

**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.]