

# Chapter 132N-160 WAC

## ADMINISTRATION

### WAC

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**WAC 132N-160-010 Admissions, registration, tuition and fees, waivers, and graduation.** This policy establishes a standard set of admission, registration, tuition and fees, waivers, and graduation practices that are necessary and appropriate for the administration of Clark College.

[Statutory Authority: RCW 28B.50.140. WSR 99-15-017, § 132N-160-010, filed 7/12/99, effective 8/12/99.]

**WAC 132N-160-020 Definitions.** For the purpose of this code, the following terms are defined:

(1) "Admissions officer" shall mean the designated college administrator for admissions procedures.

(2) "Applicant" shall mean a person seeking admission to Clark College.

(3) "College" shall mean Clark College and any other community college centers or facilities established within Washington State Community College District 14.

(4) "Designee" shall mean a person appointed by an officer or another person designated to perform a function on the appointer's behalf.

(5) "GED" shall mean the General Educational Development Test of the American Council on Education.

(6) "International students" shall mean applicants or students who are not United States citizens and who need F-1 or M-1 visas to attend Clark College.

(7) "Nonresident students" shall mean students who meet the definition according to RCW 28B.15.012(3).

(8) "Persian Gulf veteran" shall mean a veteran of the Persian Gulf who has documented service in a combat zone as defined by the president during 1991, who qualified as a Washington resident as defined by RCW 28B.15.012(2) on August 1, 1990.

(9) "Registrar" shall mean the designated college administrator for registration and records procedures.

(10) "Resident students" shall mean those students who meet criteria defined in RCW 28B.15.012.

(11) "Student," unless otherwise qualified, shall mean and include any person who is an applicant for admission or an enrolled student of Clark College.

(12) "Veteran" shall mean an applicant or student who is eligible to receive Department of Veterans' Affairs educational benefits.

(13) "Veterans of Vietnam conflict" shall be those persons who have been on active federal service as a member of

the armed military or naval forces of the United States between a period commencing August 5, 1964, to May 7, 1975, who qualify as Washington residents as defined by RCW 28B.15.012(2).

(14) "Waivers" shall mean those tuition and fee waivers authorized by state law and by the state board for community and technical colleges in accordance with chapter 131-28 WAC and adopted as policy where appropriate by the college board of trustees.

[Statutory Authority: RCW 28B.50.140. WSR 99-15-017, § 132N-160-020, filed 7/12/99, effective 8/12/99.]

**WAC 132N-160-030 Admissions policy.** (1) Any applicant shall be admitted when he/she:

(a) Is at least eighteen years of age; or

(i) Is a graduate of a high school or the equivalent; or

(ii) Has applied for admission under the provisions of a student enrollment options program such as running start (chapter 392-169, 131-46, and/or 250-79 WAC) or a successor program.

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

(c) Would not, by his/her presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution.

(2) Admission to the college shall entitle the student to enroll in any instructional program, provided that the student is qualified and complies with the rules and procedures established for enrollment in such program.

(3) In order to assist students in selecting courses and programs appropriate to their needs and interests, and to ensure that students will be able to profit from current curricular offerings or benefit from a particular class, course, or program, the college may require students to meet special admission requirements, take tests, or have special training prior to enrolling.

(4) Enrollment in classes, programs, or sections may be restricted by limitations of physical facilities or operating funds, when consistent with generally accepted educational practices regarding efficient maximum class sizes.

(5) The college reserves the ultimate right to determine admission to the college and/or to certain classes.

[Statutory Authority: RCW 28B.50.140. WSR 99-15-017, § 132N-160-030, filed 7/12/99, effective 8/12/99.]

**WAC 132N-160-040 Admission exceptions.** The following guidelines apply to the admission of those students who do not meet the general admission criteria:

(1) Persons under the age of eighteen who have not earned a diploma from a high school or the equivalent may be admitted to college-level classes and some vocational classes on a space-available basis, except as in subsection (2) of this section.

(2) Persons who meet the requirements of the running start program (chapter 392-169, 131-46, and/or 250-79 WAC) may enroll in most college-level classes and selected vocational classes if such classes have student spaces open at the time of running start registration. Students must meet program eligibility requirements and deadlines to participate.

(3) Students age sixteen and over who meet the provisions of "Title III - Adult Education Programs" (Adult Education Act, 20 U.S.C. secs. 1201 et seq.) may enroll in certain basic education classes. Persons admitted into such classes (basic skills, academic support, and/or remedial) will be allowed to continue as long as they demonstrate, through measurable academic progress, an ability to benefit.

(4) Applicants in subsections (1), (2), and (3) of this section, above, must demonstrate sufficient maturity and academic ability or skill to compete with college students. Applicants under the age of sixteen may be required to follow the designated college procedures for admission.

[Statutory Authority: RCW 28B.50.140, WSR 99-15-017, § 132N-160-040, filed 7/12/99, effective 8/12/99.]

**WAC 132N-160-050 Residency.** (1) Students who meet the definition of resident students according to RCW 28B.15.012(2) shall be classified as resident students. Students not eligible for residency classification will be classified as nonresident students.

(2) Students who have questions about their classification must complete a residency questionnaire and submit the necessary documentation to the college admissions officer. The college admissions officer will review the questionnaire and will notify the student in writing of the decision within one week.

(3) Students are responsible for registering under the proper residency classification.

(4) Appeals to residency classification will be reviewed by the vice-president of student services, in a brief adjudicative proceeding under RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 28B.50.140, WSR 99-15-017, § 132N-160-050, filed 7/12/99, effective 8/12/99.]

**WAC 132N-160-060 Tuition and fees, waivers.** (1) Tuition is based on residency requirements (WAC 132N-160-050) and upon chapter 28B.15 RCW, College and university fees. Tuition is set by the Washington state legislature and subject to change. The current tuition fee schedule is listed in the quarterly class schedule.

(2) Some course enrollments may also require payment of lab or course fees in addition to or instead of tuition. These fees cover costs such as those associated with consumable supplies, computer software upgrading, and technical lab assistance.

(3) Clark College may periodically establish tuition and fee waivers as authorized by state law and by the state board for community and technical colleges. This will be done in accordance with chapter 131-28 WAC.

(a) Information regarding specific waivers will be available in the schedule of classes and from the registration office.

(b) Upon an applicant's request, individual determinations on tuition and fee waivers will be reviewed by the col-

lege registrar, in a brief adjudicative proceeding under RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 28B.50.140, WSR 99-15-017, § 132N-160-060, filed 7/12/99, effective 8/12/99.]

**WAC 132N-160-070 Refunds.** Refunds resulting from official withdrawal from courses will be computed as follows for state supported courses:

(1) First-time students receiving federal financial aid who officially withdraw from classes shall be provided a *pro rata* refund in accordance with federal guidelines.

(2) A refund of tuition and fees will be made to all other students officially withdrawing from the college according to the following schedule:

(a) One hundred percent of the amount paid if an official withdrawal form is received in the registration office during the first five business days of the quarter (Monday through Friday).

(b) One hundred percent of the amount paid for a course canceled by the college.

(c) Fifty percent of the total amount paid if an official withdrawal form is received in the registration office between the sixth business day and the twentieth calendar day of the quarter.

(3) No refund will be made after the twentieth calendar day of the quarter. Exceptions may be made for students inducted into military service or for medical or emergency reasons.

(4) Refunds for summer quarter, late starting, and condensed courses will be determined by the registrar in keeping with a prorated schedule of the college's regular refund policy.

(5) Fees, other than tuition and services and activities fees, not subject to this policy, are not refundable.

(6) Students dismissed for disciplinary reasons are not eligible for refunds.

[Statutory Authority: RCW 28B.50.140, WSR 99-15-017, § 132N-160-070, filed 7/12/99, effective 8/12/99.]

**WAC 132N-160-080 Graduation.** (1) Students may complete their degree under the requirements set forth in any catalog issued during their attendance at Clark College. No catalog will be valid for more than seven years. Any student not enrolled for two years or more must complete the requirements of the catalog in effect at the time of reentry or later enrollment.

(2) To qualify for more than one degree, a student must complete all requirements for the first degree and complete all specific program requirements for the additional degree.

[Statutory Authority: RCW 28B.50.140, WSR 99-15-017, § 132N-160-080, filed 7/12/99, effective 8/12/99.]

**WAC 132N-160-090 Appeals.** (1) Students have the right to appeal admission, registration, waiver, refund, and graduation decisions. All appeals must be submitted in writing within two quarters of the initial decision. Students are entitled to two levels of appeal:

(a) Admission decisions are appealed at the first level to the college admissions officer and at the second level to the

vice-president of student services or, in the case of applicants under the age of sixteen, to the vice-president of instruction.

(b) Registration, waivers, and tuition and fee decisions are appealed at the first level to the registrar and at the second level to the vice-president of student services.

(c) Decisions regarding issuing of degrees, certificates, or diplomas are appealed at the first level to the academic standards committee and at the second level to the vice-president of student services.

(2) The student must initiate an appeal at the first level. If the student is not satisfied with the appeal at the first level, he/she may submit an appeal at the second level.

(3) Appeals to admissions, registration, waiver, tuition and fee determinations will be reviewed by the vice-president of student services, in a brief adjudicative proceeding under RCW 34.05.482 through 34.05.494. The results of a second level appeal are final.

(4) Students may expect a written response to an appeal within ten working days.

[Statutory Authority: RCW 28B.50.140. WSR 99-15-017, § 132N-160-090, filed 7/12/99, effective 8/12/99.]