative.) Impose any sanction; exonerate a student or students; refer the case to the student services committee with or without a recommendation; or dismiss the case (after whatever counseling or advice may be appropriate.)~~

(c) Dean's decision - notice: The student shall receive written notice of the dean's decision, as well as a summary of the evidence and notice of the right to appeal within ten days to the student services committee.

~~((d)) Disciplinary action taken by or at the recommendation of the dean of ((students)) educational services or ((designated--representative)) designee is final unless the student ((fails-to-exercise--the--right--of--appeal--as--provided--for--in--these--rules.--The--campus--president/district--president--or--designee--after--reviewing--the--case,--including--any--statement--the--student--may--file--with--the--campus--president/district--president--or--designee,--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)) appeals.~~

(4) STUDENT SERVICES COMMITTEE. A standing committee composed of eight members: Two administrators chosen by the president; two faculty members chosen by the faculty representative; two students chosen by the student senate; and two classified employees chosen by the classified representative. The committee shall select a chairperson from their membership and make decisions according to a majority vote.

(5) HEARING PROCEDURES.

(a) The student services committee will hear, de novo, and make recommendations to the college president or designee on all disciplinary cases appealed to the committee by the student or referred to it by the dean of educational services or designee. Recommendations involving suspension, dismissal, or expulsion will be referred to the college president or designee.

(b) The student may be represented by counsel of the student's own choosing provided that the student shall bear the cost and shall tender three days' notice thereof to the dean of educational services.

(c) The college may be represented by the dean of educational services or designee, including an assistant attorney general.

(d) The chairperson shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the student, who disrupts the hearing or who fails to adhere to the rulings of the chairperson or committee advisor may be excluded from the proceedings.

(e) Hearings will be closed to the public, except for the dean and/or designee; immediate members of the student's family; and the student's representative. An open hearing may be held, at the discretion of the chairperson, if requested by the student. All parties,

the witnesses, and the public shall be excluded during committee deliberations.

(f) The student may: Question witnesses; bring an advocate to defend him/her, including legal counsel; and have a maximum of three character witnesses appear on the student's behalf.

(g) The burden of proof shall be on the dean or designee, who must establish the guilt of the student by preponderance of the evidence.

(h) Formal rules of evidence and procedures shall not be applicable to disciplinary proceedings conducted pursuant to this code. The chairperson shall admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

(i) The dean may appoint a special presiding officer to the committee in complex cases or in any case in which the respondent is represented by legal counsel. Special presiding officers may participate in committee deliberations but shall not vote.

(j) Final decisions of the student services committee shall be by majority vote of the members present and voting. A tie vote will result in an affirmation of the original decision.

(k) Final decisions of the committee, including findings of fact or reasons for the decision, shall be accompanied by a brief written opinion which will be delivered to the student personally or by registered or certified mail to the student's last known address.

(l) In order that a complete record of the proceedings, including all evidence presented, can be made, hearings may be tape recorded or transcribed. If a recording or transcription is made, a copy thereof shall be on file at the office of the dean of educational services. If a recording or transcription is not made, the decision of the committee, president, or designee should include a summary of the testimony and should be sufficiently detailed to permit appellate review.

(6) APPEALS. All appeals by a student must be made in writing and presented to the dean or designee within ten calendar days after the student has been notified of the action from which he/she has the right to appeal. Appeals contesting the dean's decision to suspend, dismiss or expel or appeals contesting disciplinary recommendations by the student services committee may be taken to the college president. Appeals contesting disciplinary recommendations by the college president may only be taken to the Community College District Twelve board of trustees whose decision is final.

AMENDATORY SECTION (Amending Order 78-9, filed 3/22/78)

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)) WARNING. Notice to a student, either verbally or in writing, that the student 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)) 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)) educational services. 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/or--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--days--will--result--in--suspension for--an--indefinite--period--of--time--as--set--forth--in--subsection--(6)--of this--section--provided--that--a--student--may--be--reinstated--upon--payment--of the--fine.~~

~~(4--Restitution))~~ 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 days will result in suspension for an indefinite period of time as set forth in subsection ~~((6))~~ (5) of this section provided that a student may be reinstated upon payment.

~~((5--Disciplinary-probation))~~ (4) DISCIPLINARY PROBATION. Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or ~~((other))~~ the 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))~~ extracurricular 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))~~ (5) SUSPENSION/DISMISSAL. Temporary ~~((or))~~, indefinite, or permanent dismissal from the college ~~((and-termination of-the-student-status))~~ of a student for violation of college rules ~~((or))~~ and regulations ~~((or-for-failure-to-meet-the-college-standards of-conduct))~~. The notification suspending/dismissing a student will indicate, in writing, the term of the suspension, if applicable, and any special conditions which must be met before readmission. Copies of the notification shall be kept on file in the office of the dean of educational services and in the student's official educational record.

Refund of fees for the quarter in which disciplinary action is taken shall be in accord with the college's refund policy.

Students who are suspended ~~((on-the-basis-of-conduct--which--disrupted-the-orderly-operation-of-the-campus-or-any-facility-of-the-district;))~~ or dismissed from the college may be denied access to all or any part of the campus or other facility during the duration of the period of suspension.

AMENDATORY SECTION (Amending Resolution No. 80-9, filed 3/7/80)

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 the suspension was issued. If the student has been suspended for an indefinite period, or feels that circumstances warrant reconsideration of the temporary suspension prior to its expiration, the student may be readmitted following approval of a written petition submitted to the dean of ~~((students))~~ educational services. 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 ~~((campus))~~ college president ~~((/district-president))~~ or designee, or by the board of trustees in those cases in which it made the final disciplinary action decision.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132L-22-010 PURPOSE OF DISCIPLINARY ACTIONS.
WAC 132L-22-030 APPEALS.
WAC 132L-22-040 STUDENT HEARING COMMITTEE.
WAC 132L-22-050 FINAL DECISION REGARDING DISCIPLINARY SANCTION.

Chapter 132L-24 WAC

CENTRALIA COLLEGE
SUMMARY SUSPENSION RULES

AMENDATORY SECTION (Amending Resolution No. 80-9, filed 3/7/80)

WAC 132L-24-010 (~~(INITIATION-OP)~~) SUMMARY SUSPENSION (~~(PROCEEDINGS)~~) PROCEDURES. The (~~(campus-president)~~) dean of educational services or designee may suspend any student of the college for not more than ten academic calendar days pending investigation, action or prosecution on charges of an alleged (~~(code-of-student-rights-and-responsibilities)~~) violation or violations of college policy, and if the (~~(campus-president-or-designee)~~) dean of educational services 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)~~) requires such suspension.

AMENDATORY SECTION (Amending Order 78-9, filed 3/22/78)

WAC 132L-24-020 PERMISSION TO ENTER OR REMAIN ON CAMPUS. During the period of summary suspension, the suspended student shall not enter (~~(any)~~) the campus of (~~(District-12)~~) the college or facility under the operation of the college other than to meet with the dean of (~~(students)~~) educational services or to attend the hearing. However, the dean of (~~(students)~~) educational services may grant the student special permission to enter (~~(a)~~) the campus for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

AMENDATORY SECTION (Amending Resolution No. 80-9, filed 3/7/80)

WAC 132L-24-030 NOTICE OF SUMMARY SUSPENSION PROCEEDINGS. (1) If the (~~(campus-president)~~) dean of educational services or designee (~~(desires)~~) finds it necessary to exercise the authority to summarily suspend a student, (~~(the-campus-president)~~) he/she shall (~~(cause)~~) give the student 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), orally or in writing, stating: The time, date, place, and nature of the alleged misconduct; the evidence in support of the charge(s); the corrective action or punishment which may be imposed against the student; that anything the student says to the dean may be used against the student; and that the student may either accept the disciplinary action or, within forty-eight hours or two work days following receipt of this notification, file at the office of the dean of educational services, a written request for a hearing by the student services committee. If the~~

request is not filed within the prescribed time, it will be deemed as waived.

(2) Appeal and hearing: If oral notice is given, it shall be followed by a written notice within forty-eight hours or two working days. The hearing shall be accomplished according to the procedures set forth in WAC 132L-22-010. Failure by the student to appear at the hearing with the student services committee shall result in the dean of educational services suspending the student from the college.

(3) Nothing herein shall prevent faculty members from taking reasonable summary action as may be reasonably necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student, or the safety and protection of other students or of college property or where the student's conduct materially and substantially disrupts the educational process.

(a) Such summary action in the form of removal from the classroom shall be effective for a period not to exceed two scheduled classroom days.

(b) Any summary action taken by faculty members may be appealed to the dean of educational services pursuant to appeal procedures set forth in WAC 132L-22-010 (6).

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132L-24-040	PROCEDURES OF SUMMARY SUSPENSION HEARING.
WAC 132L-24-050	DECISION BY THE DEAN OF STUDENTS.
WAC 132L-24-060	NOTICE OF SUMMARY SUSPENSION.
WAC 132L-24-070	SUSPENSION FOR FAILURE TO APPEAR.
WAC 132L-24-080	APPEAL.

Chapter 132L-25 WAC
EMERGENCY PROCEDURES

WAC
132L-25-010 Emergency procedures.

NEW SECTION

WAC 132L-25-010 EMERGENCY PROCEDURES. In the event of activities which interfere with the orderly operation of the college, the dean of educational services or the college president 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.