

that refunds will be made only prior to a single-session self-supported course.

(6) Refund requests must be made in person or in writing. Refund requests may not be made by telephone.

(7) Refund processing procedures shall be established by the president.

(8) Exceptions may be made at the president's discretion for students who withdraw for bona fide medical reasons or when called into the military service.

(9) The college may charge a registration or transfer fee set by the president for registration or transfer processing.

(10) Refunds of less than five dollars will not be made.

(11) Students who have paid fees for equipment or material which have a return/refund value must obtain written verification and approval on an appropriate form from the instructor or staff person who is responsible for the return/refund.

(12) Fees which are nonrefundable and not subject to this policy will be set by the president and identified as such in the quarterly course schedule and/or course announcement.

[Statutory Authority: RCW 28B.50.140, 95-17-052, § 495D-135-040, filed 8/14/95, effective 9/14/95; 93-19-075, § 495D-135-040, filed 9/14/93, effective 10/15/93; 93-01-084, § 495D-135-040, filed 12/15/92, effective 1/15/93.]

Title 504 WAC

WASHINGTON STATE UNIVERSITY

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Chapter 504-15 WAC

CAMPUS TRAFFIC AND PARKING REGULATIONS

WAC

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WAC 504-15-060 Advisory and governing bodies.

(1) The parking and traffic committee of the faculty senate and the parking and traffic committee of the staff senate. These committees:

- (a) Make recommendations on regulations governing campus traffic and parking control;
- (b) Review the administration and enforcement of traffic and parking regulations;
- (c) Make recommendations for physical improvements in parking facilities;
- (d) Consult, where appropriate, with Pullman authorities on traffic matters;
- (e) Coordinate campus traffic planning with the work of the university planning committee; and
- (f) Review alternative modes of transportation.

(2) The parking appeals committee. This presidential standing committee has members representing faculty, staff, and students. The committee:

- (a) Establishes and maintains an appeals procedure for parking violations on campus;
 - (b) Hears appeals as requested and renders decisions; and
 - (c) Informs parking services of recurring problems related to the enforcement of parking rules and regulations.
- (3) Washington State University parking and police services. These departments are responsible for the cooperative administration and enforcement of these regulations. This responsibility also involves recommending the installation of appropriate traffic and parking signs, maintaining a registration record system, issuing permits, patrolling the university campus, and keeping a record of the violations, warnings, court summonses, and arrests.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-060, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-060, filed 5/16/90, effective 7/1/90.]

WAC 504-15-100 Definitions. The definitions in this section are applicable within the context of these regulations.

(1) Campus. Describes all property owned, leased, and/or controlled by Washington State University in Pullman which is or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking, or other activities of Washington State University.

(2) Commuter student. Any student who does not live in a residence hall (dormitory). All students living in fraternities, sororities, university housing (other than residence halls), and private housing are considered to be commuter students.

(3) Disability zone. A parking zone identified with a sign bearing the international disability symbol that is restricted at all times to use by vehicles bearing a valid WSU disability parking permit or indicator, or any state-issued disability parking permit.

(4) Dormitory. See residence hall.

(5) Gate card. A plastic card that activates the gates controlling access to certain parking areas.

(6) Holiday or university holiday. A day when all university facilities are generally closed (e.g., Thanksgiving Day, Christmas Day, New Year's Day). Vacation days are not considered holidays. See definition of vacation.

(7) Housing area. Housing units or apartments, and their respective parking areas, that are owned by the university, but are not included as residence halls.

(8) Illegal use of permit. A parking violation in which a citation is issued under the following circumstances:

(a) Use of a permit/indicator on an unspecified vehicle.

(b) Use of a counterfeit permit/indicator.

(c) Use of a permit/indicator obtained under false pretenses.

(d) Use of a modified permit/indicator.

(e) Use and/or retention of a permit/indicator by person(s) ineligible, or no longer eligible, for such permit as described and authorized in this chapter.

(9) Indicator. A decal displayed adjacent to a parking permit which more clearly defines the parking areas available to a permit holder.

(10) Loading zone. A loading dock, or an area signed "loading zone" adjacent to a facility, in a parking area, or near a residence hall. Such an area is intended for loading and unloading bulky or voluminous material. Loading zones are restricted at all times.

(11) Moped. Any two-wheeled or three-wheeled motor vehicle with an engine displacement of 50 cc or less.

(12) Motorcycle. Any two-wheeled or three-wheeled motor vehicle with an engine displacement greater than 50 cc.

(13) Motor vehicle. All motor-driven conveyances except wheelchairs.

(14) No parking zone. Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to areas with adjacent curbs or rails painted yellow or red.

(15) Park/parking. This refers to the placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

(16) Parking permit. A vinyl, plastic, or paper instrument sanctioned by parking services that is displayed from a vehicle, and authorizes parking in specified areas.

(17) Resident student. A student living in a residence hall.

(18) Residence hall. The following living units are considered residence halls: Streit Hall, Perham Hall, Regents Hall, Scott Hall, Coman Hall, Wilmer Hall, Davis Hall, Duncan-Dunn Hall, Community Hall, Stevens Hall, McCroskey Hall, Gannon Hall, Goldsworthy Hall, McEachern Hall, Orton Hall, Rogers Hall, Stephenson Complex, Stimson Hall, Waller Hall, and Kruegel McAllister Hall.

(19) Service vehicle. A vehicle used to provide a service for the university or a tenant or contractor of the university (e.g., a university-owned vehicle or a privately-owned vehicle with a valid service permit displayed).

(20) Service zone. Parking spaces designated for the use of university vehicles, other government-owned vehicles,

and vehicles displaying a service indicator or commercial permit. Authorized vehicles may park in these zones for a maximum of fifteen minutes, except for vehicles that display a commercial permit, or a service indicator issued for an extended time. Service zones are restricted at all times.

(21) Resident priority zone (i.e., gray zone). A parking area close to a residence hall. Parking in these areas is assigned to resident students by residence life personnel, and/or residence hall officers.

(22) Staff. For the purposes of these regulations, "staff" includes all faculty, classified staff, administrative and professional employees, temporary employees, and other support personnel employed by the university, and the personnel of other activities located on campus. Teaching assistants, research assistants, and other students employed by the university are not "staff." They are considered as students for the purpose of these rules.

(23) Student. Any person who has been admitted to the university, and who is either attending classes, or actively pursuing a degree or certificate.

(24) Summer session. The summer session includes all summer school sessions beginning on the first day of the earliest session, and ending on the last day of the latest session.

(25) University holiday. See holiday.

(26) Vacation. A period of time when classes or final exams are not in session. Except for holidays that fall within this period, the business offices of the university are open during this time.

(27) Vehicle. See motor vehicle.

(28) Visitors. Persons who are not staff or students and who only visit the campus on an occasional basis.

(29) Wheel lock. A device used to temporarily immobilize a vehicle (i.e., on-the-spot impoundment).

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-100, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-100, filed 5/16/90, effective 7/1/90.]

WAC 504-15-210 Times of enforcement. Parking regulations are subject to enforcement at all times.

(1) Permit areas: All parking zones are limited to authorized permit holders during specific hours. These hours are posted in each parking zone either at the entrance to parking areas, or along roadways where parking is marked. Restricted spaces are enforced at all times. See subsection (4) of this section, special conditions.

(2) Restricted spaces: These spaces are restricted for their designated purpose at all times (twenty-four hours a day, seven days a week):

(a) Disability.

(b) Gray zones (resident priority areas).

(c) Load/unload.

(d) Service.

(e) Reserved.

(f) Reserved (bagged) meters.

(g) Specially signed areas.

(h) Housing areas.

(3) Metered spaces: Parking meters are in effect during the times posted on each meter. During these times the meter must be paid the posted amount. Additional time

cannot be purchased beyond the meter's posted time limit (e.g., a two-hour meter will allow a maximum of two hours to be purchased at one time).

(4) Special conditions: The parking regulations are enforced every day, twenty-four hours a day. However, during the following periods special conditions exist, and the regulations are modified.

(a) During the following times, permits are not required in blue and gray zones:

(i) At the start of each semester from Monday of registration week through the sixth day of class.

(ii) During vacation periods and between semesters.

(iii) During finals week.

(b) During the summer session, gray zones are open to all valid WSU parking permits, except blue permits and housing permits.

(c) During the following times, housing permits are not required in housing areas:

(i) At the start of each semester from Monday of registration week through the sixth day of class.

(ii) During finals week.

(d) During the period when the university is officially on summer business hours, all metered spaces and permit areas which are not restricted will be open parking after 4:00 p.m. This period varies from year to year, and does not include periods when individual departments change their business hours outside the university's official summer business hours.

(5) Pay parking facilities: Some areas are provided for limited parking on a cash basis. Hours of operation and a schedule of fees are posted at the facility entrance and at the point of payment. Parking violations are issued to vehicles that are parked over the duration of time that was paid.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-210, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-210, filed 5/16/90, effective 7/1/90.]

WAC 504-15-250 Motorcycles, mopeds, and bicycles. (1) The general traffic regulations applicable to motor vehicles apply equally to motorcycles, mopeds, and bicycles. Motorcycles or mopeds may not be driven on sidewalks or in the mall area. Bicycles may be used on sidewalks, though pedestrians always have the right of way. Owners of motorcycles and mopeds are responsible for all violations including violations issued even if said vehicle is moved by someone else after being legally parked.

(2) The university classifies mopeds and motorcycles by engine displacement (also referred to as engine size). This definition applies only to parking at the university and does not replace or supersede the definitions established by the state of Washington for licensing or traffic purposes.

(3) Mopeds: Mopeds may park only in the following locations with a valid moped permit:

(a) A designated moped parking area marked by signs and/or the letters "MP" on the parking surface.

(b) A bicycle rack unless the rack is signed to exclude mopeds.

Mopeds may not park in marked motorcycle areas at any time.

(4) Motorcycles: Motorcycles may park only in spaces which are marked by signs, or the letter "M" painted on the

parking surface. Motorcycles must display a valid WSU motorcycle permit during posted times. During all other times, these spaces are restricted to use by motorcycles only. Motorcycles may not park in designated moped areas at any time.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-250, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-250, filed 5/16/90, effective 7/1/90.]

WAC 504-15-350 Use of areas for emergency, maintenance, or special needs. The university reserves the right to close any campus parking area at any time it is deemed necessary for maintenance, safety, or to meet special needs. Parking services will provide notice to users when possible.

Public safety and maintenance personnel performing official duties may deviate from these regulations as required to conduct emergency procedures.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-350, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-350, filed 5/16/90, effective 7/1/90.]

WAC 504-15-450 Replacement permits, indicators, and gate cards. (1) Sold or traded vehicles. Failure to advise parking services of a sale or trade for registration purposes may result in continued responsibility to the permit holder for citations received on that permit.

The permit holder has responsibility for removing parking permits prior to selling or trading a vehicle. The identifiable remnants of the original permit must be presented to parking services to receive a free replacement. Persons failing to comply with this requirement shall pay the cost of a new permit.

(2) Lost/stolen permits. Permit holders are responsible for the security of their permits. The theft or loss of a parking permit should be reported to parking services immediately upon discovery. A stolen permit will be replaced once at no cost, but only if a theft report of the permit has been filed in the appropriate police jurisdiction and verified by parking services. The second time the permit is reported stolen, the replacement fee will be ten dollars; the third time, twenty dollars; and thereafter, the original cost of the stolen permit. A lost permit will be replaced once for ten dollars; the second time, twenty dollars; and thereafter at the original cost of the permit. Lost, or stolen permits must be returned to the parking services office immediately if recovered.

(3) Windshield replacements. When a permit-bearing windshield is replaced, the permit replacement fee will be waived if proof of replacement is presented.

(4) Gate card replacement. A lost, stolen, or damaged gate card will be replaced for five dollars.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-450, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-450, filed 5/16/90, effective 7/1/90.]

WAC 504-15-460 False information. No person shall obtain, attempt to obtain, or use in a manner contrary to these regulations, a modified or counterfeit parking permit

or a permit issued upon false information. A violation of this section includes giving a false name, address, Social Security number, and/or other information known to be false. It also includes the mere use of a visitor, conference, and commercial permit by staff or students. Violation of this provision shall constitute the illegal use of a parking permit, and will be subject to citation and fine.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-460, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-460, filed 5/16/90, effective 7/1/90.]

WAC 504-15-470 Recall of permits and gate cards.

Parking permits are the property of the university and may be recalled by the parking manager when:

(1) The purpose for which the permit or gate card was issued changes or no longer exists (e.g., a person who no longer lives in a residence hall would be required to hand over their gray permit for refund or credit toward an appropriate permit);

(2) A permit or gate card is used on an unauthorized vehicle or by an unauthorized person;

(3) A parking permit application is falsified;

(4) A counterfeit, modified, lost/stolen permit or gate card is used; or

(5) The parking fee is unpaid.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-470, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-470, filed 5/16/90, effective 7/1/90.]

WAC 504-15-540 Zone permits—Availability and use. The management and assignment of parking zones is designed to provide a reliable parking space to permit holders. However, uncontrolled access to parking areas and unexpected parking demand make it impossible to guarantee a parking space in a permit holder's assigned zone. Every effort will be made via surveys and limits on permit sales, to ensure that permit holders are not displaced from their assigned zones. The only exception to this will be that the sale of blue permits will not be limited.

Staff and students are generally assigned to specific parking areas, called zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking area assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as described below.

(1) Orange permits: Orange permit holders may park in their numerically assigned orange zone, or in any green, yellow, red, or blue zone. These permits may be available on a temporary basis during the summer session.

(2) Green permits: Green permit holders may park in their numerically assigned green zone, or in any yellow, red, or blue zone. These permits may be available on a temporary basis during the summer session.

(3) Yellow permits: Yellow permit holders may park in their numerically assigned yellow zone, or in any red or blue zone. These permits may be available on a temporary basis.

(4) Red permits: Red permit holders may park in their numerically assigned red zone or in any blue zone. These permits may be available on a temporary basis.

(5) Gray permits (resident priority parking): Gray permit holders may park in their numerically assigned gray zone, or in any blue zone. These permits may be available on a temporary basis. Gray permit holders must turn in their gray permit for refund or credit toward another permit, if applicable, immediately upon moving out of a residence hall.

(6) Blue permits (peripheral parking): Blue permit holders may park in any blue zone. These permits are available on a temporary basis.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-540, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-540, filed 5/16/90, effective 7/1/90.]

WAC 504-15-560 Other permits—Availability and use.

(1) Visitor permits: Visitor permits are available on an annual or daily basis to visitors of the university. Visitor permits may be used only by bona fide visitors as defined by this chapter. Use by any other person constitutes illegal use of a parking permit. Annual visitor permits are valid in green, yellow, red and blue zones, and parking spaces signed for visitors only. Daily visitor permits may be assigned to specific zones on a space-available basis. If a parking zone is not specified on the permit, it is valid in the same parking areas as an annual visitor permit. Visitor permits are not valid in pay lots, meters, or restricted spaces.

(2) Golden cougar permits: Golden cougar permits are special visitor permits that are issued to retired faculty and staff free of charge. They are issued on an annual basis and are valid in green, yellow, red, blue zones, and visitor-only parking spaces. Faculty and staff who remain regularly employed by the university after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid permit.

(3) President's associates decals: President's associate decals are issued to eligible members of WSU foundation. They are valid in green, yellow, red, blue zones, and visitor-only parking spaces. However, WSU faculty, staff, and students may not use a president's associates decal in lieu of a paid zone permit.

(4) Conference permits: Conference permits are available to visitors who participate in conferences held on the university campus. They are available on a daily basis only. Conference permits may be assigned to specific zones on a space-available basis. If a parking zone is not specified on the permit, it is valid in green, yellow, red, blue zones, and visitor-only parking spaces. Conference permits are not valid in orange zones, meters, or restricted spaces.

(5) Motorcycle permits: Motorcycle permits are valid within boundaries of areas specifically posted and/or marked for motorcycle permits. Motorcycle permits are available on an annual and daily basis.

(6) Moped permits: Moped permits are valid within boundaries of areas specifically posted and/or marked for moped permits. Moped permits are available on an annual and daily basis.

(7) Commercial permits: Commercial permits are issued to vendors, suppliers, and service representatives of outside

companies performing a service for the university. Commercial permits are available on an annual or daily basis. Annual commercial permits are valid in service zones, and green, yellow, red and blue zones, and parking spaces signed for visitors only. Daily commercial permits may be assigned to specific zones on a space-available basis. If a parking zone is not specified on the permit, it is valid in the same parking areas as an annual commercial permit. Commercial permits are not valid in orange zones, pay lots, or other restricted spaces.

(8) Construction permits: A construction permit is issued to personnel who are working on a construction site on campus. Construction permits are available on an annual or daily basis and are assigned to a specific parking area.

(9) Housing permits: A housing permit is issued to eligible residents of university apartments. Housing permits are valid only in specific housing parking areas.

(10) Carpool: Upon completion of application, bona fide carpools with four or more participants will be given preference in the assignment of parking zones, and will be issued a permit instrument that will facilitate the carpool. This includes access to no more than two zones of the same fee level. If the carpool requires access to zones of various fee rates, the highest fee rate will be charged for use of the carpool permit. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-560, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-560, filed 5/16/90, effective 7/1/90.]

WAC 504-15-580 Special indicator decals/hangers.

Special indicator decals or hangers may be issued to staff and student permit holders who have otherwise valid parking permits in the following cases:

(1) Service indicator decals/hangers which are valid for a maximum of fifteen minutes in a marked service zone. A separate mall service indicator allows a maximum of fifteen-minute parking in the pedestrian mall. These are available to staff or students who must use a private vehicle for university business. They are issued on an annual or daily basis after the approval of the parking manager or his/her designee.

(2) Night parking indicator decals/hangers which are valid in parking zones up to thirty minutes after the permit times begin, and thirty minutes before the permit times end. For example, if permits are required in a parking zone from 7:00 a.m. to 5:00 p.m., the night parking indicator is valid in that zone from 4:30 p.m. until 7:30 a.m. Night parking indicators are not valid at any time in gray zones, meter spaces, restricted spaces, or parking zones that require a parking permit at all times.

(3) Reserved parking indicator decals/hangers which are valid in parking spaces that are signed for the corresponding permit and indicator.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-580, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-580, filed 5/16/90, effective 7/1/90.]

WAC 504-15-600 Disability permits. The university and parking services strongly supports the provision of

disability parking spaces at a reasonable proximity to campus buildings for people of disability.

There are two types of disability permits:

(1) Permanent physical disability. An annual disability permit is available to permanently disabled university employees and students at the established fee. Holders of annual permits may park in orange, green, yellow, red, gray, and blue zones, and meter spaces. They may not park in service zones or reserved spaces. The fee for an annual disability permit is equal to the blue zone fee. Payment of regular posted fees is required in pay lots.

(2) Temporary physical disability. Temporary disability permits will be issued to temporarily disabled staff and students for a maximum of six weeks, although they may be renewed.

Employees and students must obtain a temporary disability form from parking services. These disabled parking privileges will be granted only after submission of the form that shows the applicant meets established physical limitations. The form must be completed by a health care provider. Parking services will not accept substitute forms or letters.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-600, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-600, filed 5/16/90, effective 7/1/90.]

WAC 504-15-650 Permit fees. (1) Schedules for parking fees, parking administrative fees, meter rates, prorated and refund schedules, and the effective date thereof will be submitted to the president or his/her designee and to the board of regents for approval by motion and will thereafter be proofed in the public area of the parking services office, and filed with the university rules coordinator.

(2) Disability permits will be issued free of charge to those who have their vehicle identified with a state disability license plate or other indicator in accordance with RCW 46.16.380.

(3) Payments: Fees may be paid at parking services by cash, check, or money order. A payroll deduction plan is available for permanent university employees and eligible graduate students during the fall semester only.

(4) The annual fee for any shorter period relative to all permits shall be prorated.

(5) The proper fee must be paid for all vehicles parked in metered areas unless otherwise authorized.

(6) Staff members whose work schedules qualify them for night time differential pay may purchase a permit for one-half the regular fee. Verification will be required.

(7) Refunds: Annual permits being relinquished may be returned to parking services for a prorata refund. Identifiable remnants of the permit must be returned. Provision of the permit holder's copy of the permit receipt will facilitate the refund process. A minimum ten-dollar service charge will be retained by parking services. Further, the balance of any fees and fines owed parking services will be deducted from any refund due. No refunds will be granted after 5:00 p.m. Friday of the third week of the spring semester. Refunds for temporary permits will not be granted.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-650, filed 6/8/95, effective 7/9/95. Statutory Authority:

RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-650, filed 5/16/90, effective 7/1/90.]

WAC 504-15-750 WSU/UI reciprocal agreement.

(1) Purpose: Washington State University and the University of Idaho have developed a cooperative parking agreement for the purpose of enhancing the accessibility to either campus for faculty, staff, and students participating in cooperative programs. Selected parking permits from each university have been deemed valid in specific parking areas.

(2) University of Idaho permit holders at WSU: The following applies to University of Idaho permit holders who wish to park at Washington State University:

(a) UI gold and retiree permits are valid in WSU green, yellow, red, and blue zones.

(b) UI red permits are valid in WSU yellow, red, and blue zones.

(c) UI blue and silver permits are valid in WSU blue zones.

(d) UI green permits (housing, visitor permits, or vendor permits) are not valid at Washington State University.

(e) UI parking permits are not valid in WSU orange zones, gray zones, or housing areas.

(f) Annual or temporary permits may be available for other parking areas on a space-available basis, and for an additional fee.

(3) WSU faculty, staff, and students assigned to, enrolled at, or who pay fees to Washington State University or employees of other activities or agencies located on the Pullman campus must display a WSU parking permit when parking at WSU. Any attempt by the above personnel to use a UI parking permit in lieu of a WSU permit may result in a fine for illegal use of a parking permit.

(4) WSU permit holders at UI: The following applies to Washington State University permit holders who wish to park at the University of Idaho. It is provided for information only, and is subject to change by the UI. WSU permit holders are subject to all UI parking and traffic regulations.

(a) WSU orange, green, and golden cougar permits are valid in UI gold, red, and blue areas.

(b) WSU yellow, red, blue, and gray permits are valid in UI red and blue areas.

(c) WSU housing permits and visitor permits are not valid at the University of Idaho.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-750, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-750, filed 5/16/90, effective 7/1/90.]

WAC 504-15-810 Violations, fines, and sanctions.

(1) Violations and fines: Parking violations will be processed by the University. Fines must be paid at parking services in the public safety building, or other authorized locations, at the following rates:

(a) Overtime/nonpayment at meter	\$ 10.00
(b) Overtime in time zone	\$ 10.00
(c) No parking permit	\$ 25.00
(d) No parking permit for this area	\$ 20.00
(e) No parking zone	\$ 20.00
(f) Improper display of permit/indicator	\$ 5.00
(g) Blocking traffic	

(h) Unauthorized parking in a disability space	\$ 25.00
(i) Parking in fire zone	\$ 50.00
(j) Unauthorized parking in reserved area	\$ 50.00
(k) Illegal use of permit	\$ 40.00
(l) Display of lost or stolen permit	\$ 65.00
(m) Wheel lock fee	\$ 200.00
(n) Unauthorized/overtime parking in service space	\$ 50.00
(o) Unauthorized/overtime parking on the pedestrian mall	\$ 25.00
(p) Overtime/nonpayment in a pay lot	\$ 50.00
(q) All other parking violations	\$ 10.00
	\$ 20.00

(2) Reduction of fines: Fines for violations in subsection (1)(a) and (b) of this section paid within twenty-four hours will be reduced by one-half. Eligible violations received on Friday or Saturday can be paid on the following Monday to satisfy the twenty-four hour requirement. Mailed fines must be postmarked within twenty-four hours to receive the one-half reduction. If a permit holder of record neglects to display his/her permit and receives a notice of violation for No parking permit, (subsection (1)(c) of this section), that fine will be reduced to five dollars when possession of a valid parking permit for the location is verified by the parking services within twenty-four hours.

(3) Visitors: The first violation of the notices listed in subsection (1)(c) of this section, No parking permit, and subsection (1)(d) of this section, No parking permit for this area, issued to visitors are considered warning notices upon presentation to the parking services office.

(4) Inoperable vehicles: It is the owner's responsibility to immediately contact parking services in the event that their vehicle becomes inoperable.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-810, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-810, filed 5/16/90, effective 7/1/90.]

WAC 504-15-830 Other violations and sanctions.

(1) Late payment of fines: Forty-five days after issuance of a notice of violation a ten-dollar charge shall be added to all unpaid parking violations. If a student or staff member fails to pay the fine assessed for any violation, the fine will be referred to the WSU controller's office for collection. The controller may, if other collection efforts fail, deduct outstanding fines from the salary warrants of employees or withhold the amount of the outstanding fines from damage deposits or other funds held for any student in order to secure payment. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing student transcripts or to withhold permission to reenroll for a subsequent term until outstanding fines are paid. The procedures discussed above are not exclusive, however, and failure by anyone to pay fines may lead to towing or use of the wheel lock device described in these regulations. Nor are the procedures discussed above a precondition to towing or use of the wheel lock.

(2) Impound by wheel lock or towing:

(a) Any vehicle with an accumulation of three or more unpaid parking violations, or any vehicle displaying a lost or

stolen permit may be temporarily immobilized by use of a wheel lock device placed on a wheel. A fifty-dollar fee will be assessed on vehicles which are immobilized with a wheel lock.

(b) Any vehicle may be towed away at owner's/operator's expense if the vehicle:

(i) Has been immobilized by wheel lock more than twenty-four hours; or

(ii) Is illegally parked in a marked tow-away zone; or

(iii) Is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked at curbs or rails painted yellow or red or in crosswalks); or

(iv) Cannot be impounded with a wheel lock device; or

(v) Is illegally parked in a disability space.

(c) The driver and/or owner of a towed vehicle shall pay towing and storage expenses.

(d) Any vehicle immobilized by use of the wheel lock device in excess of twenty-four hours will be assessed a storage fee of ten dollars for each calendar day or portion thereof, beyond the first twenty-four hours.

(e) The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed.

(f) No vehicle impounded by towing or wheel lock devices, shall be released until the following fines are paid in cash:

(i) All unpaid parking violation penalties against said vehicle and any other vehicle registered to the violator;

(ii) A fifty-dollar wheel lock fee;

(iii) All towing and storage fees.

(g) Any vehicle impounded pursuant to these regulations in excess of thirty calendar days shall be considered an abandoned vehicle and shall be disposed of in accordance with chapter 46.55 RCW.

(h) A person wishing to challenge the validity of any fines or fees imposed under this subsection may appeal such fines or fees as elsewhere provided in these regulations. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which will be refunded to the extent the appeal is successful.

(i) An accumulation of six unpaid violations during any twelve-month period, exclusive of meter violations, and overtime in time zone violations, will subject the violator to revocation or denial of parking privileges. Vehicles without permits which accumulate the above number of violations may be prohibited from parking on university property.

(3) Failure to pay fines: Failure to pay a fine or comply with other penalties assessed pursuant to these regulations, after exhausting or failing to exercise appeals provided for in these regulations, constitutes a violation of RCW 28B.10.560. A citation or complaint for such violation may be issued and filed with the district court. Upon request of the university, the department of licensing may withhold vehicle registration pending the payment of outstanding parking fines.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-830, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-830, filed 5/16/90, effective 7/1/90.]

WAC 504-15-860 Appeals procedure. (1) Purpose: The parking appeals committee serves two primary functions:

(a) To assure an impartial evaluation of the circumstances relating to a particular parking violation; and

(b) To aid in the appraisal of parking and traffic problems.

(2) Procedure: Any person who has received notice of a parking violation may appeal the alleged violation. The appellant may request more information from parking services. The appeal must be in writing and received at parking services in the safety building within ten calendar days after receipt of notice of the violation. Forms for this purpose are available from parking services. The parking appeals committee will make an initial decision on the appeal within twenty calendar days during the academic year and forty-five calendar days during the summer months after receipt of the appeal. The committee will serve a brief statement of the reasons for its decision on appellant within ten days of the decision.

(3) Review of initial decision: If the appellant is dissatisfied with the initial decision, he/she may request a hearing before a hearing officer or appeals committee. Such request must be made within ten calendar days of service of the notice of the initial decision. If no such request is received, the initial decision shall be final. During the review hearing the appellant and representatives of parking services may present and cross-examine witnesses. The hearing officer or appeals committee shall render a decision in writing and serve appellant with the decision within five calendar days after the review hearing.

(4) Appeal to district court: RCW 28B.10.560 provides that a person who is not satisfied with the final decision of the university may appeal to district court. The application for appeal to district court shall be in writing and must be filed at the parking services office in the safety building within ten calendar days after service of written notice of the final decision. Parking services will forward the documents relating to the appeal to the district court.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-860, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-860, filed 5/16/90, effective 7/1/90.]

WAC 504-15-930 Bicycles, skateboards, and rollerskates. (1) The riding and use of bicycles, skateboards, and rollerskates is prohibited from the Terrell Mall, and all building plazas, interior building spaces, parking structures, and parking structure ramps.

(2) Bicycles, skateboards, and rollerskates may be ridden and used on sidewalks when a bike path is not provided. Operators must move at a safe speed and yield to pedestrians at all times.

(3) Bicycles, skateboards, and rollerskates may not be ridden on or over stairways, steps, ledges, benches, planting areas, or any other fixtures.

(4) Bicyclists must obey all traffic rules of the road when operating a bicycle in roadways.

(5) Bicycles may be secured only at bicycle racks and facilities designed for such purpose.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-930, filed 6/8/95, effective 7/9/95.]

Chapter 504-18 WAC
PARKING REGULATIONS—CENTER FOR
NURSING EDUCATION

WAC

504-18-110	Authorization.
504-18-120	Definitions.
504-18-140	Parking permits.
504-18-150	Parking permit fees.
504-18-170	Administration and enforcement.

WAC 504-18-110 Authorization. Washington State University is the coordinating institution for Eastern Washington University, Whitworth College and Washington State University, the participating institutions in the intercollegiate center for nursing education (ICNE) in Spokane, and the participating institutions have delegated authority to Washington State University to act as their agent. The board of regents, Washington State University, is authorized by state law to establish parking regulations and to provide penalties for infractions of regulations (RCW 28B.10.560 and 28B.15.031).

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 95-07-042, § 504-18-110, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-110, filed 10/5/73.]

WAC 504-18-120 Definitions. (1) The words "center" or "ICNE" for purposes of these regulations mean the center for nursing education in Spokane, also known as the intercollegiate center for nursing education.

(2) The words "motor vehicle" or "vehicle" include automobiles, trucks, motorcycles, motor scooters, and all other motor-driven conveyances licensed for use on public streets.

(3) The word "staff" as it appears herein refers to faculty and staff of the center and employees of noncenter organizations who work in center facilities.

(4) "Visitor" refers to those persons having no direct relationship with the center as do staff and students, but who do have official business with the center.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 95-07-042, § 504-18-120, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-120, filed 10/5/73.]

WAC 504-18-140 Parking permits. (1) General information

(a) Parking permits will be issued by the business office of the ICNE in Spokane, following application and the payment of the appropriate fee. Parking permits will be evidenced by flashers. By means of design, color, permit number, type and year, such flashers will identify each vehicle and designate the type of parking permitted. No permit shall be valid for longer than one year. Each permit shall terminate at the commencement of the next succeeding fall term of an academic year.

(b) All parking permits and flashers must be affixed in an approved location so that they are clearly visible and readable from the outside of the vehicle. Transferable permits will be issued to multiple vehicle families or vehicle pool groups of either staff or students where only one vehicle at a time will be parked on center lots.

(2) Staff members

(a) A parking permit is required of any staff member who wishes to park a vehicle on an ICNE lot.

(b) Staff disability flashers are for a specified parking place upon certification by a physician that the health of the staff member requires a parking place close to work. The permits may be issued for up to a year depending upon the nature of the disability.

(3) Students

A parking permit is required of any student who wishes to park a vehicle on the ICNE lots.

(4) Visitor parking

(a) Vehicles of official visitors to the center with tax-exempt licenses will be allowed to park on center lots without permits.

(b) Visitor permits may be requested by those who are not employed by or enrolled at the Spokane center. These permits are issued free of charge by the business office of the ICNE in Spokane.

(5) Motorcycles

Motorcycle permits may be purchased by either staff or students and are valid only in designated motorcycle areas. Pool flashers and transferable card permits are valid on motorcycles.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 95-07-042, § 504-18-140, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-140, filed 10/5/73.]

WAC 504-18-150 Parking permit fees. (1) Staff members

The fee for a staff parking permit at any time during the first semester (fall) is \$73.44. The fee at any time during the second semester (spring) is \$36.72. Upon request, a refund of \$36.72 will be made to a staff member who leaves at the end of the first semester. A request must be made before the end of the second week of the second semester. There will be no refunds during the summer or for a partial period. Temporary staff permits may be purchased at the rate of \$.50 a day or 10 consecutive working days for \$5.40.

(2) Students

The fee for a student parking permit for the student lot is \$54.00 any time during the first semester, and \$27.00 at any time during the second semester. Upon request, a refund of \$27.00 will be made at the end of the first semester to a student who withdraws from school or no longer needs a permit. A request must be made before the end of the second week of the semester. No refund will be made for the summer or partial periods. Temporary student permits may be purchased at the rate of \$.50 a day or 10 consecutive school days for \$5.40.

(3) Motorcycles

Motorcycle permits may be purchased by either staff or students for \$17.28 any time during the first and \$8.64 any time during the second semester. A refund of \$8.64 will be made upon request if a person leaves at the end of the first semester. A request must be made before the end of the second week of the second semester. Motorcycles must be parked in spaces so designated.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 95-07-042, § 504-18-150, filed 3/8/95, effective 4/8/95; Order 74-4, § 504-18-150, filed 12/4/74; Order 73-8, § 504-18-150, filed 10/5/73.]

WAC 504-18-170 Administration and enforcement.

(1) The finance officer of the ICNE in Spokane is responsible for the administration and enforcement of the center parking regulations.

(2) Anyone observed in violation of parking regulations may be given a notice of violation.

(3) The university reserves the right to impound any illegally parked vehicle at either or both the owner's or driver's expense.

(4) Parking violations will be processed by the business office of the ICNE in Spokane and will be paid in that office. Parking violations may be appealed in writing within 10 days of the violation.

(5) The fines for staff and students will be:

(a) \$10.00 for absence of parking permit when required, or improper parking, or parking in an area not allowed by permit.

(b) \$20.00 for parking in a disabled parking space without a disability permit.

(6) Failure of a student or staff member to pay the fine assessed for any violation will result in the total amount of the fines being referred to the participating institution at which the staff member is employed or the student is registered for collection. The participating institution, including Washington State University, may, if other collection efforts fail, withhold outstanding fines from damage deposits or other funds held for students. Where collection efforts are unsuccessful, the participating institutions, including Washington State University, may refrain from issuing copies of student transcripts or withhold permission to reenroll for an ensuing term until outstanding fines are paid.

(7) Appeal procedure

This procedure serves two primary purposes: To assure an impartial evaluation of certain circumstances and situations relating to an appeal and to aid in the appraisal of parking problems. The initial appeal must be in writing. The forms for this purpose may be obtained at the business office of the ICNE in Spokane. Appeals are reviewed and acted on by the ICNE finance officer.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 95-07-042, § 504-18-170, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-170, filed 10/5/73.]

Chapter 504-21 WAC**UNIVERSITY POLICY ON STUDENT EDUCATION RECORDS****WAC**

504-21-030	Education records—Student's right to inspect.
504-21-040	Requests and appeal procedures.
504-21-050	Release of personally-identifiable records.
504-21-070	Student records officer.
504-21-080	Right of student to register objections.
504-21-090	Notice of rights given under Family Educational Rights and Privacy Act of 1974.

WAC 504-21-030 Education records—Student's right to inspect. (1) A student has the right to inspect and review his or her education records. A list of the types of education records maintained by the university and the

record locations may be obtained by the student at the office of student affairs or at the registrar's office.

(a) For purposes of this chapter the term "education records" means those records, files, documents and other materials which contain information directly related to a student.

(b) The term "education records" does not include:

(i) Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute or the maker's administrator.

(ii) Records of the university police department which are maintained by the law enforcement unit of WSU that were created by the WSU law enforcement unit for the purposes of law enforcement.

(iii) Records made and maintained in the normal course of business which relate exclusively to the person's capacity as an employee and are not available for any other purposes. Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under this paragraph.

(iv) Records on a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional, acting in a professional or para-professional capacity, or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment. Such records can be personally reviewed by a physician or other appropriate professional of the student's choice. In addition, health care information may be disclosed if authorized by state law.

(v) Records that contain information about an individual after he or she is no longer a student at that agency or institution.

(2) Recommendations, evaluations or comments concerning a student that are provided in confidence, either expressed or implied, as between the author and the recipient, shall be made available to the student, except as provided in this subsection.

(a) The student may specifically release his or her right to review where the information consists only of confidential letters and recommendations respecting:

(i) Admission to any educational institution, or

(ii) Employment application information and documents filed and maintained at the student's request at the university office of career services and placement.

(iii) Receipt of an honor or honorary recognition.

(iv) Faculty evaluations and other education records placed in departmental files where the department serves in a placement or referral capacity.

(b) A student's waiver of his or her right of access to confidential statements is valid only if:

(i) The student, upon request, shall be notified of the names of all persons making confidential statements concerning him; and

(ii) Confidential statements shall be used solely for the purpose for which they were originally intended; and

(iii) Such waivers are not required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the university.

(iv) The waiver is made in writing and signed by the student, regardless of age.

(c) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release to the student. Such records shall remain confidential and shall be released only with the consent of the author of the specific document. Such records shall be used by the institution only for the purpose for which they were originally intended.

(3) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record or data that pertains to the requesting student.

(4) Students have the right to obtain copies of their education records. Charges for the copies shall not exceed the cost normally charged by a Washington State University copy center (except in cases where charges have previously been approved for certain specified services, such as transcripts and grade sheets).

(5) The registrar is the official custodian of academic records and therefore is the only official who may issue a transcript of the student's official academic record.

(6) Student education records may be destroyed in accordance with a department's routine retention schedule where the departmental procedure has been approved by the university records officer. In no case will any record which is requested by a student for review in accordance with these regulations be removed or destroyed prior to final disposition of the record request.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-030, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-030, filed 5/2/77.]

WAC 504-21-040 Requests and appeal procedures.

(1) A request by a student for review of information shall be made in writing to the university employee or office having custody of the particular record.

(2) The person or office receiving a proper request for review of information must respond to a request for education records within a reasonable period of time, but in no case more than 45 days after the request has been made. A university employee or office which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reasons therefor in writing.

(3)(a) A student who believes his or her request has not been properly answered by a particular person or office should consult the appropriate dean or director having supervisory responsibility for the office.

(b) If a student remains dissatisfied after consulting with the appropriate dean or director, the student may then request a hearing before the university's student records committee. Following the hearing, the university's student records committee shall render its decision within a reasonable period of time. The decision of the university's student

records committee shall be final, *except as provided in WAC 504-21-080.*

(c) In no case shall any request for review by a student be considered by the university's student records officer which has not been filed with that officer in writing within 90 days from the date of the initial request to the custodian of the record.

(d) The student records committee shall not review any matter regarding the appropriateness of official academic grades. (University Academic Regulation 104, "academic complaint procedure" should be followed in all cases involving grading disputes.)

(e) Eligible students are hereby notified of their right to file a complaint with the Department of Education concerning any alleged failure of Washington State University to comply with the Family Educational Rights and Privacy Act of 1974, as amended.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-040, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-040, filed 5/2/77.]

WAC 504-21-050 Release of personally-identifiable records. (1) The university shall not permit access to or the release of education records or personally-identifiable information contained therein, other than "directory information," without the written consent of the student to any party other than the following:

(a) University staff and faculty, including deans, department and program chairs and academic advisers, and faculty and students when officially appointed to a university senate or administrative committee, when the information is required for a legitimate educational interest within the performance of their responsibilities to the university, with the understanding that its use will be strictly limited to the performance of those responsibilities.

(b) Federal and state officials requiring access to education records in connection with the audit and evaluation of a federally- or state-supported education program or in connection with the enforcement of federal or state legal requirements which relate to such programs. In such cases the information required shall be protected by the federal or state official in a manner which will not permit the personal identification of students and their parents to other than those officials, and such personally-identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of legal requirements.

(c) Persons or organizations, other than parents or legal guardians, providing to the student financial aid, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.

(d) Organizations conducting studies for or on behalf of the university for purposes of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purposes for which it was provided.

(e) Education records may be used for legitimate academic research; provided that

(i) The procedures utilized and the reported findings do not violate the student's confidence;

(ii) Students' names will not be included in the study or in any way linked with the data;

(iii) Case histories and case records are sufficiently disguised to prevent identification of the individuals involved; and

(iv) The student's written permission is obtained where individual identification occurs.

(f) Accrediting organizations in order to carry out their accrediting functions.

(g) Any person or entity designated by judicial order or lawfully-issued subpoena, upon condition that a reasonable attempt has been made to notify the student of all such orders or subpoenas in advance of the compliance therewith. Any university employee or office receiving a subpoena or judicial order for education records should immediately notify the WSU division of the office of the attorney general.

(h) Parents or legal guardians of a student who have established that student's status as their dependent according to Internal Revenue Code of 1954, Section 152.

(i) An alleged victim of any crime of violence as defined by 18 U.S.C. § 16 shall be informed of the results of any disciplinary proceeding conducted by WSU against the alleged perpetrator of that crime with respect to that crime.

(j) To the office of the attorney general when disclosure is to comply with a judicial order or to provide legal advice.

(2) Where the consent of a student is obtained for the release of education records, it shall be in writing, signed and dated by the person giving such consent, and shall include:

(a) A specification of the records to be released,

(b) The reasons for such release, and

(c) The names of the parties to whom such records will be released unless the nature of the activity is such that advance identification of recipients is not possible such as employment assistance provided by the university office of career services and placement, in which case an effort will be made to identify recipients of information as they become known.

(3) In cases where records are made available without student consent as permitted by WAC 504-21-050 (1)(b), (c), (d), (e), (f), (i) and (j) the university shall maintain a record which will indicate the parties which have requested or obtained access to a student's records maintained by the university and which will indicate the legitimate interest of the requesting party. Releases in accordance with WAC 504-21-050 (1)(a) need not be recorded.

(4) Personally-identifiable education records released to third parties, with or without student consent, shall be accompanied by a printed statement indicating that the information cannot be subsequently released in a personally-identifiable form to any other parties without obtaining consent of the student.

(5) The term "directory information" used in WAC 504-21-050(1) is defined as student's name (including any former name), local and permanent addresses and telephone numbers, major and minor fields of study, class (e.g., freshman, sophomore), participation in officially-recognized activities in sports, weight and height of members of athletic teams,

dates of attendance including number of hours enrolled, degrees, certificates, and awards received including the president's honor roll, and the most recent previous educational institution attended by the student. Students may request that the university not release directory information by filing a request with the registrar's office or the office of payroll services.

(6) Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-050, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-050, filed 5/2/77.]

WAC 504-21-070 Student records officer. The president's designee shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules. The designee shall also be responsible for hearing appeals as defined in WAC 504-21-040.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-070, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-070, filed 5/2/77.]

WAC 504-21-080 Right of student to register objections. Any student who objects to the accuracy or truthfulness of any information contained in any university education record that is related to him or her may, after processing an unsuccessful appeal pursuant to WAC 504-21-040, submit a written view regarding his or her education records to the provost, who shall *review the appeal and take necessary action which may include reconsideration by the student records officer or inclusion of the written objection or summary thereof in such education records*; provided, however, no student has any right to post objections to academic grades and have the same appear on the student's academic record.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-080, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-080, filed 5/2/77.]

WAC 504-21-090 Notice of rights given under Family Educational Rights and Privacy Act of 1974. In accordance with the requirements of the Family Education Rights and Privacy Act of 1974, the university will make its best efforts to notify all students of the rights under this act. Such notification shall be done through the Washington Administrative Code procedure, notices to the campus newspaper and radio and television services, and such other publications and media that the university deems appropriate.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-090, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-090, filed 5/2/77.]

Chapter 504-24 WAC
POLICIES AND REGULATIONS FOR STUDENT
LIVING GROUPS

WAC

504-24-015	Repealed.
504-24-030	Undergraduate housing requirement.
504-24-035	Alcohol policies.
504-24-040	Living group discipline jurisdiction.

DISPOSITION OF SECTIONS FORMERLY
CODIFIED IN THIS CHAPTER

504-24-015	Agreed resolutions in student discipline cases. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-24-015, filed 5/26/87.] Repealed by 95-07-044, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
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WAC 504-24-015 Repealed. See Disposition Table at beginning of this chapter.

WAC 504-24-030 Undergraduate housing requirement. (1) University-recognized housing includes residence halls, fraternities, sororities, and co-op houses.

(2) Housing requirements for single undergraduate students. All single undergraduate freshmen under twenty years of age are required to live in organized living groups which are officially recognized by the university (residence halls, fraternities and sororities) for one academic year.

(a) Exemptions. Exemptions will be considered when a student demonstrates to the department of residence life that either:

(i) The student has attended an institution of higher education as a regularly enrolled student for at least two regular semesters or three regular quarters (excluding summer sessions);

(ii) The student is living with immediate family in a family situation (mother and/or father; legal guardian; aunt or uncle; or grandparent(s));

(iii) The student has secured a statement from a physician or psychologist stating that residence in recognized student housing would detrimentally affect the student's physical health or emotional well-being; or

(iv) The student demonstrates that living in recognized University housing would cause undue financial hardship.

(b) Process. Applications for permission to reside off campus are available from the Washington State University Department of Residence Life, Streit-Perham Office Suite, Pullman, WA 99164-1726. Applications are reviewed and a determination is made whether an exemption will be granted. Persons applying for such exemption will be informed of the decision in writing. Requests for reconsideration of the decision may be submitted to the vice-provost for student affairs. The vice-provost or his/her designee will evaluate the appeal and approve or deny the appeal.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-044, § 504-24-030, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-24-030, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-030, filed 6/11/80; Order 77-2, § 504-24-030, filed 8/3/77; Order 73-7, § 504-24-030, filed 10/5/73; Order 73-6, § 504-24-030,

filed 8/1/73; Order 4, § 504-24-030, filed 10/20/71; Order 3, § 504-24-030, filed 8/5/71.]

WAC 504-24-035 Alcohol policies. (1) The use of alcohol by living groups is restricted as stated in WAC 504-25-050, residence hall contracts, and as stated in other annual agreements between the university and living groups.

(2) Specific living groups within the university community may choose to employ local regulations more restrictive than those imposed by the state or the university.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-044, § 504-24-035, filed 3/8/95, effective 4/8/95.]

WAC 504-24-040 Living group discipline jurisdiction. (1) Residence halls.

(a) Residence hall contracts. Each university residence hall has a framework of rules, policies, and traditions for the effective operation of its program. A student signing a residence hall contract agrees to abide by the residence hall policies set forth in the residence hall contract.

(b) Residence hall conduct board.

(i) Residence hall conduct boards are empowered to hear cases of alleged violations of the residence hall contract and to issue sanctions when a board finds a resident or residents responsible for a violation of a residence hall contract. Residence hall conduct board hearings shall be conducted in accord with this chapter.

(ii) Student conduct code. Violations of a residence hall contract which also amount to a violation of university conduct regulations may also subject an accused student to the university conduct system, regardless of whether or not the violation is handled at the hall level.

(2) Fraternities and sororities.

(a) Governing regulations. Each of the fraternities and sororities has developed policies and regulations governing the conduct of members and the operation of the organizations. Annual agreements between the university and each fraternity and sorority also govern the behavior of members. In joining one of these groups a student assumes the responsibilities of the living group organization.

(b) Student conduct code. Violations of fraternity or sorority living group policies or regulations which also amount to a violation of the university conduct regulations or violations of fraternity or sorority living group agreements with the university may also subject the accused student or students to the university conduct system, regardless of whether or not the member's fraternity or sorority organization handles the violation at a living group level.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-044, § 504-24-040, filed 3/8/95, effective 4/8/95.]

Chapter 504-25 WAC
STANDARDS OF CONDUCT FOR STUDENTS

WAC

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WAC 504-25-005 Prologue. Washington State University, as a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold these standards both on and off campus. Acceptance of admission to the university carries with it the obligation of responsibility for the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, for academic integrity, and for the law.

Under the terms of admission to Washington State University, students accept its regulations and acknowledge the right of the university to take disciplinary action, including expulsion, for conduct judged unsatisfactory or disruptive to the educational process. When students violate the standards of conduct established by the university, and defined in Part I of this chapter, they are subject to the university disciplinary process defined in Part II of this chapter. Violations of the academic integrity standards as defined in Part III of this chapter, subject students to the process for such violations, also in Part III. The purpose of these processes is to educate and to protect the welfare of the community.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-005, filed 3/2/95, effective 4/2/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-005, filed 5/18/89, effective 7/1/89.]

WAC 504-25-010 Introduction. When students enroll at Washington State University they assume an obligation to conduct themselves in a manner that is compatible with the university's function as an educational institution. In a community of learning, willful disruption of the educational process, dishonesty, violation of the laws of the state and interference with the rights of others cannot be

tolerated. Washington State University retains the right and the power to maintain order within the university and to exclude those who are disruptive to the educational process. To that end, the university community has established the following rules, regulations, and policies which apply to all students and student organizations, including fraternities, sororities, and living groups.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-010, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-010, filed 5/18/89, effective 7/1/89.]

WAC 504-25-015 Academic dishonesty. (1) A student organization's assistance in, or encouragement of, academic dishonesty as defined in subsection (2) of this section is prohibited. Part III of this chapter provides procedures for dealing with academic dishonesty by individual students. Part II of this chapter provides procedures for dealing with assisting in or encouragement of academic dishonesty by student organizations.

(2) Academic dishonesty includes cheating, plagiarism and fabrication in the process of completing academic work. The university expects that student organizations will accept these standards and that their members will conduct themselves as responsible members of the academic community. These standards should be interpreted by students as general notice of prohibited conduct. They should be read broadly, and are not designed to define misconduct in exhaustive forms.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-015, filed 3/2/95, effective 4/2/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-015, filed 5/18/89, effective 7/1/89.]

WAC 504-25-020 Discrimination. Discrimination on the basis of race, national or ethnic origin, creed, age, sex, marital status, status as a Vietnam veteran, sexual orientation or disability is prohibited. This rule will be interpreted in conformity with federal and state laws on discrimination.

This antidiscrimination regulation explicitly incorporates and prohibits sexual or racial harassment by students. Sexual and racial harassment are defined as conduct which is sexually or racially motivated and has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-020, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-020, filed 5/18/89, effective 7/1/89.]

WAC 504-25-025 Sexual offenses. (1) Sexual offenses of any kind, including acquaintance rape, indecent liberties and assault of a sexual nature are prohibited. University policy prohibiting sexual offenses is consistent with state law.

(2) The definition of rape under state law includes sexual intercourse with a person who clearly expressed lack of consent by his or her words or conduct. Washington law further defines consent to sexual activity as actual words or conduct indicating freely given agreement to have sexual intercourse.

(3) The definition of indecent liberties under state law includes knowingly causing sexual contact with a person by

forcible compulsion or when the person is incapable of consent by reason of mental defect, mental incapacitation, or physical helplessness. Pursuant to Washington law, sexual contact means any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party.

(4) The university also prohibits sexual contact when such contact amounts to assault under Washington law. Assault includes harmful and offensive contact with another. Lack of opportunity to consent to the contact may be evidence of assault.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-025, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-025, filed 5/18/89, effective 7/1/89.]

WAC 504-25-035 Hazing. Hazing is prohibited. Hazing is defined as any action required of or imposed on current or potential members of a group which, regardless of location of the incident or consent of the participant(s):

(1) Produces, or is reasonably likely to produce bodily harm, mental or physical discomfort, harassment, fright, humiliation, ridicule, substantial interference with academic efforts, or significant impairment or endangerment of physical well-being or;

(2) Compels an individual to participate in any activity which is illegal, perverse or publicly indecent or contrary to university rules, regulations, or policies or which is known by the person(s) compelling the activity to be contrary to the individual's moral or religious beliefs.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-035, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-035, filed 5/18/89, effective 7/1/89.]

WAC 504-25-050 Alcohol. (1) Illegal use, possession, or sale of intoxicating beverages is prohibited. University policy is consistent with state laws on the sale, possession, and consumption of alcoholic beverages.

(2) Consumption or possession of alcohol by students in public areas of any university-owned or controlled property is prohibited except for students of legal age at university-approved events.

(3) Unless specifically approved for those of legal age, consumption or possession of alcohol at or in line for university-sponsored or supervised events is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-050, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-050, filed 5/18/89, effective 7/1/89.]

WAC 504-25-055 Drugs. Illegal use, possession, manufacture, sale, or distribution of any narcotic or dangerous drug is prohibited. University policy is consistent with state and federal laws which regulate controlled substances.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-055, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-055, filed 5/18/89, effective 7/1/89.]

WAC 504-25-060 Firearms and dangerous weapons.

(1) Illegal possession, carrying or discharge of any explosive, firearm, or other weapon (including shotguns, rifles, pistols, air guns, and pellet guns) is prohibited. No student may possess any firearm, explosive, dangerous chemical, or

dangerous weapon while on the campus or on other university-controlled or approved property, including university residence halls, apartments, and approved housing except in transit to or from approved storage or to leave campus.

(2) Any student who wants access to any firearm or weapon while on campus must immediately place the firearm(s) or weapon(s) in the university-provided storage facility while the firearm(s) or weapon(s) is on campus. The storage facility is located at the Washington State University police department and is accessible on a twenty-four-hour basis.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-060, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-060, filed 5/18/89, effective 7/1/89.]

WAC 504-25-080 Forgery and misrepresentation. Falsifying information to university officials including issuing false identification within the university community; failing to reveal relevant information on any university form or federal financial aid form; offering any false information in any university disciplinary proceeding, academic exercise or hearing, employment situation, or in any other university situation; or maliciously altering or misusing university documents, records, permits, or identification is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-080, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-080, filed 5/18/89, effective 7/1/89.]

WAC 504-25-100 Public indecency and obscenity. Indecent or obscene conduct is prohibited. Indecent or obscene conduct is conduct which is public and offensive to university community standards.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-100, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-100, filed 5/18/89, effective 7/1/89.]

WAC 504-25-120 Failure to comply with a proper order. While on university-owned or controlled property or on the premises of university-approved housing, willful refusal or failure to comply with a proper order or request of a university official, campus security officer or law enforcement officer, acting in performance of their duties is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-120, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-120, filed 5/18/89, effective 7/1/89.]

WAC 504-25-138 Misuse of student identification. Misuse of student identification is prohibited. Misuse of student identification includes, but is not limited to, alteration of validly issued identification in any manner; use of, or allowing use of, identification by a person other than the one for whom the identification was issued; or use of counterfeit student identification.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-138, filed 3/8/95, effective 4/8/95.]

WAC 504-25-210 Disciplinary procedures. (1) Any student, faculty member, staff member, or the university may file a complaint against a student or student organization for any violation of the standards of conduct.

(2) Once a complaint has been initiated, the following procedures are followed:

(a) The accused student or the presiding officer of the accused student organization is contacted to be interviewed by the university judicial officer. During that interview the student is informed of the charge(s) and asked to make a written statement about the incident. The student is also informed of the individual's or organization's rights and responsibilities in the disciplinary process. The investigation may include interviews of other people involved. The judicial officer may discontinue any investigation when the allegation(s) is/are deemed to be without basis or there is insufficient basis for the allegation(s).

(b) In the event the judicial officer finds there is any basis to the allegation(s), the student or student organization may be officially charged with violation(s) of the standards of conduct. The student or student organization will be assigned to either an administrative hearing or a university conduct board hearing. Any student accused of an offense which could result in suspension or expulsion will be sent to a full university conduct board hearing, unless the student requests and is granted an administrative hearing.

(c) Any student or student organization charged with violation(s) of the standards of conduct must be notified at least seven calendar days in advance of the hearing. The notice must be in writing and include:

- (i) The specific charges, citing the appropriate university policy or regulation allegedly violated;
- (ii) The time and place of the alleged act(s) insofar as may be reasonably known; and
- (iii) The time and place of the hearing.

(3) If a student has withdrawn or withdraws after the filing of any charge of a violation of the standards of conduct, either:

(a) A "registration hold" will be placed on the student's academic record and the student will be notified that disciplinary action may be initiated upon the student's reentry or application for readmission; or

(b) The university may proceed with the disciplinary action.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-210, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-210, filed 5/18/89, effective 7/1/89.]

WAC 504-25-215 Judicial officer, hearing boards and appeal boards. Generally, the first contact with any student or student organization involved in the discipline process is made by the university judicial officer. The judicial officer is an assistant in the office of student affairs and serves as the chief investigator and prosecutor. The judicial officer prepares the case and the evidence. The judicial officer serves as the secretary of the university conduct board and may be the administrative hearing officer.

Administrative hearing officers are appointed by the vice-provost for student affairs and are generally members of the faculty in student affairs. An administrative hearing officer is responsible for hearing cases where the student or student organization has been offered a less formal hearing. The administrative hearing officer determines both the responsibility of the accused student or student organization and the sanction(s).

The university conduct board is a presidential standing committee, whose members are recommended by the vice-provost for student affairs and appointed by the president. The university conduct board is composed of faculty members and graduate and undergraduate student members. Each hearing board consists of five members drawn from the conduct board: Two faculty members, two students, and the chairperson. The chairperson is appointed by the vice-provost for student affairs.

The university appeals board is composed of three university administrators, appointed by the president, one of whom is the vice-provost for student affairs.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-215, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-215, filed 5/18/89, effective 7/1/89.]

WAC 504-25-220 Students charged with violations of the standards of conduct. (1) Any student or student organization charged with any violation(s) of the university standards of conduct has the following rights in disciplinary procedures:

(a) The right to notice of the charge(s) and the basis for the charge(s).

(b) The right to remain silent when charged with any act which may be a violation of criminal law to avoid self incrimination.

(c) The right to seven calendar days' notice before the disciplinary hearing.

(d) The right to present written information to the hearing officer or member(s) of the hearing board prior to the hearing, including signed statements from witnesses and arguments.

(e) The right to a hearing.

(f) The right to consult an adviser.

(g) The right of one appeal.

(2) Any student or student organization brought before the university conduct board has these additional rights:

(a) The right to view in advance of the hearing written material to be presented to the board.

(b) The right to have an adviser present at the hearing; however, the student or student organization may have only one adviser present. The adviser may be allowed to give the student or student organization advice during the hearing, but is not permitted to address the hearing board or conduct examinations of witnesses. The adviser is not permitted to disrupt the proceeding and may be asked to leave if he or she disrupts the proceeding.

(c) The right to hear the testimony of all witnesses.

(d) The right to present questions to be asked of all witnesses.

(e) The right to have a record made of the hearing.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-220, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-220, filed 5/18/89, effective 7/1/89.]

WAC 504-25-225 The hearing. (1) The following guidelines apply to both administrative hearings and hearings before the university conduct board:

(a) All hearing officers and board members must be impartial (i.e., not personally involved in the alleged act(s) with which the student is charged).

(b) The hearings are closed to the public.

(c) The university bears the burden of proving the charge(s) by a preponderance of evidence.

(d) The hearing officer or presiding officer of each board will exercise control over the hearing. A hearing officer or board is not bound by the rules of evidence observed by courts and may exclude unduly repetitious or irrelevant evidence.

(e) Any person, including the charged student or any member of the charged student organization, who disrupts a hearing may be excluded from the proceedings.

(f) The decision of responsibility on the charge(s) will be based on evidence and testimony presented at the hearing. However, the complete record of the student's, or student organization's, prior conduct and academic performance may be taken into account by the hearing officer or board in imposing any sanction(s).

(g) Deliberations on the hearing are closed to everyone but the hearing officer, or member(s) of the board, and assistant attorney(s) general advising the board.

(h) The accused student or student organization president will be sent notification of the decision, the reasons for the decision and the sanction(s), if any, in writing within ten calendar days of the hearing.

(i) Only the hearing officer or board member(s), the accused student or student organization, and the person(s) bringing the allegation(s) will be notified of the results of the hearing.

(j) If a student or student organization fails to appear at a hearing after proper notice, the hearing may proceed on the charge(s) and in such a case the hearing officer or member(s) of the hearing board will decide on responsibility and, if appropriate, the sanction(s).

(2) The following guideline applies only to hearings before the university conduct board: The university and the charged student or student organization will have the opportunity to call witnesses, present evidence, and question witnesses.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-225, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-225, filed 5/18/89, effective 7/1/89.]

WAC 504-25-230 Sanctions. (1) Any of the following sanctions or any combination of the sanctions may be imposed for violation(s) of the standards of conduct:

(a) Disciplinary probation: This may include the imposition of conditions for any student or student organization for a specific period of time. If any condition of the probation is violated, this will constitute a new violation.

(b) Community service: Assignment of labor or responsibilities to any student or student organization within the university or local community may be imposed up to a maximum of eighty hours per student or per member of an organization.

(c) Restitution: This may include reimbursement for damaged or stolen property and medical expenses resulting from the violation(s).

(d) Fines: Monetary fines up to five thousand dollars for any student organization or two hundred fifty dollars for any student may be imposed.

(e) No contact order: Prohibition of direct or indirect physical and/or verbal contact with another individual or group may be imposed.

(f) Assessment: Referral for drug/alcohol or psychological assessment may be required. Results of the assessment may be shared with the conduct administrator and conduct board. If the assessment by the counselor or physician recommends any condition(s), those recommendations may become conditions of the sanction. If the assessment indicates that the student is not capable of functioning within the university community, the student will be suspended until further assessment recommends that the student is capable of reentering the university.

(g) Loss of privileges or exclusion from activities including: Loss of the right to reside in a specific housing unit or in university-owned or approved housing may be imposed; exclusion from participation in designated privileges and extracurricular activities for specific periods of time may also be imposed.

(h) Loss of recognition or charter: A student organization may have its recognition or charter withdrawn, either permanently or for a specific period of time. Loss of recognition can include loss of a fraternity's or sorority's eligibility to provide approved freshman housing.

(i) Censure: This is a written reprimand for any violation of university policy or campus regulation, including explicit notice to the student or student organization that continued or repeated violation of any policy or regulation may be cause for further disciplinary proceedings.

(j) Hold on transcript and/or registration: This is a temporary measure restricting release of a student's transcript or access to registration. Upon satisfactory completion of conditions of the sanction, the hold shall be released.

(k) Negative notation on transcript: Entry of violation on the student's academic record may be made for suspension or expulsion.

(l) Suspension: This is termination of student status for a given period of time. Upon satisfactory completion of stated conditions, reinstatement shall be granted.

(m) Expulsion: This is termination of student status for an indefinite period.

(2) Any student who has been suspended or expelled may be excluded from specific areas of campus when there is a reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct which threatens the health and safety of any person on university-owned or controlled property, in university-approved housing, or at an official event, or other conduct which interferes with the orderly functioning of the university.

(3) Special sanctions for hazing. Pursuant to RCW 28B.10.901, additional sanctions will be imposed in cases where there is a finding of responsibility for hazing when the hazing amounts to any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any person attending Washington State University. The additional sanctions that will be imposed upon such a finding will be as follows:

(a) A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the administrative hearing officer or the university conduct board.

(b) Any organization, association, or student living group that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by a public institution of higher education.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-230, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-230, filed 5/18/89, effective 7/1/89.]

WAC 504-25-235 Appeals. (1) Any student, or student organization, charged with any violation(s) of the standards of conduct and found responsible for any violation(s) by a hearing board or administrative hearing officer is entitled to one administrative appeal.

(a) Appeals from decisions of an administrative hearing officer are heard by the vice-provost for student affairs.

(b) Appeals from decisions of the university conduct board are heard by the university appeals board.

(2) An appeal must be in writing and must be filed with the vice-provost for student affairs within twenty-one calendar days of the student receiving or the presiding officer of the student organization receiving the decision. The letter of appeal must state the grounds for the appeal. The following shall be the grounds for appeal:

(a) A procedural error which materially affected the decision;

(b) New evidence not previously available which would have materially affected the decision;

(c) The decision was not supported by substantial evidence; or

(d) The severity or appropriateness of the sanction(s).

(3) On appeal, the student or student organization bears the burden of proof. The appeal is a review of the record of the hearing plus the letter of appeal, including any written argument(s) submitted by the student or student organization, and new evidence if that is the ground for the appeal. The judicial officer may also submit written arguments on behalf of the university. It is not a new hearing; however, the appeal board or officer can request an appearance of the accused student, the alleged victim, or any of the witnesses appearing in the hearing.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-235, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-235, filed 5/18/89, effective 7/1/89.]

WAC 504-25-240 Other interventions. (1) In most instances a student or student organization allegedly involved in misconduct goes through the full disciplinary process before any disciplinary action is imposed by the university. However, in situations where there is cause to believe that the student or student organization poses an imminent threat to himself, herself, or itself to others, or to property, or is incapable of continuing as a student for medical or psychological reasons, interim actions may be taken immediately without prior notice or hearing. These actions, taken by the

vice-provost for student affairs or one of the associate vice-provosts, may include:

(a) Interim restrictions, including but not limited to assignment to alternate university housing or removal from university housing, limitation on access to university facilities, or restriction of communication with specific individuals or groups;

(b) Interim suspension, including temporary total removal from the university or restriction of access to campus;

(c) Mandatory medical/psychological assessment, including referral to one or more university physicians/psychologists for assessment of the student's capability of remaining in the university.

(2) If interim action is required and taken, the student or student organization is entitled to an administrative hearing as soon as is reasonably possible, but no later than ten days after the action is taken.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-240, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-240, filed 5/18/89, effective 7/1/89.]

WAC 504-25-245 Records. (1) Disciplinary proceedings against individuals and related records, but not those against student groups or living groups, and records are confidential. The office of the vice-provost for student affairs will maintain disciplinary records for a minimum of seven years. Disciplinary records will be made available to hearing boards and university personnel, as needed.

(2) Any student may review his/her own disciplinary records by contacting the office of the vice-provost for student affairs.

(3) Any alleged victim may be informed of the result of any disciplinary proceeding involving a crime of violence.

(4) Except as outlined in these procedures, the university will not communicate a student's disciplinary record to any person or agency outside the university without the prior written consent of the student, except as required by law. The student's parents or legal guardians may review these records if the student is a minor or a dependent as defined by the Federal Educational Rights and Privacy Act.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-245, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-245, filed 5/18/89, effective 7/1/89.]

WAC 504-25-300 Introduction. As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the university community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the university. To maintain the academic integrity of the community, the university cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. To that end, the university has established the following rules defining prohibited academic dishonesty and the process followed when such

behavior is alleged. These rules incorporate Washington State University's academic integrity policy, the university-wide document establishing policies and procedures to foster academic integrity. This policy is applicable to undergraduate and graduate students alike, as it pertains to dishonesty in course work and related academic pursuits. In cases of dishonesty in research and original scholarship, the university's *Policy and Procedural Guidelines for Misconduct in Research and Scholarship* may take precedence over the policies and procedures contained herein.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-300, filed 3/2/95, effective 4/2/95.]

WAC 504-25-305 Overview of academic integrity procedures. (1) The university prohibits acts of academic dishonesty in order to foster the principles of truth and academic honesty. The academic integrity procedures used by the university are considered a part of creating an educational environment that does not award undeserved credit.

(2) Settlement procedures, hearings, or appeals conducted as part of the academic integrity procedures are not subject to many of the constraints of criminal or civil hearings.

(3) The purposes of the academic integrity procedures are as follows:

- (a) To determine the facts about the allegation(s);
 - (b) To determine the responsibility of the accused student;
 - (c) To determine the appropriate penalty if the accused student is found responsible for a violation;
 - (d) To help any students found responsible for any violation of the academic integrity standards understand the negative impact of their actions; and
 - (e) To educate the students, although sanctions can include temporary or permanent removal from the university.
- (4) Students involved in these procedures should expect to be treated fairly and go through the process in a timely manner.
- (5) A student's mental state, or use of drugs or alcohol, that may have influenced a student's behavior will generally not limit the responsibility of the student for his or her action.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-305, filed 3/2/95, effective 4/2/95.]

WAC 504-25-310 Definitions. (1) Academic dishonesty. Academic dishonesty includes cheating, falsification, fabrication, multiple submission, plagiarism, abuse of academic materials, complicity, or misconduct in research, all of which are defined below.

(2) Cheating. Cheating is the intentional use of, or attempt to use, unauthorized material, information, or study aids in any academic activity to gain advantage. Cheating includes, but is not limited to, communicating improperly with others, especially other students, during tests or the preparation of assignments for classes; copying from books, notes or other sources during a test when this is not permitted; copying from another student's work (reports, laboratory work, computer programs, files, etc.); making improper use of calculators or other devices during a test; illegitimately

procuring or using copies of current examinations; allowing a substitute to take an examination or write a paper for oneself.

(3) Falsification. Falsification is the intentional and unauthorized alteration of information in the course of an academic activity. Falsification includes, but is not limited to, altering the record of data, experimental procedures, or results; falsely describing the source of information (e.g., reproducing a quotation from a book review as if it had been obtained from the book itself); altering academic records; altering a returned examination paper and then seeking a higher grade based on the result.

(4) Fabrication. Fabrication is the intentional invention or counterfeiting of information in the course of an academic activity without proper authorization. Fabrication includes, but is not limited to, counterfeiting data, research results, information, or procedures with inadequate foundation in fact; counterfeiting a record of internship or practicum experiences; submitting a false excuse for absence or tardiness.

(5) Multiple submission. Multiple submission includes, but is not limited to, submitting the same paper or oral report for credit in two courses without the responsible instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.

(6) Plagiarism. Plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

(7) Abuse of academic materials. Abuse of academic materials occurs when a student intentionally or knowingly destroys, steals, mutilates, or otherwise makes inaccessible library or other academic resource material that does not belong to him or her. Abuse of academic materials includes, but is not limited to, stealing, destroying, or mutilating library materials; stealing or intentionally destroying another student's notes or laboratory data; hiding resource materials so others may not use them; destroying computer programs or files needed in others' academic work; copying computer software in ways that violate the terms of the licensing agreement that comes with the software.

(8) Complicity in academic dishonesty. A student is guilty of complicity in academic dishonesty if he or she intentionally or knowingly helps or attempts to help another or others to commit an act of academic dishonesty of any of the types defined above. Complicity in academic dishonesty includes, but is not limited to, knowingly allowing another to copy from one's paper during an examination or test; distributing test questions before the time scheduled for the test; collaborating on academic projects when students are expected to work independently; taking a test for another student, or signing a false name on a piece of academic work.

(9) Misconduct in research. Graduate and undergraduate students on research appointments for the university are responsible for compliance with the university's *Policy and Procedural Guidelines for Misconduct in Research and Scholarship* found in the faculty manual, under the title of "Faculty Code of Professional Ethics." Misconduct in research is treated as academic dishonesty.

(10) Responsible instructor. The responsible instructor in the academic integrity process is the person who assigns the grades, supervises students' work, or is responsible for teaching operations in the course of study in which the alleged violation occurred. The term "responsible instructor" can include, but is not limited to, instructors, graduate assistants, another instructor, and clinical supervisors. If the conduct does not relate to a particular course, the role of instructor for these procedures may be a department chair or academic advisor.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-310, filed 3/2/95, effective 4/2/95.]

WAC 504-25-315 Academic integrity processes. (1) Every act of academic dishonesty affects academic evaluation of the student and also is a violation of the university's standards of conduct. Responsible instructors retain the authority and responsibility to assign grades to students, considering from an academic standpoint the nature of the student's action. This is the case even when the case is referred to the university academic integrity process. Students have recourse to appealing the responsible instructor's assignment of grades according to usual academic policy. See academic regulation 104.

(2) All clear instances of academic dishonesty shall be reported to the office of student affairs as outlined in WAC 504-25-335(2). The first reported instance at WSU of academic dishonesty by a student will be treated as purely an academic matter unless, in the judgment of the responsible instructor, more serious action should be taken through the disciplinary process. Any allegation of subsequent academic dishonesty will be treated as a matter to be referred to the office of student affairs.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-315, filed 3/2/95, effective 4/2/95.]

WAC 504-25-320 Reports of academic dishonesty. Any member of the university community who witnesses an apparent act of academic dishonesty shall report the act either to the instructor responsible for the course or activity or to the office of student affairs.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-320, filed 3/2/95, effective 4/2/95.]

WAC 504-25-325 Judicial officer and hearing boards. (1) Judicial officer. Judicial officers are assistants in the office of student affairs and serve as the investigators and prosecutors. Judicial officers are appointed for each Washington State University campus. The judicial officer for a particular case prepares the case and the materials after notification of a violation by an instructor. The judicial officer also serves as the secretary of the academic integrity conduct board.

(2) Academic integrity conduct board. The academic integrity conduct board is a subcommittee of the university conduct board whose members are recommended by the vice-provost for academic affairs and appointed by the president. The academic integrity conduct board shall consist of at least five teaching faculty and four students. A hearing panel comprised of three faculty and two student members of the academic integrity conduct board will hear all cases regarding academic dishonesty in which a finding of responsibility could result in expulsion or suspension. In a case involving allegations of misconduct in research by a graduate student, at least one member shall be a member of the graduate faculty.

(3) Academic integrity conduct board chair. One faculty member of the academic integrity conduct board shall be appointed the chair by the president. The chair shall serve on all academic integrity conduct board hearing panels.

(4) Faculty hearing officers. Faculty hearing officers are faculty members of the academic integrity conduct board. Faculty hearing officers are appointed for each Washington State University campus. A case may be heard by a faculty hearing officer when, in the judgment of the university judicial officer, the offense is such that the sanction to be imposed shall not include suspension or expulsion.

(5) University appeals board. The university appeals board hears appeals of action taken by the academic integrity conduct board in accordance with WAC 504-25-360.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-325, filed 3/2/95, effective 4/2/95.]

WAC 504-25-330 Acts of academic dishonesty that violate the conduct regulations and the academic integrity standards. Whenever the judicial officer determines that an alleged violation could constitute a violation of both the conduct regulations, chapter 504-25 WAC, Part I, and the academic integrity standards, chapter 504-25 WAC, Part III, the alleged violation will be handled under the procedures of chapter 504-25 WAC, Part II. The judicial officer shall assign such cases to either an administrative hearing officer or the university conduct board in the manner described in WAC 504-25-210.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-330, filed 3/2/95, effective 4/2/95.]

WAC 504-25-335 Academic integrity procedures. (1) Initial evaluation of evidence.

(a) A responsible instructor assembles the available evidence when he or she acquires evidence of a student violation of the academic integrity standards. The instructor determines whether the case warrants further investigation or action.

(b) In cases of misconduct in research by students, the initial evaluation will be conducted in accordance with the university's policy on misconduct in research. If it is determined that misconduct has occurred, the matter will be referred to the office of student affairs. Referral to student affairs does not affect the ability of the university independently to terminate employment if the misconduct relates to the student's appointment.

(2) Grading by instructor—referral for conduct action. If the responsible instructor finds that a violation of academ-

ic integrity has occurred, the instructor should proceed to assign a grade, or take other appropriate action, considering the academic nature of the violation.

The instructor shall notify the office of student affairs of any finding that a violation has occurred. The office of student affairs shall notify the instructor of whether or not the alleged violation is a first offense.

If the violation is a first offense, the office of student affairs will take no additional action, unless the instructor deems the violation serious enough as to warrant further action. In such serious first offense cases, the office of student affairs shall review the case and handle it according to the procedures set forth in this chapter.

If the offense is not a first violation, the office of student affairs shall review the case and handle it according to the procedures set forth in this chapter.

If the responsible instructor's grade is appealed and a department chair, dean, or the provost subsequently finds that a violation did not occur, or that the academic sanction was too severe, this finding should be conveyed to the instructor. A report shall be filed with the office of student affairs indicating the finding and the accompanying action, if any.

(3) University conduct process.

(a) The university judicial officer for the campus where the violation occurred shall prepare cases for a hearing when an alleged violation of academic integrity standards is referred to the university conduct process.

(b) The university judicial officer shall contact and interview the accused student.

(c) During the interview, the student is informed of the charge(s) and asked to make a written statement about the incident.

(d) The student is informed of the individual's rights and responsibilities in the academic integrity process.

(e) The judicial officer may interview other people involved.

(f) Evaluation of the allegation.

(i) The judicial officer may discontinue any investigation when the allegation is deemed to be without basis. Before discontinuing the investigation, the judicial officer shall contact the responsible instructor.

(ii) In the event the judicial officer finds there is a basis to the allegation, the student may be officially charged with violation of the standards of conduct.

(g) Assignment of the type of hearing.

(i) The judicial officer will evaluate the seriousness of the charge and assign the case to either a faculty hearing officer or the academic integrity conduct board.

(ii) Any alleged violation which could result in suspension or expulsion shall be referred to the academic integrity conduct board, unless the student requests and is granted a hearing by a faculty hearing officer.

(iii) Every other violation shall be assigned to a faculty hearing officer at the campus where the student attends.

(h) Notice. When any student is charged by the judicial officer with a violation of the academic integrity standards, the accused party must be notified at least seven calendar days in advance of the hearing. The notice must be in writing and include the following:

(i) The specific charges, citing the appropriate university policy or regulation allegedly violated;

(ii) The time and place of the alleged act(s) insofar as may be reasonably known; and

(iii) The time and place of the hearing.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-335, filed 3/2/95, effective 4/2/95.]

WAC 504-25-340 Rights of students charged with violations of the academic integrity standards. Students charged with violations of the academic integrity standards shall have the same rights afforded students in disciplinary procedures for violations of the standards of conduct. These rights are codified as WAC 504-25-220.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-340, filed 3/2/95, effective 4/2/95.]

WAC 504-25-350 Hearing guidelines. The guidelines established for administrative hearings and hearings before the university conduct board for violations of standards of conduct shall apply for hearings of alleged violations of the academic integrity standards. These guidelines are codified in WAC 504-25-225.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-350, filed 3/2/95, effective 4/2/95.]

WAC 504-25-355 Sanctions. (1) The hearing officer or academic integrity conduct board may impose any of the following sanctions or any combination of the sanctions for violations of the academic integrity standards:

(a) A formal warning.

(b) Addition of a notation to the grade recommended by the instructor. The notation shall indicate that the student was found responsible for an act of academic dishonesty in the course for which the grade was given.

(c) Academic assignment or other creative interventions designed to promote the ethical development of the student. Such assignments or interventions shall not be devised to embarrass or unduly burden the student.

(2) The academic integrity board, or the hearing officer if the student has elected not to go before the board, may impose the following additional sanctions for violations of the academic integrity standards:

(a) Suspension from the university for a specified interval of time.

(b) Expulsion from the university.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-355, filed 3/2/95, effective 4/2/95.]

WAC 504-25-360 Appeals. (1) Who may appeal.

(a) Any student charged with any violation(s) of the academic integrity standards and found responsible for any violation(s) by a hearing panel or administrative hearing officer is entitled to one administrative appeal.

(b) The judicial officer, after consulting with the responsible instructor, is entitled to one administrative appeal when a student is found not responsible or the judicial officer deems the sanction inappropriate.

(2) Types of appeals.

(a) Appeals of findings by a faculty hearing officer go to the vice-provost for academic affairs.

(b) Appeals of findings by the academic integrity conduct board go to the university appeals board. Membership of the university appeals board is defined by WAC 504-25-215.

(3) Procedure for filing an appeal.

(a) An appeal must be filed within twenty-one calendar days of the date the student received the decision.

(b) All requests to review decisions must be in writing and delivered to the vice-provost for student affairs.

(c) The request must state the grounds for appeal.

(d) Students may request an appeal based on the following:

(i) There was a procedural error which materially affected the decision;

(ii) New evidence has been found which was not previously available and which would have materially affected the decision;

(iii) The decision was not supported by substantial evidence; or

(iv) The sanction is too severe or not appropriate.

(e) The judicial officer may only request an appeal based on the following:

(i) The decision was not supported by substantial evidence; or

(ii) The sanction is too severe, not severe enough, or not appropriate.

(4) Appeal process.

(a) During the appeal process, the burden of proof shifts to the appealing party.

(b) The appeal is a review of the record of the hearing plus the letter of appeal, including any written argument(s) submitted by the appealing party and nonappealing party and a statement of the new evidence if that is the ground for the appeal.

(c) An appeal is not a new hearing.

(d) The vice-provost for student affairs or the university appeals board may permit oral argument. The student and the judicial officer shall be notified at least three days in advance of the argument.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-360, filed 3/2/95, effective 4/2/95.]

WAC 504-25-365 Finding of no responsibility. If the student is finally found not to have been responsible for a violation of the academic integrity guidelines, the finding will be communicated to the responsible instructor, and the instructor shall evaluate the finding and issue a grade or other appropriate action, taking into consideration the finding. If the student is not satisfied with the grade issued, the student may appeal in accordance with academic policy. See academic regulation 104.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-365, filed 3/2/95, effective 4/2/95.]

WAC 504-25-370 Other interventions. In limited circumstances the university may use other interventions as codified in WAC 504-25-240.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-370, filed 3/2/95, effective 4/2/95.]

WAC 504-25-375 Records. Records of academic integrity procedures are confidential. Such records shall be maintained in the manner established for disciplinary records in WAC 504-25-245.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-375, filed 3/2/95, effective 4/2/95.]

Chapter 504-28 WAC

POLICIES AND REGULATIONS APPLYING TO ALL STUDENT ORGANIZATIONS

WAC

504-28-010	Student organizations.
504-28-020	Advisors to recognized student organizations.
504-28-030	Scheduling of events.
504-28-050	Financial projects.
504-28-060	Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-28-060	Advertising policies. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-060, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-060, filed 6/11/80; Order 77-2, § 504-28-060, filed 8/3/77; Order 75-1, § 504-28-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-060, filed 9/26/72; Order 3, § 504-28-060, filed 8/5/71.] Repealed by 95-07-046, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125.
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WAC 504-28-010 Student organizations. (1) Recognition process.

(a) Recognition. The university recognizes a wide variety of student groups to facilitate diverse interests of the student body. Attendant to recognition, groups are granted certain privileges and assume certain responsibilities as set forth in these rules. Recognition in no way implies that the university plans, organizes, or sanctions any particular activity or policy of a student group.

(b) Union board. The union board recommends and reviews policies pertaining to all student organizations. Based on those policies the associate director, activities and recreational sports, determines whether or not it is appropriate that the university recognize a particular organization. The board serves as an appeal body.

(2) Membership in organizations.

(a) Full membership in student organizations will be restricted to enrolled graduate and undergraduate students at Washington State University.

(b) Faculty and others may participate as honorary or associate members (at the option of the group) as specified in the group's constitution.

(c) Only full members may be eligible to vote on matters of business or hold elective office in the organization.

(3) Obtaining recognition for organizations.

(a) To become an approved student organization, recognition must be granted by the associate director, activities and recreational sports, or the union board. Contact the activities/recreational sports office, CUB 337.

(b) Before requesting recognition, the group should hold a meeting of interested persons to draft a constitution, elect officers, and select an advisor. Constitutions normally include:

- (i) Name of the organization.
- (ii) Purpose and objectives.
- (iii) Qualifications for membership.
- (iv) Sources of financial support (e.g., dues, initiation fees, local and national aid, and financial projects).
- (v) Description of offices including qualifications, duties and method of election.
- (vi) National-local affiliations and any financial obligation (to an affiliate) resulting therefrom.
- (vii) Parliamentary authority and method of amending the constitution.
- (viii) Adoption and amendment procedures.
- (ix) A description of the organization's safety program.
- (x) Responsibilities of the advisor.

(c) Washington State University will not recognize any student organization which denies membership to any student because of race, religion, sex, color, national or ethnic origin, age, marital status, sexual orientation, veteran status or disability except that the permissibility of a single-sex organization will be evaluated in accord with Title IX guidelines. Recognized student organizations must insure that additional policies and procedures do not create de facto differentiation.

(d) Students who feel they have been denied membership in violation of (c) of this subsection may appeal to the union board.

(e) Washington State University shall not recognize a student group if recognition would violate local, state, or federal law.

(4) Requirements and responsibilities of recognized organizations.

(a) Officers of organizations are responsible for seeing that the organization abides by university rules and regulations, concerning scheduling, financial projects, advertising, and other policies of the union board.

(b) Recognized organizations must have an advisor (see WAC 504-28-020 Advisors).

(c) Funds must be deposited into a faculty, student, and alumni account in the controller's office, which acts as a free banking service.

(d) The following records must be kept current in the activities/recreational sports office:

- (i) Constitution and bylaws.
- (ii) Officer roster card.
- (iii) Student organization report (forms available in the activities/recreational sports office); including activities, accomplishments, and financial status.
- (iv) Special event forms.
- (5) Privileges of recognized organizations.

(a) Recognized organizations have the right to sponsor on-campus activities.

(b) Recognized student organizations may use university facilities and services through appropriate scheduling offices.

(c) The activities/recreational sports office staff is available to serve approved organizations in all areas of concern.

(d) Free banking service is provided to approved organizations through faculty student alumni accounts.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-010, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-010, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-010, filed 6/11/80; Order 77-2, § 504-28-010, filed 8/3/77; Order 75-1, § 504-28-010, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-010, filed 8/1/73; Order 5, § 504-28-010, filed 9/26/72; Order 3, § 504-28-010, filed 8/5/71.]

WAC 504-28-020 Advisors to recognized student organizations. (1) Advisors are members of the Washington State University faculty or staff or graduate students whom the student members choose and whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes and procedures. Advisors guide the group in accordance with the purposes and ideals of the university and the organization. They do not directly control the group's programs and activities.

(2) Advisors assist the union board to implement the policies for student organizations.

(3) Responsibilities may include the following:

(a) Attending the organization's meetings.

(b) Assisting in planning the program.

(c) Supervising the handling of funds and approving all expenditures and contracts.

(d) Assisting in arranging for university facilities and equipment.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-020, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-020, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-020, filed 6/11/80; Order 77-2, § 504-28-020, filed 8/3/77; Order 5, § 504-28-020, filed 9/26/72; Order 3, § 504-28-020, filed 8/5/71.]

WAC 504-28-030 Scheduling of events. (1) Facilities. Recognized student groups schedule facilities by contacting the appropriate campus departments. The activities/recreational sports office will assist groups in determining whom to contact.

(a) To schedule rooms in the Wilson Compton Union (CUB), contact CUB scheduling. That office will determine if a special events form needs to be completed. Forms are available in the activities/recreational sports office, CUB 337.

(b) For scheduling of departmental, faculty and student events for conferences and conventions involving people from off-campus, contact the office of university relations.

(c) To schedule classrooms on campus, contact the registrar's office (French Administration Building).

(d) To schedule use of the coliseum, contact performing arts coliseum, coliseum director's office.

(e) To schedule gym facilities for use from 8:00 a.m. to 5:00 p.m. Monday through Friday, contact kinesiology, leisure studies department. Scheduling of gym facilities for use after 5:00 p.m. and on weekends is handled through the activities/recreational sports office in CUB 337.

(f) To schedule Bryan Auditorium, contact the registrar's office.

(g) To schedule R.R. Jones Theatre and Daggy Little Theatre, contact Daggy Hall, Room 251.

(h) For use of special services, contact physical plant. For use of lecterns, lighting, P.A. set-ups and janitorial services, fill out the form "Request for services for special events," available at the physical plant and activities/recreational sports office. This form must be authorized at the activities/recreational sports office before turning it into physical plant.

(i) For scheduling of the Terrell Mall or library plaza, see WAC 504-32-010.

(3) Individuals and nonuniversity groups must first contact the director of the CUB to schedule rooms in the CUB, the Terrell Mall, and the Library Plaza. Any other use by individuals and nonuniversity groups must be approved by the facilities use committee.

(4) Time scheduling recommendations. Most buildings and facilities on campus close by midnight. Groups wishing their events to extend past this time should make arrangements with the appropriate scheduling office.

(5) Special scheduling information.

(a) The activities/recreational sports office staff is available to advise on appropriate forms, arrangements, publicity, etc.

(b) Any recognized student organization may sponsor political speakers on campus. All such groups should follow the normal procedure in scheduling.

(c) ASWSU may run concerts on a speculative basis. All other recognized student organizations may have concerts only if they have sufficient funds to back all concert expenses 100%. The activities/recreational sports office staff is available to advise on concert arrangements and contract negotiations.

(d) Committee meetings and social activities should be scheduled in facilities which are accessible to disabled individuals.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-030, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-030, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-030, filed 6/11/80; Order 75-1, § 504-28-030, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-030, filed 9/26/72; Order 3, § 504-28-030, filed 8/5/71.]

WAC 504-28-050 Financial projects. (1) Definition.

(a) A financial project is any approved activity of a student organization which is undertaken to raise funds and/or to defray expense. Projects may be for the benefit of organizations themselves or for charity groups.

(2) Approval.

(a) The union board and/or its designated representative has been given the responsibility of approving all financial projects so that the following services can be provided:

(i) Planning advice.

(ii) Advertising and publicity assistance.

(iii) Facility and equipment arrangements.

(iv) Consumer protection.

(b) The financial projects requested and the proposed budget must be completed, approved, and filed with the activities/recreational sports office in advance of the pro-

posed date using the special events form. Forms are available in the activities/recreational sports office.

(c) For approval, the organization must have funds on hand to cover 100% of the estimated expenses of a proposed financial project.

(d) Projects involving films are subject to additional union board policies. Copies of the policies are available in CUB scheduling and the activities/recreational sports office.

(e) Scholarship fund projects must be administered in accordance with university policy governing such funds. Sponsoring organizations may reserve the right to select recipients and to establish the amount of grants in accordance with policies of the student financial aids office.

(f) Financial projects involving tables in the west entrance of the CUB, on the mall, or on the library plaza must be approved using the special events form. The forms may be picked up in the activities/recreational sports office. After approval the table requests are taken to scheduling to reserve a table. There shall be only one table per organization, available on a first-come, first-served basis.

(g) Raffles are subject to state law. Contact the activities/recreational sports office for current regulations.

(h) Retailing of student classroom books, supplies, and equipment by university departments, personnel, or students on the campus is prohibited.

(3) Additional requirements.

(a) All advertising and publicity for each project must include:

(i) The name of the sponsoring organization.

(ii) The product or service being sold.

(b) Any distributing, soliciting or selling must be done without individuals hawking or shouting.

(c) An organization seeking approval to sell a product or service must provide proof of ownership prior to approval.

(d) Individual students wishing to sell goods on campus must contact the director of the Compton Union Building.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-050, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-050, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-050, filed 6/11/80; Order 75-1, § 504-28-050, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-050, filed 8/1/73; Order 5, § 504-28-050, filed 9/26/72; Order 3, § 504-28-050, filed 8/5/71.]

WAC 504-28-060 Repealed. See Disposition Table at beginning of this chapter.

Chapter 504-34 WAC

WASHINGTON STATE UNIVERSITY FACILITY USE REGULATIONS

WAC

504-34-140 Advertising policies.

WAC 504-34-140 Advertising policies. The following policies apply to all advertising done on campus.

(1) Signs and posters.

(a) All advertising in the CUB must have approval from the activities/recreational sports office.

(b) All advertising announcements to be posted in other campus buildings should be confined to general bulletin boards. For use of other bulletin boards contact the appropriate department or residence hall for approval.

(c) No advertising should be taped to walls or other interior surfaces.

(d) All outdoor advertising is restricted to bulletin boards, the kiosks, and the west entrance of the CUB. Signs put up at the west entrance of the CUB should be approved in the activities/recreational sports office. The size is limited to twelve square feet.

(e) University-related banners may be displayed on the overhead walkways after securing permission from the activities/recreational sports office. They must be constructed of fabric, with air vents, and attached to the structure with rope or twine—tape and wire are not permitted.

(f) Free-standing signs may be placed on campus grounds and the mall with the approval of the director of physical plant.

(g) No signs, handbills, or stickers are to be placed on trees or buildings other than the two places mentioned above. Paint or chalk must not be used on sidewalks or buildings.

(h) Before exhibits or displays are placed on the mall, notification must be made to the disabled student services office.

(i) It is the responsibility of the group to remove advertising within twenty-four hours after the event.

(2) Literature, handbills and notices.

(a) Literature, handbills and notices may be distributed at any reasonable outdoor area on campus consistent with the orderly conduct of university affairs, the maintenance of university property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Individuals or groups distributing are responsible for leaving the area clean, including all discarded handbills. Distribution by means of accosting individuals or by hawking is prohibited.

(3) Public address system.

(a) Requests for public address systems require the signature of the faculty advisor.

(b) Systems are available through the instructional media services.

(c) Use of systems:

(i) Time of use: Monday through Thursday, 5:00 p.m. to 7:00 p.m.; and on Saturday 12:00 noon to 7:00 p.m. (Exceptions may be made by the union board.)

(ii) Discreet and considerate use of public address systems in the vicinity of the hospital is expected.

(iii) Public address systems on moving vehicles must have a police permit.

(4) Athletic events. All advertising at athletic events must be cleared through the office of intercollegiate athletics.

(5) Advertising for student government. Advertising for student government elections shall be according to the rules established by the ASWSU election board.

(6) Advertising at registration must be approved by the registrar.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-047, § 504-34-140, filed 3/8/95, effective 4/8/95.]

Chapter 504-40 WAC

LIBRARY POLICIES, RULES AND REGULATIONS

WAC

504-40-010	General policies.
504-40-020	Library patron identification.
504-40-030	Internal use of library materials, facilities, and services.
504-40-040	Repealed.
504-40-045	External use of library resources.
504-40-050	Repealed.
504-40-055	Loan time periods.
504-40-060	Fines and charges.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-40-040	External use of library resources. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-040, filed 8/7/81; Order 74-1, § 504-40-040, filed 6/12/74; Order 73-1, § 504-40-040, filed 3/9/73, effective 6/1/73.] Repealed by 95-13-004, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
504-40-050	Loan time periods. [Order 74-1, § 504-40-050, filed 6/12/74; Order 73-1, § 504-40-050, filed 3/9/73, effective 6/1/73.] Repealed by 95-13-004, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

WAC 504-40-010 General policies. (1) The major functions of the Washington State University libraries are to provide access to the corpus of information and documents essential to the institution's teaching, research, and service programs, especially by acquiring and preserving material; to organize these materials; to store them; to retrieve them upon demand; and to adapt and to assist in adapting them for most effective use.

The WSU libraries' collections contain this information and knowledge in its physical forms—books, journals, manuscripts, microforms, films, recordings, maps, magnetic data files, and other resources including equipment significant to the teacher, the student, and the researcher.

(2) The WSU libraries' policies and regulations are based on the belief that the needs of the university community as a whole take precedence over individual convenience.

(3) Upon request and suitable justification by the library user, exceptions to the regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by the director of libraries or the campus librarian at a WSU branch campus.

(4) In the WSU libraries' buildings persons are expected to maintain appropriate public behavior. No food, beverages, or use of tobacco are allowed in the reading and study areas. Smoking is not permitted in the libraries.

(5) Violators of WSU libraries' regulations may be subject to appropriate disciplinary action by the university.

(6) Unless otherwise required by law, the WSU libraries will not release the name or address of the borrower who has or had an item checked out or who has placed a hold on an item.

(7) These policies and regulations will apply equally to all libraries operated by the WSU libraries.

(8) The board of regents reserves the right to add, delete, or modify portions of these regulations in accordance with its regulations and applicable laws.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-010, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-010, filed 8/7/81; Order 74-1, § 504-40-010, filed 6/12/74; Order 73-1, § 504-40-010, filed 3/9/73, effective 6/1/73.]

WAC 504-40-020 Library patron identification. (1)

Under the regulation governing the use of varying types of resources by different groups of library patrons, the WSU libraries' resources, facilities, and services are available to the Washington State University community, citizens of the state, students, faculty and staff of other academic institutions, and special borrowers not otherwise identified who have been granted permission to borrow library materials.

(2) Borrower identification cards: In order to check out library materials, each borrower must present one of the following valid authorized library borrower cards:

- (a) A WSU faculty or staff card;
- (b) A WSU student ID card with current validation;
- (c) An off-campus borrower card with current validation; or
- (d) A proxy card with current validation.

(3) Borrower identification cards are uniformly issued to all members of the university community. Verification of the status of the borrower conferred by the card is the responsibility of the issuing authority and the status cannot be altered by the WSU libraries.

(4) Upon application and with proper identification, the WSU libraries will issue authorized borrower cards to persons (high school age or older) who are not members of the university community.

(5) A borrower card is authorized for use only by the person whose name appears on the card.

(6) Cards used in an unauthorized manner or cards reported as lost or stolen may be confiscated.

(7) Each borrower is responsible for keeping the appropriate university office informed of changes of address.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-020, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-020, filed 8/7/81; Order 74-1, § 504-40-020, filed 6/12/74; Order 73-1, § 504-40-020, filed 3/9/73, effective 6/1/73.]

WAC 504-40-030 Internal use of library materials, facilities, and services. (1) Although the largest part of the collection is free to circulate outside the WSU libraries, certain kinds of materials are restricted to use within the WSU libraries. These may be consulted or read within the WSU libraries.

(a) Reference materials, abstracts and indexes, special reserve and noncirculating periodicals (bound and unbound) as determined by the appropriate unit of the WSU libraries. These selected materials, normally restricted to in-library use, may circulate in very unusual circumstances with special permission upon approval of an appropriate library faculty or staff member.

(b) Manuscripts, archives, and special collections: These rare, often irreplaceable, and sometimes unique materials may be used only within the manuscripts, archives,

and special collections unit. Each user must register with the attendant, must take extreme care in handling the materials, must keep intact their exact order and arrangement, and must make all notes in pencil, or with a typewriter, microcomputer, or similar device.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-030, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-030, filed 8/7/81; Order 74-1, § 504-40-030, filed 6/12/74; Order 73-1, § 504-40-030, filed 3/9/73, effective 6/1/73.]

WAC 504-40-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 504-40-045 External use of library resources.

(1) Borrowing of library materials:

(a) Borrowers are expected to check out library material personally or by official proxy.

(b) WSU faculty may appoint not more than two proxies to borrow on their behalf, but each proxy must hold his or her own valid authorized borrower card. Information about proxy identification cards may be obtained from the circulation desk of any library.

(c) Borrowers are responsible for material checked out in their names until the material is returned. Faculty utilizing proxy borrowers assume the responsibility for all materials borrowed in their name by their proxies.

(d) WSU faculty, staff, and students stationed at locations away from the Pullman campus may borrow library materials through extended campus library services or interlibrary loans.

(2) Due dates for library materials: Material is due on the date and hour specified at the time checked out or as adjusted by recall. Material loaned on an hourly basis is due at the library unit from which it was borrowed by the date and hour specified.

(3) Return of library materials:

(a) Reserve materials, periodicals, and special loans must be returned directly to the library unit from which they were borrowed. If they are returned to another library unit, they will be considered returned at the date and time they are received at the unit from which they were borrowed.

(b) Other material is considered returned on the date it is checked in at any unit of the library system. This does not apply to departmental libraries not operated by the WSU libraries.

(c) Materials returned to "book return" receptacles during closed hours are considered to have been returned at closing time of the previous open day.

(4) Holds:

(a) All borrowers may place holds on nonreserve material which is checked out.

(b) Borrowers may not place a hold on material checked out to themselves.

(c) Library units may place holds on any nonreserve material.

(d) Material on which a hold has been placed may not be renewed.

(e) Material which has one or more holds may be checked out for a maximum of two weeks.

(f) When material on which a hold has been placed is returned, it is held and the requester is informed of its availability.

(g) The following order of priority of holds is observed:

- (i) Reserve units.
- (ii) Campus borrowers, in order by day of hold.
- (iii) Off-campus borrowers, in order by day of hold.
- (iv) Other library units.

(h) The order of priority of holds may be adjusted by the unit head or designee.

(5) Recalls and searches:

(a) Recalls:

(i) Material on which a hold has been placed will be recalled if the adjusted date due is earlier than the original date due.

(ii) For holds placed by borrowers, the adjusted date due is two weeks from the date checked out or seven days from the date of the hold, whichever is later.

(b) Searches:

(i) All borrowers and library units may place searches for material which cannot be located.

(ii) If the material on which a search has been placed is located, it is held and the requester is informed of its availability.

(6) Renewal of library material:

(a) Renewals of loaned material are permitted unless material has restricted status or has been requested by another borrower. (See also WAC 504-40-055 (2)(g).)

(b) Renewals may be requested by providing borrower identification number and material identification numbers if necessary.

(c) All material may be renewed indefinitely unless requested by means of a hold.

(d) Overdue material may be renewed subject to same conditions as similar material not overdue. Fines accrue and will be assessed for the overdue period. However, overdue material on which a replacement charge has been assessed must be brought back to the circulation desk of the library from which it was borrowed for renewal.

(7) There is no limit to the number of items which may be borrowed at one time by WSU faculty, students, and staff, except for reserve materials as outlined in WAC 504-40-055 (2)(g)(i). All other borrowers are limited to twenty-five items at one time.

(8) In accordance with general policy, and upon request and suitable justification by the library user, exceptions to these regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by the director of libraries or the campus librarian at a WSU branch campus.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-045, filed 6/8/95, effective 7/9/95.]

WAC 504-40-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 504-40-055 Loan time periods. (1) Basis of loan time periods: The WSU libraries have established loan

time periods based on anticipated demand for the various forms of material by the several classes of users.

(2) Loan time periods:

(a) Noncirculating materials may not be checked out except, in very unusual circumstances, by special permission.

(b) Circulating materials (bound and unbound) may be checked out for two hours, or one, three, seven, fourteen, or thirty days as designated.

(c) The normal loan period for all users is thirty days, subject to recall of material after fourteen days if requested by another borrower.

(d) Books borrowed for the normal loan period by Washington State University faculty and graduate students, if not recalled, may be retained without penalty to the end of the semester. At that time the material must be returned or renewed.

(e) An item may be recalled at any time after it has been borrowed if it is needed for reserve or other restricted status.

(f) Reserve materials:

(i) Only two reserve items may be checked out by one borrower at a time.

(ii) Reserve materials may be renewed only if no one else has requested the item.

(iii) Reserve materials are not subject to recall or to holds.

(iv) Faculty members (and others) who have placed materials from their personal collections on reserve may request return of such personal possessions at any time.

(g) Special collections and categories: Certain material is maintained in special collections or has been defined as belonging to special categories. Borrowers should consult a member of the special collections staff concerning condition of use for these materials.

(h) Exceptions: Upon request and suitable justification by the borrower, exceptions to these regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by the director of libraries or the campus librarian at a WSU branch campus.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-055, filed 6/8/95, effective 7/9/95.]

WAC 504-40-060 Fines and charges. (1) System-wide applicability of fines and charges:

All borrowers are subject to a uniform system of fines and charges for late return of library materials and for replacement costs when required.

(2) Notice of due dates and overdue materials:

(a) Overdue notices are sent subsequent to the date due for all materials checked out through the on-line circulation system.

(b) For two-hour, and one-, three-, and seven-day materials and special category materials, overdue notices may be phoned if possible, or borrowers may be notified by mail.

(c) Failure to receive a notice or invoice does not exempt the borrower from charges.

(d) Failure to inform the university of changes of address does not exempt the borrower from charges.

(3) Fines and charges:

(a) Fines and/or replacement charges are assessed when library material is not returned by the due date specified for the material.

(b) Approved fine rates, maximum fines for specific types of materials, and basic replacement fees are available in each of the libraries.

(c) Specific fine rates and basic charges for replacement, rebinding, etc., are established for each biennium.

(d) Fine rates and charges for replacement, rebinding, etc., will be reviewed prior to the beginning of each biennium for possible adjustment by appropriate WSU libraries personnel. Proposed adjustments to established fine rates will be submitted through the WSU faculty senate library committee to the WSU faculty senate for approval.

(e) The most recently approved fine schedule is incorporated into these rules by reference. Copies are available at all circulation desks.

(f) All fines accrue from the time material becomes overdue.

(g) Fines do not accrue when the library from which the material was borrowed is closed.

(h) If a loan period has been extended by special permission, the overdue fine is assessed according to the original loan category of the material. For materials circulated by special permission or normally categorized as noncirculating, the fine rate will be assessed on an hourly basis.

(i) The libraries have the right to reduce or forgive fines and charges for patrons with bona fide reasons for not returning materials when due.

(4) Payment of fines and charges:

(a) Fines and charges are paid through WSU accounts receivable. Payment may be made by cash, check, or money order. Departmental purchase orders or interdepartmental requisitions and invoices are not acceptable as payment because fines may not be paid by departmental, grant, or any other funds controlled by the university.

(b) Failure to pay fines and charges will result in the total amount assessed being referred for collection. The controller may, if other collection methods fail, withhold outstanding fines from damage deposits or other funds held for any students. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing copies of student transcripts or to withhold permission to reenroll for an ensuing term until outstanding fines are paid.

(c) Failure to pay fines and charges may also result in revocation of borrowing privileges by the director of libraries.

(5) Replacement charges:

(a) If library material or equipment is lost, or not returned by the time the maximum fine has accumulated, a replacement charge will be assessed.

This replacement charge includes the estimated replacement cost of the material plus a nonrefundable service charge to cover the costs of searching, correspondence, cataloguing, etc. The replacement charge and service charge are added to the maximum fine, and the delinquent borrower is charged this total sum.

(b) If material upon which a replacement charge has been assessed is found and returned within six months of the

assessment date, the replacement cost of the material will be refunded. The service charge and overdue fine are not refundable.

(c) Library patrons who mutilate library materials or return mutilated materials that have been checked out to them will be charged a library administrative fee plus replacement costs for each item involved.

(d) All library materials, regardless of fines and fees paid, remain state property.

(e) In accordance with general policy, and upon request and suitable justification by the library user, exceptions to these regulations may be made.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-060, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-060, filed 8/7/81; Order 74-1, § 504-40-060, filed 6/12/74; Order 73-1, § 504-40-060, filed 3/9/73, effective 6/1/73.]

Title 516 WAC

WESTERN WASHINGTON UNIVERSITY

Chapters

516-12 Parking and traffic regulations.

516-60 Admission and registration procedures.

Chapter 516-12 WAC

PARKING AND TRAFFIC REGULATIONS

WAC

516-12-400

Definitions.

516-12-470

Enforcement.

WAC 516-12-400 Definitions. As used in this chapter, and chapters 516-13 and 516-14 WAC, the following words and phrases mean:

(1) "Area designator": A tag affixed to a permit indicating a parking lot assignment for a vehicle.

(2) "Automobile": Any motorized vehicle having four or more wheels.

(3) "Board": The board of trustees of Western Washington University.

(4) "Campus": All state lands devoted to the educational or research activities of the university.

(5) "Dismount zone": Any area designated by signs or symbols as a place where bicycles shall not be ridden but may be walked.

(6) "Employee": Any individual appointed to the faculty, staff, or administration of the university.

(7) "Habitual offender": The driver of a vehicle license number or permit number accruing ten or more paid or unpaid parking citations.

(8) "Impoundment": A state in which a vehicle has been seized and kept in legal custody by either being immobilized with a wheel lock device or towed from campus.