

TRANSMITTAL OF RULES ADOPTED BY INSTRUCTION OF HIGHER EDUCATION
(Instruction for Completion of Back of Page)

FROM: Central Washington State College
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)
Olympia 98504

The enclosed Permanent rules , being order No. 4
Emergency rules

relating to (Name of rules or description of subject matter)

- (1) Use of college facilities;
- (2) Financial obligations of students; and
- (3) Student employment

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 3523 ① filed with the code reviser
on June 7, 1972 ② were regularly adopted as permanent rules of this
(date)
institution at Deans' Conference Rm. on 6-14-72 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules
shall be July 20, 1972 . ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of
these rules is necessary for the preservation of the public
health, safety, or general welfare and that observance of the
requirements of notice and opportunity to present views on the
proposed action would be contrary to the public interest, were
regularly adopted as emergency rules of this institution at
_____ on _____ and are herewith filed in the office
(place) (date)
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.
c 57).

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been
fulfilled.

Dated this 14th day of June 1972.

STATE OF WASHINGTON

FILED

JUN 16 1972

CODE REVISER'S OFFICE

DISTRICT # 4/49 FILE # 1

Central Washington State College
(AGENCY)

Steve Milam
BY Steve Milam

Assistant Attorney General
Title

Effective 9/7/71

[Form CR-5]

STATE OF WASHINGTON

CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 4

(1) I, Dale R. Comstock, Dean of Graduate Studies of Central Washington State College of the state of Washington, by virtue of the authority vested in me under chapter 28B.19 RCW (1971 1st ex.s. c57), chapter 28B.40.120 RCW, Central Washington State College Board of Trustees Resolution No. 71-16, and a letter of designation from the President, do promulgate and adopt the annexed rules and regulations, to wit:

Use of college facilities--WAC 106-136-100 through WAC 106-136-300 and WAC 106-140-001 through WAC 106-140-060; Financial obligations of students--WAC 106-124-010 through WAC 106-124-011; and Student employment--WAC 106-112-001 through WAC 106-112-011;

as permanent rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c57) 1-13 WAC.

APPROVED AND ADOPTED June 14, 1972

By

Dale R. Comstock

Dean of Graduate Studies

Chapter 106-112

PERSONNEL RULES

new WAC 106-112-001 PERSONNEL RULES. The provisions of WAC 106-112-001 through WAC 106-112-999 shall be reserved for the personnel rules of the agency.

new WAC 106-112-010 STUDENT EMPLOYMENT PROCEDURES--REGULAR STUDENT EMPLOYMENT. To be eligible for college student employment a person shall be enrolled in seven or more credit hours during the academic period he wishes to work at the College, and subject to the following regulations:

(1) A student shall be admitted to Central Washington State College before employment will be given to him. Admittance is determined by the CWSC Admissions Office.

(2) Persons enrolled in six or less credit hours of classes in any given quarter will not be classified as student employees and will fall under the jurisdiction of the Staff Personnel Office.

(3) No student will be allowed to work more than an average of 15 hours per week when classes are in session.

(4) For employment purposes a student employee is limited to an average of 15 hours per week starting the first day of classes each quarter and until the last day of final tests.

(5) Vacations and registration are periods of time when a student may work up to 8 hours a day, 40 hours a week.

(6) No student employee shall work in more than one department on campus unless clearance is obtained through the Financial Aid Office.

(7) All job openings reported to the Office of Financial Aid will be posted on the bulletin board outside the Financial Aid Office. Students interested in inquiring about any job posted will inquire with the secretary in charge of student employment in the Financial Aid Office. Applicants are considered on a first-come, first-served basis.

(8) The Financial Aid Office acts as a referral agency only. Final selection and hiring of any student employee on this campus will be made by the employing office.

(9) Student employment rating forms are furnished to each department. These forms may be sent to the Financial Aid Office for any of the following reasons:

(a) To denote outstanding work.

(b) When a student is doing below average or poor work (or no work at all).

(c) When a student completes, is fired from, or quits a job.

new WAC 106-112-011 -----WORK-STUDY EMPLOYMENT. Work-Study employment guidelines are determined by the Federal government and are listed in the Work-Study manual furnished the Financial Aid Office.

Chapter 106-124

GENERAL CONDUCT

new WAC 106-124-010 FINANCIAL OBLIGATIONS OF STUDENTS.
Admission to or registration with the College, conferring
of degrees and issuance of academic transcripts may be
withheld for failure to meet financial obligations to
the College.

new WAC 106-124-011 -----APPEAL PROCEDURE. Every student
has the right to appeal a decision of any college department
or division to assess a fee, fine, charge, debt, or other
financial obligation of his or hers to the College in writing,
stating the reasons for the appeal to the division or
department head for a determination of the validity and
legitimacy of that obligation within ten (10) days after
notice of the assessment was sent to the student. If the
student has not resolved his or her financial obligation
to the College and has not requested a formal hearing pursuant
to RCW chapter 28B.19 within ten (10) days after his last
appeal action, the College may take any action authorized
under WAC 106-124-010.

Chapter 106-136
USE OF COLLEGE FACILITIES

new WAC 106-136-100 - STUDENT PUBLICATIONS. Student publication advertising rules and regulations shall be as follows:

(1) Display advertising rates shall be appropriately and publicly announced prior to each year's publication period.

(2) Rates shall bear reasonable relationship to prevailing commercial standards and shall be based upon current economic conditions, publication financial requirements, and competitive situations.

(3) Differentials in display advertising rates shall be permitted based upon frequency and amount of advertising by advertisers and upon classification of advertisements, such as "local" or "national."

(4) Classified advertising rates, appropriately set and properly announced, shall be on the basis of cost per line

(5) Closing dates for receipt of advertising material shall be set according to current mechanical publication requirements.

(6) Acceptability of advertisements shall be determined prior to each year's publication period and based upon current state law, other college rules and regulations and commonly accepted practices and mores.

new WAC 106-136-101 -----LETTERS TO THE EDITOR. Letters to the editor are welcomed and printed as space allows. Except under special circumstances, the name of the writer shall appear in the paper (standard procedure in U.S. papers), provided that student editors shall have the authority to accept or reject all letters to the editor and to decide the actual treatment of same as to space allotment, page placement, headsize, time of publication, etc.

new WAC 106-136-110 GALLERY ART DISPLAY POLICY. Displays of art in the Fine Arts Building Gallery shall be subject to the following conditions:

(1) All work displayed in the Gallery shall be invited, authorized and scheduled by the Gallery Director and/or department chairman and shall comply with United States Supreme Court rulings on the display of works of art.

(2) All campus displays of art authorized by the Gallery Director and/or department chairman shall comply with this policy and be subject to the supervision of the Gallery Director and/or department chairman.

new WAC 106-136-200 PLACEMENT SERVICE--EMPLOYERS RECRUITING ON CAMPUS. All arrangements for campus recruiting shall be coordinated by the Placement Service and are subject to the following conditions:

(1) Any bona fide employer offering to recruit and hire personnel for his own organization shall be eligible to recruit on campus, provided that all employers must comply with Federal and state laws against discrimination.

(2) Representatives from college or university graduate schools may recruit on campus.

(3) No commercial or state employment agency shall be allowed to solicit student or alumni applications on campus.

(4) All interviewing arranged by the Placement Office shall be conducted in offices provided for this purpose and not in hallways or other public areas and subject to the following:

(a) Recruiters for school districts, business and industrial firms, and government agencies shall be assigned individual rooms and students sign on pre-arranged interview schedules.

(b) Recruiters for the military, Peace Corps and Vista are assigned individual rooms and students may be interviewed on a "drop-in" basis.

(c) All company literature and brochures shall be displayed within the interviewing room and placement office literature racks.

(d) Poster boards and signs related to campus interviews may be posted on bulletin boards or other designated areas upon approval of the placement office. (In accordance with departmental or building policy.)

(5) All prospective employers shall be free to present their points of view, and all students shall be free to determine whether they desire to listen to their presentations

(6) Arranging for the appearance of a prospective employer on the Central Washington State College campus is not an endorsement of the employer, or his organization's policies, by the college.

new
WAC 106-136-201 -----ELIGIBILITY TO REGISTER FOR PLACEMENT SERVICE. The following individuals may register for placement service:

(1) CWSC students of senior standing.

(2) Graduate or 5th year students who received their baccalaureate degrees from CWSC.

(3) Alumni who have completed fifteen quarter hours in residence at CWSC.

(4) Graduates from other colleges or universities who have completed fifteen quarter hours of work in residence at CWSC.

(5) Graduates from other colleges or universities who haven't completed fifteen quarter hours in residence may use the services of the placement office if a reciprocity agreement is established.

(6) The general services that may be available to all CWSC students and alumni are as follows:

(a) Career planning and development.

(b) Employment information relevant to their academic interests.

(c) Career information center.

(d) Summer jobs related to career positions.

new

WAC 106-136-202 -----PLACEMENT FILE. Each individual's placement file shall be completed in the following manner:

(1) Registration forms shall be typed by candidate; and
(2) It shall be the responsibility of the candidate to deliver or send the recommendation forms to the persons from whom he desires statements; and

(3) A minimum of two recommendations must be in the candidate's file before it can be sent to prospective employers.

(4) One of these recommendations shall be written by a CWSC faculty member or administrator.

(5) A personal or small group interview with a placement officer shall be a part of registration, provided that this provision may be waived for alumni and seniors who do not register until after they graduate and leave campus.

(6) Registration shall be completed by the candidate before requesting file to be sent to prospective employers.

(7) Incomplete files or portions of files shall not be released.

new

WAC 106-136-203 -----INTERVIEWS--PRIORITIES. Interview priorities shall be as follows:

(1) Students currently enrolled for ten or more credit hours shall be given priority on sign-up schedules; alumni may schedule interviews only after student demand has been satisfied; and

(2) Students who have completed registration shall be given priority over students who haven't registered; and

(3) Students shall only be allowed to interview with one employer prior to completing registration; and

(4) To be eligible to sign on an interview schedule, the candidate must meet minimum qualifications stipulated by the employer (degree, major, work experience, mobility, etc.)

(5) All employment opportunities and campus recruiting visits shall be openly listed in the placement office for all to see. Those students who meet the qualifications stated by the individual employer are referred to the employer or sign up for an interview on a first-come, first-served basis, or other methods as determined by the Director, such as by lot, until the employer's needs are met or the available schedules are full.

(6) Candidates who miss two or more scheduled interviews with employers may be subject to having their names removed for all schedules, without notice, until cleared with placement officer.

new

WAC 106-136-204 -----RENEWAL SERVICE FOR ALUMNI. Credential service will be extended to alumni who have updated their files and paid the activation fee. (1) If the candidate's file has been updated within a five-year period prior to request, file will be sent to prospective employer, as requested. Candidate shall be notified that he must update file and pay fee before requesting additional credential services. All future requests may be held.

(2) Credential files that haven't been updated for five or more years will not be sent until updated.

(3) It is the candidate's responsibility to keep his file up to date. There shall be no fee required for updating.

new WAC 106-136-205 -----JOB NOTIFICATION. Direct notification of positions listed with the placement office shall be available only to:

(1) Registered candidates who have updated and activated their placement files.

(2) Graduates of other colleges or universities who have established reciprocity.

new WAC 106-136-206 -----RECIPROCAL SERVICE. Requests from CWSC candidates for service from another institution must be by the placement director. Candidate's file must be updated and active.

new WAC 106-136-207 -----CONFIDENTIALITY. All student records on file at Central Washington State College shall be the property of the College, including, but not limited to, the following information:

(1) Recommendations from teachers, former employers, and others acquainted with the student or former student.

(2) Reports on student teaching, internship, and other special professional laboratory experiences.

(3) Personal data concerning the student or former student.

(4) Special reports from various offices concerning individuals for whom placement credentials are on file.

(5) Other pertinent information.

Placement files are subject to the following terms and conditions:

(1) The individual may not review confidential materials of his credential file.

(2) All credentials are confidential and are not to be shown to candidates under any circumstances.

(3) All credentials are confidential and are not to become a part of the employers' personnel files that are established on their employees.

new WAC 106-136-208 -----RELEASING OF INFORMATION. Placement credentials and other information on file may be released according to the following guidelines:

(1) Credential files shall be made available to prospective employers, properly identified, upon the request of the student (or former student).

(2) The credential file for an individual can also be mailed to another recognized college placement office or graduate school at the request of the individual.

(3) At no time shall credentials be mailed to a commercial agency or to state employment agencies.

(4) Information submitted by applicants on placement service forms is considered as confidential and shall not be released without the applicant's consent.

(5) If the applicant desires, he may request that the file be presented to employers only upon the applicant's written permission.

(6) Candidates' files will be made available to CWSC department chairmen or other college administrators for the purpose of granting assistantships or hiring purposes. For other purposes Central faculty members or administrators may only review what they have written about the candidate.

(7) Recommendations may be removed from candidate's file by written request of the author, or by written request of the candidate without evaluation. This does not include the college student teaching evaluation.

new WAC 106-136-209 -----FEE POLICY. The Board of Trustees shall establish fees which shall be based upon the placement year, October 1 to September 30, and shall be used to establish or bring a file up to date, assign it to a placement officer for service, and make it readily available for office use or mailing to prospective employers. The fee also includes duplicating and sending credentials to prospective employers--seniors, no limit; alumni, up to five (5) sets. The types of fees and conditions for fees are as follows:

(1) Graduates from other colleges or universities which establish reciprocity shall be charged a fee for one placement year.

(2) Placement services are provided for a fee (included with graduation fees--see college catalog) to all undergraduates, who complete their baccalaureate degree at CWSC, for the placement year in which they receive their degrees.

(3) Graduate students from CWSC who continue their studies immediately beyond the bachelor's degree will be granted placement services at the culmination of their work. Students who immediately enter the Armed Services or volunteer government services after graduation will be extended placement assistance without additional fee for the placement year in which they receive their discharges.

(4) Alumni, two year technical vocational CWSC students, graduate students who have been regularly employed, and graduate students who did not receive their undergraduate training at CWSC shall be required to pay a registration or renewal fee. This fee will enable the candidates to have sent to bona fide employers, up to five copies of their credentials within the placement year. Thereafter, during the same session, there shall be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(5) Checks shall be made payable to the College Placement Service and shall be paid before the file is activated. The annual fee entitles the registrant to placement assistance during the placement year ending September 30.

(6) The Board of Trustees shall establish the fee categories and dollar amounts and the Placement Office shall publish notice of such fees.

new

WAC 106-136-300 KCWS-AM RADIO STATION--ADVERTISING RATES. Whenever possible, the advertising rates of KCWS-AM shall be in accordance with the standards set by the Intercollegiate Broadcasting System.

Chapter 106-140

USE OF COLLEGE FACILITIES--BUSINESS OFFICE

new WAC 106-140-001 USE OF COLLEGE FACILITIES--BUSINESS OFFICE. The provisions of WAC 106-140-001 through WAC 106-140-999 shall be reserved for policies on use of college facilities under the supervision of the college Business Office.

new WAC 106-140-010 TELEPHONE SERVICES--LONG DISTANCE CALLS. Personal long distance calls may not be charged to any college telephone number; any individual doing so shall pay for the cost of the toll charge, plus an additional penalty charge established by the College. Long distance telephone calls may be placed from college telephones by charging the call to a non-college telephone number or to a credit card. Repeated violations of this section may result in disciplinary action.

new WAC 106-140-011 -----REQUESTS FOR REPAIRS. All requests for repair of college telephones are to be made with the college telephone office.

new WAC 106-140-012 -----APPROVAL OF INSTALLATIONS. Telephones may be installed on the Central Washington State College campus only with the approval of the Director of Auxiliary Services or his designee.

new WAC 106-140-013 -----RIGHT TO RESTRICT OR MODIFY SERVICES. The College reserves the right at any time it deems necessary to restrict or change:
 (1) the telephone services,
 (2) access to controlled long distance networks,
 (3) the hours of having operators on duty,
 (4) the amounts and types of information it will make available to the public through the telephone office.

new WAC 106-140-020 MOTOR POOL-COLLEGE VEHICLES--COLLEGE PERSONNEL. College vehicles shall be utilized and operated only by college employees, or students of Central Washington State College authorized by college officials.

new WAC 106-140-021 -----STUDENT PERSONNEL. Student employee use of vehicles is limited to that use authorized by departmental chairmen and administrative heads.

new WAC 106-140-030 . PROHIBITION OF SMOKING. Smoking is prohibited in college buildings except campus living facilities and designated areas.

new WAC 106-140-040 BUSINESS OFFICE HOURS--CASHIER. The Central Washington State College Business Office Cashier's Office will be open for business during the hours posted by the college Controller or his designee.

new WAC 106-140-045 CHECK CASHING-CASHIER'S OFFICE. Identification cards, driver's licenses and other types of identification may be required before accepting personal checks. If there is any question as to the authenticity of the check, signatures may be compared. In accordance with procedures established by the Controller's Office, checks will not be accepted from those with a history of writing checks which banks will not honor.

new WAC 106-140-046 -----PARTIAL RETURN IN CASH. When payment is made on a college account with a check from a third party and the College is payee, for an amount equal to or less than the amount owed, the College will not return any portion of the check to the holder unless authorization is received from the maker of the check. The College reserves the right at all times to refuse to accept a check.

new WAC 106-140-050 COLLEGE BOOKSTORE--REFUNDS. The College Bookstore will give a refund of the purchase price for only required text books for credited classes currently in session at Central Washington State College and for defective merchandise, in the following manner:

- (1) Refunds shall be made only for the first five (5) days after the beginning of classes; and
- (2) Central Washington State College Bookstore cash register sales receipt dated not more than seven (7) days from date of sale for the book or books shall be required; and
- (3) Books must be in new condition; unmarked and free of damage; and
- (4) Central Washington State College identification card of current validation shall be required; and
- (5) No cash refunds shall be made for books purchased with a credit card; and
- (6) Defective merchandise is refundable only if returned within a reasonable time as determined by the College Bookstore Manager, or his designee, and a Central Washington State College Bookstore sales receipt for that item and identification shall be required.

new WAC 106-140-051 -----USED BOOK PURCHASES. The College Bookstore shall purchase used books in the following manner:

- (1) No more than fifty percent (50%) of list price shall be paid for used books; and
- (2) Books shall be in saleable condition; and
- (3) Overmarked or damaged books shall not be purchased; and
- (4) Overstocked books and books not being used again the following quarter or session shall be purchased at market value; and
- (5) Central Washington State College identification of current validation shall be required.

new WAC 106-140-052 -----BOOKSTORE CHECK CASHING POLICY. The College Bookstore shall cash personal checks in the following manner:

- (1) Current validated Central Washington State College identification shall be required; and
- (2) Check shall be customer's own personal check with bank number printed on the check, except that payroll checks will be honored for a limited amount provided current validated Central Washington State College identification is presented; and
- (3) Check shall be for the amount of purchase, except that a check for cash or over the amount of purchase may be accepted when cash is available, provided that the Bookstore may establish minimum and maximum amount limits at management's discretion; and
- (4) Checks shall not be accepted from anyone with a history of writing checks that banks will not honor.

new WAC 106-140-053 -----METHODS OF PURCHASE. All sales shall be paid by cash, check, or money order at the time of purchase, except under the following conditions:

- (1) When arrangement for payment has been made through the College; or
- (2) Sales to departments, residence halls, and campus organizations when purchase is made by authorized personnel; or
- (3) Sales to college full-time faculty and staff with Central Washington State College identification; or
- (4) Sales to holders of accepted credit cards, subject to the requirements and restrictions of the firm issuing the credit card.

new WAC 106-140-054 -----BOOK ORDERS. The College Bookstore may order books and other merchandise for customers when they are not currently available in the store; a deposit or the full purchase price in advance may be required for certain items depending on their nature and their cost; deposits paid for special orders may be subject to forfeiture if the order is cancelled or if the merchandise is not

purchased within seven (7) days after receipt of merchandise in the College Bookstore unless other arrangements have been approved by the Bookstore Manager.

new WAC 106-140-055 -----PRICING. All pricing is subject to change without notice.

new WAC 106-140-056 -----PACKAGES. The public is required to leave all packages, books, supplies, packs, bags, large handbags, etc., outside the College Bookstore sales display area, provided that those carried in shall be subject to search prior to leaving the sales display area.

new WAC 106-140-057 -----ANIMALS PROHIBITED. No animals of any kind are allowed in the College Bookstore.

new WAC 106-140-058 -----SALES RESTRICTIONS. Only merchandise or items sold by the College Bookstore as a part of its operation may be sold within the College Bookstore premises.

new WAC 106-140-059 -----HOURS. The hours that the College Bookstore shall be open for business shall be those posted by the Bookstore Manager or his designee.

new WAC 106-140-060 USE OF COLLEGE MAILING AND STATIONERY SERVICES. No one may employ college stationery, services (mail, duplicating, equipment, etc.) and supplies for personal use or for organizations not sponsored solely by the College.