

State of Washington

Central Washington University

(name of institution)

Administrative Order No. 39

(1) I, Gregory Trujillo, Special Assistant to the President of the Central Washington University

do promulgate and adopt at President's Office, Barge Hall Rm. 301, on campus the annexed rules relating to: Institution title change from Central Washington State College to Central Washington University

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

This action is taken pursuant to Notice No. 78-04-009 filed with the code reviser on 3/6/78. Such rules shall take effect: X pursuant to RCW 28B.19.050(2). at a later date, such date being

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

I, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040 that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW 28B.19.050 & RCW 28B.40.120 and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW which directs that the

has authority to implement the provisions of (institution) (name of act or RCW citation)

(c) This rule is promulgated under the general rule-making authority of the (institution) as authorized in RCW

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

(5) This order after being first recorded in the order register of this institution is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

STATE OF WASHINGTON APPROVED AND ADOPTED June 14, 19 78 FILED

JUL 11 1978

By Gregory Trujillo Special Assistant to the President

Title

CODE REVISER'S OFFICE WSR 78-08-011

AMENDATORY SECTION (Amending Order 3244, filed 12/8/71)

WAC 106-08-001 REGULAR MEETING TIME. The regular meetings of the Board of Trustees of Central Washington (~~(State-College)~~) University shall be held on the second Friday of each month at 8:00 p.m. in rooms 204-205, Samuelson Union Building on the Central Washington (~~(State-College)~~) University campus in Ellensburg, Washington.

AMENDATORY SECTION (Amending Order 3244, filed 12/8/71)

WAC 106-08-005 DEFINITIONS. As used herein, the term "agency" shall mean the Board of Trustees of Central Washington (~~(State-College)~~) University or any duly appointed hearing officer or officers.

AMENDATORY SECTION (Amending Order 3244, filed 12/8/71)

WAC 106-08-080 NOTICE AND OPPORTUNITY FOR HEARING IN CONTESTED CASES. In any contested case, all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall be signed by the president of Central Washington (~~(State-College)~~) University (~~(of)~~) or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-010 GENERAL POLICY. It shall be the policy of the Board of Trustees of Central Washington ((State-College)) University, within the realm of their authority and in keeping with their responsibility to the public, to prohibit discrimination based on race, creed, ethnic origin, or sex. This prohibition applies to all aspects of the ((College's)) university's functions, program and activities, the utilization of its facilities and the official use of the ((College's)) university's name; the employment, housing, financial aid, and educational opportunities it provides.

The Board of Trustees, furthermore, affirms its intent and desire to establish practices consistent with those prescribed for other agencies of the state of Washington through the governor of the state and through this policy expresses its intent to modify any present practices of the ((College)) university to accomplish this end.

The Board of Trustees hereby directs the president of Central Washington ((State-College)) University to establish administrative procedures, rules, and regulations which will fulfill this policy and which will provide him with means to monitor and maintain such rules and regulations. Furthermore, the president is directed to report, from time to time, to the Board of Trustees progress and problems related to the execution of this policy.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-100 PROCEDURES, RULES, AND REGULATIONS--EMPLOYMENT, JOB PLACEMENT, AND PROMOTION. It shall be the goal of this ((College)) university to employ all personnel solely on the basis of merit and without regard for race, religion, color, national origin, sex, age, or physical disability, except where sex, age or physical disability are bona fide occupational qualifications. Job placement, retention, and opportunities for promotion shall be based on such factors as relate to the demands of the position. It is, furthermore, a goal of this ((College)) university to establish contracts and supply agreements only with firms and individuals who support and implement the above stated goal.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-110 PROCEDURES, RULES, AND REGULATIONS--ACADEMIC PERSONNEL. All administrators who have authority to employ academic personnel shall work toward establishing a diverse faculty capable of providing for excellence in education and for the enrichment of the ((College)) university community. No appointment will be made until all candidates have been encouraged to apply.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-120 PROCEDURES, RULES, AND REGULATIONS--NONACADEMIC PERSONNEL. All those who have authority to employ nonacademic personnel (including part time personnel and students) shall work toward establishing a diverse work force capable of providing excellence in service to the ((College)) university. No appointment will be made until all candidates have been encouraged to apply.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-130 PROCEDURES, RULES, AND REGULATIONS—CONTRACTORS. Every department of the ((College)) university which awards contracts for the construction, alteration or repair of any building or other public work shall utilize procedures which will ensure that minority group persons are employed on all public works projects of the ((College)) university. This goal is to be sought whenever ((College)) university funds, from any source, are expended.

The ((College)) university shall include in the bid specifications for a public works contract a requirement that the prospective contractor and his subcontractors must agree to take affirmative action to employ minority group workers in the performance of the contract. The bid specifications shall express as precisely as possible what affirmative action a contractor will be obligated to take.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-140 PROCEDURES, RULES, AND REGULATIONS—SUPPLIERS. This ((College)) university is obligated as a bona fide state agency to abide by RCW 43.19.190 which is the statute describing state purchasing laws. This statute, in general, requires the ((College)) university to seek competitive bids for all purchases and requires the institution to accept the lowest bid which meets stated specifications. In addition, Central Washington ((State--College)) University will stipulate in writing on all invitations to bid and on all purchase orders ((and)) an anti-discrimination clause. Such clauses will obligate any supplier to practice equal opportunity employment, and shall bind him to abide by an anti-discrimination action adopted by the division of purchasing for the state of Washington.

It shall not be obligatory for the ((College)) university to investigate each of its suppliers for conformity to the regulations but the ((College)) university will be obliged to investigate any supplier against whom a complaint has been filed related to discrimination.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-150 PROCEDURES, RULES, AND REGULATIONS—STUDENT EMPLOYMENT. Students employed by the ((College)) university on a part-time basis shall be hired first on the basis of qualifications to accomplish job specifications and secondly on the basis of need. A sincere effort, however, must be made by those employing such students that the student work force be composed of a significant number of minority students and members of both sexes. Job placement and opportunity for promotion shall be no different for one student than for another but shall be solely a matter of competence.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-200 PROCEDURES, RULES, AND REGULATIONS—STUDENT SERVICES. It is the goal of this ((College)) university to create and maintain all student services which are responsible to the needs and desires of all students and which reflect a policy of nondiscrimination. In all areas of student services, students are to be treated as

individuals without regard for race, religion, color, national origin, sex, age, or physical disability.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-220 PROCEDURES, RULES, AND REGULATIONS—ACADEMIC PROGRAM. It shall be the goal of this ((College)) university to recruit and enroll a student body which reflects a significant number of minority group members. The test for significance shall be determined by the percentage of such minority groups in the population of the state. The ((College)) university shall, in the fulfillment of this goal, make special efforts within its financial resources to bring about this desired student mix.

No students are to be given special consideration in fulfilling graduation requirements at the ((College)) university, except as may be available for all students through established ((College)) university policy.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-230 PROCEDURES, RULES, AND REGULATIONS—COMMUNITY RELATIONS. The ((College)) university will work closely with, coordinate activities with, and cooperate with any governmental body established in the community or state whose purpose is to discourage and eliminate discrimination. (1) Community services. The ((College)) university is cognizant that the student body and employees of the ((College)) university must use the multiple services of the community. It is also cognizant that in the private sector of the community policy cannot be dictated or controlled. However, the ((College)) university shall, in keeping with its own policy of non-discrimination, attempt in every way possible to maintain service arrangements only with those organizations and individuals who operate in a nondiscriminatory fashion.

(2) Community housing. The ((College)) University Housing Office will seek and maintain community housing listings for the use of students. However, it shall not knowingly list any apartment, dormitory, or house for rent for students and employees if it is known that the owner or landlord has previously acted in any discriminatory fashion in renting or leasing such facility. In addition, the ((College)) University Housing Office shall establish such procedures as to promote nondiscrimination in rental housing by private persons to ((College)) university students.

(3) Vendors. To the extent that it is able under state law, the ((College)) university shall not knowingly patronize or recommend any vendor or supplier in the community who has demonstrated or announced a policy of discrimination in employment or service.

(4) Government agencies. The ((College)) university will strive to create and maintain good relations with official governmental agencies in the Central Washington region so that both employees and students will be welcomed to use governmental services. Wherever it can be shown that such governmental services are in any way discriminatory, the ((College)) university will strive to correct this situation.

(5) Community organizations. The ((College)) university will not allow any of its divisions, departments, or special units, when such units represent themselves as affiliates of the ((College)) university, to rent or use free of charge the facilities of any organization which states a policy of discrimination or demonstrates discrimination through its procedures of operation.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-250 PROCEDURES, RULES, AND REGULATIONS—GOVERNMENT CONTRACTS. The ((College)) university will establish and maintain non-discriminatory practices in the fulfillment of all its contracts with any governmental agency. It will fully comply with any federal, state, or local governmental regulations which request a policy or procedural statement on nondiscrimination.

In the case of federal contracts for research grants and awards, the Office of Research and Development will be charged with development and inclusion in any contract a statement of nondiscrimination in the fulfillment of such contract.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-260 PROCEDURES, RULES, AND REGULATIONS—IMPLEMENTATION AND ADMINISTRATION—HUMAN RIGHTS COMMISSION. The ((College)) university will establish and maintain for as long as is necessary a human rights commission whose responsibilities will be to execute the human rights policy. Details of the commission are as follows:

(1) Membership. The membership of the commission shall include persons officially members of the ((College)) university community—faculty personnel, nonfaculty personnel, and students. The commission's membership shall total six members. Two members shall be appointed from the faculty personnel, two from nonfaculty personnel, and two from the student body. Faculty members shall be appointed by the faculty senate chairman, nonfaculty members by the ((College)) university president, and student members by the ASC president.

(2) Chairman. The chairman of the commission shall be designated by the members and shall be one of the members appointed.

(3) Responsibilities. The commission shall have responsibility to:

(a) Distribute and interpret the human rights policy to all segments of the campus and to community agencies and individuals as may be necessary.

(b) Review regularly (at least annually) all procedures established and executed by deans, department chairmen, and other administrators of operating units of the ((College)) university which have a relationship to the ((College)) university policy on nondiscrimination.

(c) Review and recommend procedural and regulatory statements as may be needed to update the ((College)) university policy on nondiscrimination.

(d) Become familiar with any new or modified governmental policy or procedure on nondiscrimination which may affect ((College)) university policy or procedure.

(e) Approve any proposed procedure or rule on nondiscrimination which may be written and distributed by anyone on campus for consumption by a ((College)) university-wide audience.

(f) Construct and maintain a procedure whereby complaints from individuals and/or groups may be heard if such complaints may be in violation of ((College)) university policy.

(g) Construct procedures which may be taken to investigate alleged or suspected discriminatory practices.

(h) Recommend to the president of the ((College)) university actions which may be taken to correct violations of this policy.

(i) Submit an annual, comprehensive report to the president of the ((College)) university. The report shall include:

(i) Recommendations for modification of policy statements.

(ii) Review and recommendations surrounding steps taken by various administrators to fulfill written procedure.

(iii) Summary of complaints together with subsequent action concerning such complaints.

(iv) Recommendations for further modification or strengthening of procedures to ensure nondiscrimination.

AMENDATORY SECTION (Amending Order 3274, filed 12/6/71)

WAC 106-72-270 PROCEDURES, RULES, AND REGULATIONS—GRIEVANCE PROCEDURE. The following procedures will be used in making a complaint about discrimination in violation of the human rights policy:

(1) Faculty and civil service exempt members. The complainant should discuss his grievance with his department chairman or immediate supervisor and attempt to gain mutual satisfaction through this process. If unsatisfied with the results of this procedure, the complainant may then present written complaint to the appropriate dean or administrator for consideration. Within ((45)) fifteen days after receiving the written complaint, the dean or administrator shall reply to the complainant in writing recommending a resolution of the matter. If still unsatisfied, the complainant may redirect a written complaint to the vice president for academic affairs or the vice president for business affairs, whichever is appropriate. Within ((45)) fifteen days after receipt of the written appeal, the appropriate vice president will present to the complainant and his dean or administrator, a written recommendation to resolve the problem. If the matter is then not resolved to the satisfaction of the complainant, he may write a further appeal to the chairman of the human rights commission. The commission, within ((45)) fifteen days after receipt of the appeal, will meet with the complainant and make a written recommendation to the president of the ((College)) university, with a copy sent to the complainant, who will take whatever action he deems necessary.

(2) Staff member (civil service). The Board of Trustees of the ((College)) university adopted on May 1, 1970, the Central Washington ((State-College)) University Board of Trustees grievance procedure for classified, civil service employees. Within this set of procedures is a process for grievances. Grievance procedures related to discrimination shall follow this established policy as written except that Step 4 shall be rewritten as follows:

(a) If the grievance is unsatisfactorily resolved by the Director of Staff Personnel within the seven ((7)) working day period as outlined in Step 3, the employee may within three ((3)) working days of such a decision request in writing that the ((College)) university vice president for business affairs coordinate the initiation of a hearing as a final grievance step. This hearing shall be conducted by the human rights commission.

(b) If anyone on the human rights commission is employed in the same office, department, or subdepartment as the aggrieved employee, that person shall excuse himself from the commission for that particular hearing.

The commission shall hear the grievance under procedures established by the chairman and will render a written recommendation to the president after the hearing is closed. Copies of the recommendation, including any dissenting opinions, if any, of members of the commission will go to both the president and the complainant. The president will take whatever action he deems necessary.

(3) Student. The complainant will discuss his complaint with the appropriate administrator or supervisor most closely related to the issue involved: (i.e., a housing problem should be discussed with the director of Housing, a food problem with the director of Food Services, an academic problem with the chairman of the appropriate department, etc.). The student should attempt to resolve his problem in this fashion. If unsatisfied with the results, the student may send a written complaint to the dean of students. Within ((45)) fifteen days after receiving the written complaint, the dean of students shall reply to the student in writing and recommend a resolution of the problem. If still unsatisfied, the complainant may redirect a

written appeal to the chairman of the human rights commission. The commission within ((45)) fifteen days after receipt of the appeal, will meet with the student and make a written recommendation to the president of the ((College)) university, with a copy sent to the complainant. The president will take whatever action he deems necessary.

(4) Groups. Any group with a complaint should choose one of its number to represent its grievance and proceed as for a single individual.

(5) Complaints related to community. Any member of the ((College)) university community who has a complaint against any private individual, private establishment, public individual, or public agency, may present a written complaint directly to the chairman of the human rights commission. Within ((45)) fifteen days after receipt of the complaint, the commission will meet with the complainant and attempt to recommend a resolution of the problem. If the problem warrants investigation, the commission may decide to pursue such investigation on its own discretion and subsequently will present to the president recommendations for action. If legal matters pertaining to a violation of individual rights are involved, the commission will seek to apprise the complainant of his rights and to make recommendations as to how he may proceed to satisfy his complaint through legal channels.

In any complaint against the community, the commission will attempt to act in such a way as to maintain good communications with the government and the people. In any recommendations for resolution of a problem in the community, the commission shall meet with members of the Ellensburg human relations commission and seek their cooperation and assistance in correcting any wrong which may have ((occured)) occurred.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

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

(1) A student shall be admitted to Central Washington ((State College)) University before employment will be given to him. Admittance is determined by the ((CWSE)) CWU 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 ((45)) fifteen hours per week when classes are in session.

(4) For employment purposes a student employee is limited to an average of ((45)) fifteen 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)) eight hours a day, ((#0)) forty 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.

AMENDATORY SECTION (Amending Order 4073, filed 8/23/74)

WAC 106-112-100 POLICY ON NEPOTISM. In the appointment of its faculty, administrative officers and civil service staff, Central Washington ((State-College)) University seeks to employ the best qualified men and women available. Therefore, members of the same family may be appointed to faculty and staff positions, and all appointments will be made without regard to race, creed, color, sex, age, national origin, marital status, or the presence of any sensory, physical or mental handicap, unless based upon a bona fide positional qualification.

The ((College)) university also extends equal employment opportunity to persons possessing criminal convictions, however, employment of a person possessing a criminal conviction will be contingent upon a thorough review of specific convictions and their relationship to the welfare of the ((College)) university. The ((College)) university precludes employment of persons possessing criminal convictions in the campus police department. Employees will receive all benefits associated with positions in which they are employed.

AMENDATORY SECTION (Amending Order 4075, filed 8/23/74)

WAC 106-112-330 LEAVE FOR PREGNANCY. Appointing authorities must provide a pregnant woman leaves of absence for sickness or incapacity associated with pregnancy and for childbirth.

Leave of absence for pregnant women may include both paid and unpaid leave. Leave of absence for maternity will commence upon the request of the employee and extend until the employee is able to return to work. In all instances in which an employee requests maternity leave, the appointing authority may require the employee to provide a statement from a second physician of the ((College's)) university's choice attesting to the need for, and duration of the leave. The ((College)) university will bear the cost of an examination by a ((college)) university-designated physician.

An employee is eligible to use earned sick leave credits during maternity leave. In those instances in which an employee's sick leave credits are exhausted prior to her return to work, the employee's status will automatically revert from sick leave to leave of absence without pay.

Employees returning from an authorized maternity leave of absence must be employed in the same position or in another position in the same class, in the same geographic area and organizational unit providing that such reemployment is not in conflict with rules relating to reduction in force.

AMENDATORY SECTION (Amending Order 4075, filed 8/23/74)

WAC 106-112-340 LEAVE BENEFITS FOR PREGNANT WOMEN. Illness or absence from work caused or contributed to by pregnancy, miscarriage, spontaneous, therapeutic or voluntary abortion, childbirth, and recovery therefrom are temporary disabilities and are treated as such under the ((College's)) university's sick leave policies provided that in the case of voluntary abortion care is administered prior to, during and after the abortion by a licensed physician.

AMENDATORY SECTION (Amending Order 4075, filed 8/23/74)

WAC 106-112-350 INSURANCE BENEFITS FOR PREGNANT WOMEN. Insurance contributions provided by the ((College)) university shall be equal for male and female employees.

AMENDATORY SECTION (Amending Order 4075, filed 8/23/74)

WAC 106-112-360 MARITAL STATUS AS RELATED TO PREGNANCY. Discrimination against pregnant women because of marital status is prohibited. The ((College's)) university's sick leave and disability policies including health insurance contributions, apply equally to married and unmarried pregnant women.

AMENDATORY SECTION (Amending Order 4073, filed 8/23/74)

WAC 106-112-101 POLICY ON NEPOTISM—EXCEPTIONS. Exceptions to this policy may be established by the president of the ((College)) university for specific positions where employment of consanguineal or affinal persons in these specific positions would compromise the ((College's)) university's obligation to maintain separation of responsibilities as required by sound financial management principles.

AMENDATORY SECTION (Amending Order 4073, filed 8/23/74)

WAC 106-112-105 DECISIONS ON RELATIVES. No member of the ((College's)) university's faculty, administrative or civil service staff shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, or other status or interest of such person's parent, child, spouse, sibling or in-law.

AMENDATORY SECTION (Amending Order 4075, filed 8/23/74)

WAC 106-112-300 PREGNANCY AND MATERNITY LEAVE POLICY—INTRODUCTION. Many women of childbearing age depend on their job for economic support. Practices such as terminating the employment of pregnant women without cause, refusing to grant leave or accrued sick pay for disabilities relating to pregnancy, or refusing to hire women for responsible jobs because they are, or may become, pregnant, impair the opportunity of women to obtain employment and to advance on the same basis as men. Such practices discriminate against women because of their sex and are prohibited at Central Washington ((State--College)) University.

AMENDATORY SECTION (Amending Order 4075, filed 8/23/74)

WAC 106-112-310 HIRING PREGNANT WOMEN. Appointing authorities will not refuse to hire a qualified woman because of pregnancy unless the refusal would be reasonable in view of the necessity to conduct business in an orderly manner. If an appointing authority elects not to hire a qualified woman because of pregnancy, the burden shall be on that appointing authority to demonstrate that the decision was based upon justifiable facts concerning her individual ability to perform the job or upon justifiable facts concerning business requirements.

Arguments that may not be used to disqualify pregnant women from employment include, but are not limited to:

- (1) Pregnant women may not return to their former job after childbirth;
- (2) Time away from work required for childbearing may increase the ((College's)) university's cost;
- (3) The leave period for childbirth may be unreasonably long;
- (4) Pregnant women may be frequently absent from work due to illness; and
- (5) Clients, co-workers, or customers may object to having pregnant women on the job.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-053 SOLICITING AND SELLING OF PUBLISHED MATERIALS--
 TIME, PLACE AND MANNER OF SOLICITING AND SELLING OF PUBLISHED MATERI-
 ALS. Activity within the scope of WAC 106-140-050 shall be permitted
 subject to the following restrictions and limitations:

(1) 8:00 a.m. - 8:00 p.m. Monday - Friday

Area bounded by the Samuelson Union Building, Wildcat Shop, Wal-
 nut Street Mall and 9th Avenue Mall

Personal solicitation which does not interfere with classes in
 session or obstruct the free flow of traffic, and which is car-
 ried on without shouting, voice amplification or other noise
 louder than normal conversation, and without deliberate provoca-
 tion, harrassment or disturbance of persons in the area; or any
 breach of the peace; and subject to the premises being restored
 to their original conditions is permitted. A registration permit
 is required and shall be issued by the Scheduling ((Office)) Cen-
 ter in the Samuelson Union Building and shall be in open view
 during the period of activity.

(2) 8:00 a.m. - 8:00 p.m. Monday - Friday

9th Avenue Mall

Personal solicitation which does not interfere with classes in
 session or obstruct the free flow of traffic is permitted. Voice
 amplification is also permitted providing amplifiers are used in
 a manner which does not materially and substantially interfere
 with the normal educational processes and do not collide with the
 rights of others. In no instance may amplifiers interfere with
 classes or the ongoing program of Central Washington ((State-Col-
 lege)) University, nor shall there be any interference with other
 concurrently meeting groups. Deliberate provocation, harrassment
 or disturbance of persons in the area, or any breach of the peace
 is prohibited. Once the solicitation has ceased, the premises
 shall be restored to their original condition. A registration
 permit is required and shall be issued by the Scheduling
 ((Office)) Center in the Samuelson Union Building and shall be in
 open view during the period of activity.

(3) Additional facilities may be designated by the president or his
 designee upon specific request.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-001 BUSINESS ENTERPRISES POLICY. The provisions of WAC 106-140-001 through 106-140-099 shall constitute the business enterprises policy of Central Washington ((State-College)) University.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-010 BUSINESS SALES. The soliciting, selling, exposing for sale, or offering to sell of any goods, services, articles, wares or merchandise of any nature whatsoever, within the boundaries of Central Washington ((State-College)) University property is prohibited except by written permission of the Board of Trustees, president or his designee((?)); PROVIDED, That this section shall not apply to private, personal, noncommercial sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved, or to the soliciting, selling, exposing for sale, or offering to sell of individual books, newspapers, magazines, pamphlets and similar published materials.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-011 BUSINESS SALES--RESTRICTIONS. Central Washington ((State-College)) University property and facilities may not be used for the activities set forth in WAC 106-140-010 unless such activities serve the purposes and needs of the ((College)) university and are sponsored by a ((College)) university department, agency, or recognized organizations. Such activities should only be permitted where they complement the services provided by local businesses.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-020 ADVERTISING--ADVERTISING IN RECOGNIZED STUDENT AND FACULTY PUBLICATIONS. Advertising in the following listed publications of the ((College)) university and its recognized student or faculty organizations is permitted within the requirements of journalistic policies, prices, rules and regulations established by each listed publication:

- (1) Campus Crier
- (2) Hyakem
- (3) Student and faculty directory
- (4) Village Review
- (5) KCWS
- (6) Athletic programs

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-021 ADVERTISING--ADVERTISING ON BULLETIN BOARDS. Advertising in order of priority, by students, ((college)) university employees and recognized organizations thereof on bulletin boards is approved but shall be subject to regulation by the dean of

student((s)) development or his designated representative with respect to priority when there is a lack of space, and to the size and duration of the posting. This section applies to bulletin boards located at the following places:

Location	Users
(1) Samuelson Union Building Nature of advertisements: Activities of the sponsoring organizations only.	Student government activities Campus sponsored groups Campus sponsored events
(2) Mitchell Hall Nature of advertisements: Activities of the sponsoring organization only.	Student government activities Campus sponsored groups Campus sponsored events
(3) Bookstore Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations and students.
(4) Any additional ASC bulletin board space which may be provided by the ((College)) <u>university</u> or by a recognized organization. Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.
(5) Residence Halls Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.

Advertising by other than Central Washington ((State-College)) University affiliated or recognized groups is not permitted at any time on ((College)) university property and will be removed upon discovery.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-030 PUBLICITY AND LITERATURE. Use of ((College)) university bulletin boards and ((College)) university property for publicity activity and dissemination of literature shall be permitted in the manner set forth in the provisions of WAC 106-140-030 through 106-140-039.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-031 PUBLICITY AND LITERATURE--OUTDOOR SIGNS. These signs may include banners, posters, stick signs, sandwich boards, or

other types of signs. Any sign causing destruction of property will be removed upon discovery.

(1) Student activity signs approved by the Scheduling ((Office)) Center may be placed anywhere on the major walkways or malls immediately adjacent to the Samuelson Union Building.

(2) Stick signs and banners or posters may be posted in the immediate area of Commons and Holmes dining hall entrances. Signs in these areas will be limited to ((2)) two feet by ((3)) three feet in size. Pep banners or any other large signs to be posted in the immediate area of Commons or Holmes dining hall entrances must receive specific approval of the Scheduling ((Office)) Center and the director of Food Services.

(3) For Central Washington ((State-College)) University student election campaigns, other areas such as the west end of Black Hall or the east end of Hertz Hall may be designated by the election committee subject to the approval of the ((College)) university official responsible for that area.

(4) All signs, banners, and posters on the physical property immediately surrounding dormitories must be approved by the Scheduling ((Office)) Center and housing manager.

(5) Signs shall not be posted on trees or doors anywhere on campus; any so placed may be removed and destroyed by Central Washington ((State-College)) University and Central Washington ((State-College)) University may charge the group or individual responsible for such sign placement for the labor required to restore the premises.

(6) Outdoor signs shall be removed within ((36)) thirty-six hours after an event.

(7) If signs and debris are not removed by the individuals or groups responsible for their erection within ((36)) thirty-six hours after an event, after warning the individual or group, the ((College)) university may take steps to remove the debris, litter or material and charge the group or individual responsible for such erection, installation or placement, for the labor required to restore the premises to the original condition.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-034 PUBLICITY AND LITERATURE—FREE DISSEMINATION OF LITERATURE. Individuals may use campus walkways to disseminate free literature, except commercial advertising; however, such dissemination shall not be permitted to interfere with individuals entering or leaving buildings or with building occupants. This privilege may be revoked if deemed necessary by the ((College)) university. Dissemination of literature within any buildings, limited or restricted use areas, including the stadium or tennis courts, is prohibited.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-036 PUBLICITY AND LITERATURE—COMMERCIAL ADVERTISING PROHIBITED. ((College)) University facilities and property shall not be used for commercial advertising by ((non-college)) nonuniversity groups or individuals.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-140-050 SOLICITING AND SELLING OF PUBLISHED MATERIALS. The personal, noncommercial soliciting, selling, exposing for sale, or offering to sell by an person or persons, of any books, newspapers, magazines, pamphlets and similar published materials shall be permitted within the boundaries of Central Washington ((State-College)) University property, provided that such published materials are not already available for sale at the ((College)) university, and shall be subject to regulation by the ((College)) university president or his designee as to the time, place, and manner thereof. Applications for permission to solicit or sell under this policy shall be submitted to the president or his designee ((24)) twenty-four hours prior to the time such use of the ((College)) university facilities is desired. The president or his designee shall establish the time, place and manner that such soliciting and selling shall occur within the boundaries of ((College)) university property. All rules and regulations, orders or directives adopted by the president or his designee pursuant to this section shall be promulgated.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-101 USE OF ((COLLEGE)) UNIVERSITY FACILITIES--BUSINESS OFFICE. The provisions of WAC 106-140-001 through 106-140-999 shall be reserved for policies on use of ((college)) university facilities under the supervision of the ((college)) University Business Office.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-110 TELEPHONE SERVICES--LONG DISTANCE CALLS. Personal long distance calls may not be charged to any ((college)) university telephone number; any individual doing so shall pay for the cost of the toll charge, plus an additional penalty charge established by the ((College)) university. Long distance telephone calls may be placed from college telephones by charging the call to a ((non-college)) nonuniversity telephone number or to a credit card.

Repeated violations of this section may result in disciplinary action.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-111 TELEPHONE SERVICES--REQUESTS FOR REPAIRS. All requests for repair of ((college)) university telephones are to be made with the ((college)) university telephone office.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-112 TELEPHONE SERVICES--APPROVAL OF INSTALLATIONS. Telephones may be installed on the Central Washington ((State-College)) University campus only with the approval of the director of Auxiliary Services or his designee.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-113 TELEPHONE SERVICES--RIGHT TO RESTRICT OR MODIFY SERVICES. The ((College)) university 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.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-120 MOTOR ((PEOP-CEBBER)) POOL-UNIVERSITY VEHICLES--((CEBBER)) UNIVERSITY PERSONNEL. ((College)) University vehicles shall be utilized and operated only by ((college)) university employees, or students of Central Washington ((State-College)) University authorized by ((college)) university officials.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

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

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-146 CHECK CASHING-CASHIER'S OFFICE--PARTIAL RETURN IN CASH. When payment is made on a ((college)) university account with a check from a third party and the ((College)) university is payee, for an amount equal to or less than the amount owed, the ((College)) university will not return any portion of the check to the holder unless authorization is received from the maker of the check. The ((College)) university reserves the right at all times to refuse to accept a check.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-150 ((COLLEGE)) UNIVERSITY BOOKSTORE--REFUNDS. The ((College)) University 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)) University and for defective merchandise, in the following manner:

- (1) Refunds shall be made only for the first five ((45)) days after the beginning of classes; and
- (2) Central Washington ((State--College)) University 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)) University 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)) University Bookstore manager, or his designee, and a Central Washington ((State-College)) University Bookstore sales receipt for that item and identification shall be required.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-151 ((COLLEGE)) UNIVERSITY BOOKSTORE--USED BOOK PURCHASES. The ((College)) University 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)) University identification of current validation shall be required.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-152 ((COLLEGE)) UNIVERSITY BOOKSTORE--BOOKSTORE CHECK CASHING POLICY. The ((College)) University Bookstore shall cash personal checks in the following manner:

- (1) Current validated Central Washington ((State--College)) University 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)) University 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.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-153 ((~~COLLEGE~~)) UNIVERSITY BOOKSTORE--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~~)) university; 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.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-154 ((~~COLLEGE~~)) UNIVERSITY BOOKSTORE--BOOK ORDERS. The ((~~College~~)) University 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~~)) University Bookstore unless other arrangements have been approved by the bookstore manager.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-156 ((~~COLLEGE~~)) UNIVERSITY BOOKSTORE--PACKAGES. The public is required to leave all packages, books, supplies, packs, bags, large handbags, etc., outside the ((~~College~~)) University Bookstore sales display area, provided that those carried in shall be subject to search prior to leaving the sales display area.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-157 ((~~COLLEGE~~)) UNIVERSITY BOOKSTORE--ANIMALS PROHIBITED. No animals of any kind are allowed in the ((~~College~~)) University Bookstore.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-158 ((~~COLLEGE~~)) UNIVERSITY BOOKSTORE--SALES RESTRICTIONS. Only merchandise or items sold by the ((~~College~~)) University Bookstore as a part of its operation may be sold within the ((~~College~~)) University Bookstore premises.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-159 ((COLLEGE)) UNIVERSITY BOOKSTORE--HOURS. The hours that the ((College)) University Bookstore shall be open for business shall be those posted by the bookstore manager or his designee.

AMENDATORY SECTION (Amending Order 4, filed 6/16/72)

WAC 106-140-160 USE OF ((COLLEGE)) UNIVERSITY MAILING AND STATIONERY SERVICES. No one may employ ((college)) university stationery, services (mail, duplicating, equipment, etc.) and supplies for personal use or for organizations not sponsored solely by the ((College)) university.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-020 RESIDENCE HALL AND SINGLE STUDENT APPLICANTS RESPONSIBILITIES. The applicant for residence hall or single student apartment accommodations shall acknowledge by signature at the time of application that he has read and does understand the "Terms and Conditions of Residence" and if accepted for admission by Central Washington (~~State-College~~) University agrees to abide by the rules and regulations of Central Washington (~~State-College~~) University, and by the terms and conditions of residence. Applications for residence hall or single student apartment accommodations will be accepted from those who have not yet been officially admitted or employed by Central Washington (~~State-College~~) University, but who have indicated an intent to attend or be employed by the (~~College~~) university during the dates listed on the application. Residence hall and single student apartment applications and the contract with its "Terms and Conditions of Residence" may be obtained at the Central Washington (~~State-College~~) University Housing Office. The application for accommodations, together with the required deposit, are to be submitted to the Office of the Housing and Food Service Cashier.

AMENDATORY SECTION (Amending Order 27, filed 4/22/76)

WAC 106-156-010 STUDENTS REQUIRED TO LIVE IN ~~((COLLEGE))~~ UNIVERSITY RESIDENCE HALLS. All full time single freshman and sophomore students of Central Washington ~~((State-College))~~ University under ~~((24))~~ twenty-one years of age are required to live in ~~((College))~~ university residence hall facilities. Residence hall facilities do not include apartments for single or married students.

AMENDATORY SECTION (Amending Order 27, filed 4/22/76)

WAC 106-156-012 STUDENTS REQUIRED TO LIVE IN ~~((COLLEGE))~~ UNIVERSITY RESIDENCE HALLS--DEFINITIONS. Definitions of exceptions as stated in WAC 106-156-011 shall mean and are defined as follows:

(1) Living with shall mean those whose domiciles are in the place of residence of a parent or relative and will be commuting from such place of residence on a daily basis.

(2) Parents or relatives shall mean a parent, legal guardian, grandparent, brother, sister, aunt, uncle, or first cousin.

(3) Medical reason shall mean a medical problem that shall require a student to live in other than a ~~((college))~~ university residence hall. Written verification of the medical problem and the requirement not to live in a residence hall must be obtained and submitted from a licensed physician or licensed psychologist.

(4) Employment in ~~((non-college))~~ nonuniversity housing and housing and/or board is part of their overall compensation received shall mean employment for an established place of business or for an established family unit when a landlord/employer requires the student to reside where the work is performed and a substantial portion of the rent and/or room and board is reduced as a part of the overall compensation for the work performed for the landlord/employer at the place of the residence of the student.

(5) Completed six ~~((6))~~ quarters as a full time student shall mean enrollment in and completion of a minimum of ten ~~((10))~~ credit quarter hours of academic work in each of the six quarters.

AMENDATORY SECTION (Amending Order 27, filed 4/22/76)

WAC 106-156-013 STUDENTS REQUIRED TO LIVE IN ~~((COLLEGE))~~ UNIVERSITY RESIDENCE HALLS--VERIFICATION AND TIME REQUIREMENT. Acceptable written verification shall be provided to the ~~((College))~~ university for all exceptions at the time the request for an exception is made.

(1) A currently enrolled student wishing to apply for an exception to the ~~((College))~~ university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file it as required by the director of Auxiliary Services no later than 5:00 p.m. on the last day of the fifth week of classes in the quarter preceding the quarter the exception is requested for.

(2) A newly admitted or reenrolling student who has not been enrolled as a student at Central the previous quarter wishing to apply for an exception to the ~~((College))~~ university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file such request in the office of the director of Auxiliary Services as required by the director of Auxiliary Services within ~~((20))~~ twenty days after such student's acceptance to the ~~((College))~~ university; however, in no event later than 5:00 p.m. on the day following such student's day of registration.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-015 ELIGIBILITY FOR ((COLLEGE)) UNIVERSITY FAMILY HOUSING. Generally eligibility to lease and occupy ((College)) university family housing is limited to students, full time faculty, and full time staff members of the ((College)) university. A student is one who maintains a minimum of twelve ((12)) quarter hours as an undergraduate student or ten ((10)) quarter hours as a graduate student, exclusive of correspondence courses. Concurrent enrollment of husband and wife to maintain the minimum hours does not fulfill this requirement. This regulation applies to each quarter, with the exception of a tenant living in family housing during spring quarter who wishes to remain as a nonstudent during the summer. He may do so if he indicates in writing his intention to re-enroll fall quarter.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-016 ELIGIBILITY FOR ((COLLEGE)) UNIVERSITY FAMILY HOUSING--LOSS OF ELIGIBILITY GROUNDS FOR TERMINATION OF LEASE. Leases are terminable by the ((College)) university if the tenant ceases to be a student, as defined in WAC 106-156-015, a full time faculty, or a full time staff member of the ((College)) university.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-022 RESIDENCE HALL AND SINGLE STUDENT APPLICANTS RESPONSIBILITIES--ACCOMMODATION ASSIGNMENTS--RESIDENCE HALLS AND SINGLE STUDENT APARTMENTS. Assignments to all residence halls and single student apartments are determined by the date the deposit is received, the ((College)) university program for a facility, and according to age, sex, and ((College)) university status, and according to the following priority for students, faculty and staff:

- (1) Students, faculty and staff who lived in the accommodations the previous quarter.
- (2) Students, faculty and staff returning to the campus from an off-campus program.
- (3) Students, faculty and staff the previous quarter who did not live in the accommodations.
- (4) Those who were not students, faculty or staff the previous quarter.

The ((College)) university reserves the right to change the basis of assignments whenever the director of Housing deems necessary.

Contracts are terminable by the ((College)) university if the tenant ceases to be a student, as defined in WAC 106-156-015, a full time faculty, or a full time staff member of the ((College)) university.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-023 RESIDENCE HALL AND SINGLE STUDENT APPLICANTS RESPONSIBILITIES--HOUSING AND FOOD SERVICE RATES. All occupants of residence halls and single student apartments are required to pay rates that have been established by the Board of Trustees of Central Washington ((State-College)) University. Rates for residence halls include room and board. Rates for single student apartments include

room only. The published rental room and board rates do not include extra services or charges that may be requested by or assessed to the tenant, as previously established by the director of Auxiliary Services, or his designee.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-025 RESIDENCE HALL AND SINGLE STUDENT APPLICANTS RESPONSIBILITIES--EXTRA SERVICES. When extra services are provided by the ((College)) university there will be a previously established charge or a charge based upon the ((College's)) university's cost, for the service that must be paid by the person, persons, or group receiving these services. Items of this nature include, but are not limited to, rental refrigerators, rental of linen, rental of extra furniture, etc.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-026 RESIDENCE HALL AND SINGLE STUDENT APPLICANTS RESPONSIBILITIES--NONDISCRIMINATORY ASSIGNMENT. Assignment to all ((College)) university housing facilities are made without reference to race, creed, or color.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-027 RESIDENCE HALL AND SINGLE STUDENT APPLICANTS RESPONSIBILITIES--DEPOSIT REQUIRED. When applying for housing accommodations a completed application as well as a deposit must be submitted to the ((College)) university.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-030 CONFERENCES AND WORKSHOPS--PARTICIPANTS. To the extent that facilities are available, Central Washington ((State--College)) University will accommodate conferences and workshops for a charge that has been previously established and as agreed to by the ((College)) university and those acting for the workshop or conference. Participants must abide by Central Washington ((State--College's)) University's rules and regulations.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-040 PAYMENT--THIRD PARTY REQUIREMENTS. When payment on a contract, lease, or rental agreement is made with a check from a third party and the ((College)) university is payee, for an amount equal to or less than the amount owed, the ((College)) university will

not return any portion of the check to the tenant unless authorization is received from the writer of the check.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-051 USE OF HOUSING FACILITIES—BICYCLES AND MOTORCYCLES. Motorbikes may not be stored or kept inside ((College)) university housing facilities, entry-ways, or passage-ways. Bicycles may not be stored or kept in entry-ways or passage-ways or other places designated by the director of Housing Services, or his designee.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-052 USE OF HOUSING FACILITIES—LAUNDRY FACILITIES. ((When)) Locks have been installed on the laundry rooms in ((College)) university housing facilities, the apartment or room key will unlock these facilities. Doors must be kept locked to enable only the residents of ((College)) university-owned housing to use the washers, dryers, and other laundry equipment, as this equipment is located within the facilities for the use of the occupants only. All residents are required to present identification to any housing employee at any time requested. Those who are not residents and who use laundry equipment and facilities and those residents who allow other((s)) than occupants to use laundry equipment and facilities are subject to a previously established charge.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-053 USE OF HOUSING FACILITIES—ROOM INSPECTION. (1) The ((College)) university reserves the right to have authorized personnel enter any unit for the purpose of inspection, repairs, and official business.

(2) "Official business" as used in subsection (1) above shall mean any situation where there is a reasonable cause to believe that an emergency or danger exists involving threat or injury to life, limb, or property.

(3) "Authorized personnel" as used in subsection (1) above shall include emergency personnel, ambulance personnel, firemen, doctors and nurses, campus security, and the following groups of ((College)) university employees: maintenance men, housing personnel, head residents, and resident assistants.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-056 USE OF HOUSING FACILITIES—ASSOCIATE MEMBERS. An associate member of a residence hall is a student of Central Washington ((State-College)) University who does not live in a residence hall, who has applied, and has been approved by the director of Housing Services for associate membership in a particular residence hall. The associate member may participate in residence hall activities. An associate member may use the common use areas within the

residence hall; however, the associate member may not use the laundry facilities; or may not use a student's room unless invited as a guest by the person assigned to that room. The associate member must sign a residence hall associate member application which indicates the acceptance of the individual to abide by and support the rules and regulations as set forth by Central Washington ~~((State-College))~~ University. The ~~((College))~~ university reserves the right to terminate the associate membership if the associate member is proven to be in violation of these rules and regulations.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-060 FAMILY HOUSING APPLICANTS. Applications for family housing will be accepted from students who have not yet been officially admitted to Central Washington ~~((State--College))~~ University, but who have indicated an intent to attend during the dates listed on their applications. Family housing applications may be obtained at the Central Washington ~~((State--College))~~ University Family Housing Office. The application, together with the required deposit, are to be submitted to the Office of the Housing and Food Service cashier.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-061 FAMILY HOUSING APPLICANTS—ACCOMMODATION ASSIGNMENTS—FAMILY HOUSING. Apartments are assigned on the basis of the date the ~~((College))~~ university receives the deposit, and the size of the family. Accommodations are provided for only immediate family: Husband, wife, their children, or others who are declared dependents for income tax purposes.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-063 FAMILY HOUSING APPLICANTS—MARRIAGE CERTIFICATE. A valid marriage certificate shall be furnished to the ~~((College))~~ university upon request.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-064 FAMILY HOUSING APPLICANTS—FAMILY HOUSING DEPOSIT REQUIREMENTS. Those who have applied for family housing are required, in addition to the payment of the deposit at the time of application, to pay to the ~~((College))~~ university a previously established additional deposit of their rent in the amount and by the time required by the ~~((College))~~ university. Failure of the applicant to pay the additional deposit either in the amount or by the time required by the ~~((College))~~ university will result in the applicant being by-passed when the ~~((College))~~ university is assigning family housing accommodations. The ~~((College))~~ university may at its option extend the payment date to a later time of its option when there is a need of the applicant to pay at a later date. When an applicant cancels his application after paying the deposits, all losses in rent

income up to the amount paid will be deducted before any refund, if any, will be made.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-065 FAMILY HOUSING APPLICANTS—LEASE REQUIRED. All tenants of Central Washington ((State--College)) University family housing are required to sign a lease, rental agreement or contract. By the signing of the lease, rental agreement or contract, the individual agrees to abide by and support any and all existing or future rules as set forth by Central Washington ((State--College)) University. The ((College)) university reserves the right to terminate any lease, rental agreement, or contract if the resident is proven to be in violation of any rules and regulations or found withdrawn from classes or cancelled registration.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-066 FAMILY HOUSING APPLICANTS—FAMILY HOUSING RATES. All tenants of family housing are required to pay rent that has been established by the Board of Trustees of Central Washington ((State College)) University. The published rental and room and board rates do not include extra services or charges that may be requested by or assessed to the tenant.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-075 FOOD SERVICES--PERSONS ELIGIBLE TO PURCHASE AN OFF-CAMPUS MEAL TICKET. Students, faculty and staff not living in ((College)) university residence halls may purchase an off-campus meal ticket. Those wishing to purchase an off-campus meal ticket must sign a contract. The person agrees to pay the amount specified for the meal plan contracted for at the time of purchase. Prices for off-campus meal tickets are previously established by the director of Auxiliary Services. The services provided by the meal ticket are not transferrable to any other person. This contract is for a full quarter or the remaining part thereof. Payment for the off-campus meal ticket shall be in accordance with a payment schedule. If a payment is not made according to the payment schedule, a previously established additional charge is assessed, plus another previously established charge is added per additional business week. If payment or arrangement for late payment is not made by the first day of the following month, the student's registration is subject to cancellation.

AMENDATORY SECTION (Amending Order 7, filed 8/18/72)

WAC 106-156-076 FOOD SERVICES--CHOICE OF SERVINGS AND SECONDS. Those eating in the dining hall may generally choose one serving from each of the items offered in the serving area, for example entrees, salads, desserts, etc. They may later, during that meal period, obtain additional servings at the place designated in the dining

facility. An unlimited number of additional servings are generally available provided the previous serving has been eaten and provided the procedures as required in the dining hall are followed. The (~~College~~) university reserves the right to restrict items available for seconds.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-001 ADMISSION AND REGISTRATION PROCEDURES AND CATALOG REQUIREMENTS. The provisions of WAC 106-160-001 through 106-160-099 shall contain admission and registration procedures and catalog requirements of Central Washington ((State-College)) University.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-002 ADMISSION AND REGISTRATION PROCEDURES AND CATALOG REQUIREMENTS--CHANGES IN CATALOG. The Board of Trustees reserves the right of the Board of Trustees or president to make changes in any of the provisions of the ((College's)) university's catalogs without prior notice. When changes are made, the changes shall be filed in the office of the president and other appropriate ((College)) university offices and placed with the appropriate catalog in the reference area of the library.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-005 FINANCES. Each applicant for admission to Central Washington ((State-College)) University must pay the tuition and fees as established by the Board of Trustees or the president prior to the dates for payment as designated by the Board of Trustees or the president.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-006 FINANCES--TUITION REFUND SCHEDULE. The prepayment is a nonrefundable fee. (1) A student will receive a 50% refund of his tuition and general fees (less prepayment) if his withdrawal from the ((College)) university occurs by the last day of the "Change of Schedule" period as designated by the Board of Trustees or the president of the ((College)) university.

(2) A student will receive a 25% refund of his tuition and general fees (less prepayment) if his withdrawal from ((College)) university occurs between the end of the "Change of Schedule" period and the time established for such final withdrawal as designated by the Board of Trustees or president and published in the catalog.

(3) There is no refund of tuition and general fees after the final date for withdrawal as established by the Board of Trustees or the president.

(4) Students may receive a full refund (less prepayment) only if notification of withdrawal from ((College)) university is received by the ((College)) university prior to the first day of classes.

(5) Part time students are not eligible for a refund (less prepayment) of tuition unless they cancel their registration before the first day of classes or unless they show extenuating circumstances.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-007 FINANCES--SANCTIONS. Admission to or registration with the ((College)) university, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the ((College)) university.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-010 GRADUATING STUDENTS. Students shall submit their applications for the appropriate degrees on or before the date designated for that purpose by the Board of Trustees or the president, which shall be published in the appropriate ((College)) university catalog. No application shall be accepted after the designated dates, provided that the president or his designee may waive this requirement.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-015 REGISTRATION. Currently enrolled students and all other individuals desiring to enroll in Central Washington ((State College)) University shall do so on or before the preregistration or registration dates designated by the Board of Trustees or president, which shall be published in the appropriate ((College)) university catalog. No registration or preregistration shall be accepted after the designated dates((?)): PROVIDED, That the registrar may, whenever possible, waive this requirement within the time designated by the Board of Trustees or president for late registration.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-016 REGISTRATION--DEADLINES. All students registering with the ((College)) university must meet those deadlines as established by the Board of Trustees or the president for registration.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-017 REGISTRATION--CHANGES IN REGISTRATION AND WITHDRAWAL. Students who wish to change their registration or withdraw from a particular course or the ((College)) university after having completed their registration must do so on or before the dates established for such changes or withdrawal by the Board of Trustees or president and by the completion of the "Change in Registration" or "Withdrawal" forms maintained by the ((College)) university. Students who leave the ((College)) university and do not withdraw shall receive failing grades for work not completed.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-020 ADMISSION REQUIREMENTS--TO FRESHMAN STANDING. Applicants who have had no ((college)) university work may apply for admission under one of the following provisions:

(1) Applicants who have graduated from a Washington state high school and whose records show a cumulative high school grade point average which meets the minimum requirements for admission as established by the ((College)) university will be considered for admission to the ((College)) university. These applicants may apply for admission to the ((College)) university under the "Early Admissions Plan" at the close of their sixth semester if their records show a cumulative high school grade point average at or above the minimum established and required by the ((College)) university for admission. The "Uniform Application for Admission to colleges and universities in the state of Washington" should be filed with the office of Admissions at the close of the sixth semester but not before that date occurring in the applicant's senior year as established by the Board of Trustees or the president after which applications for admission will be accepted by the ((College)) university. An applicant under the "Early Admissions Plan" is not officially admitted to the ((College)) university until his graduation records are on file with the office of Admissions and indicate that he has fulfilled the general requirements for admission to the ((College)) university. Applicants whose cumulative grade point average is below that required by the ((College)) university for admission may be considered for admission to the ((College)) university only if space and facilities permit. Such applicants are encouraged to file the "Uniform Application for Admission to colleges and universities in the state of Washington" at the close of their sixth semester but not before that date occurring in their senior year as specified by the Board of Trustees or president after which applications for admission to the ((College)) university will be accepted.

(2) Applicants who have graduated from a high school in other states must meet the standards of admission as established by the Board of Trustees or the president as published in the appropriate ((College)) university catalog and may be considered for admission to the ((College)) university only if space and facilities permit and must file their application for admission on or after the date established under subsection (1) above.

(3) Applicants who have not graduated from a high school may be considered for admission to the ((College)) university on the basis of the results of the "General Education Development Examination" which they may be required to take after having conferred with the appropriate ((College)) university officials, provided they are at or over the age established by the Board of Trustees or president for admission of such applicants; all other applicants are encouraged to complete high school requirements before applying for admission.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-021 ADMISSION REQUIREMENTS--PROSPECTIVE STUDENTS. All prospective students applying for admission to the ((College)) university or to any program of the ((College)) university must file appropriate applications for admission and other required documents not later than the established deadline. Applicants must be officially admitted to the ((College)) university to enroll in classes.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-023 ADMISSION REQUIREMENTS--ADMISSION OF INTERNATIONAL STUDENTS. (1) All international students applying for admission to Central Washington ((State-College)) University must submit those forms and meet the requirements established by the Board of Trustees or president for admission of international students to Central Washington ((State-College)) University to the office of Admissions.

(2) All international students applying for admission to Central Washington ((State-College)) University for whom English is not a native tongue are required to demonstrate proficiency in the English language by submitting the results of the "Test of English as a Foreign Language" to the office of Admissions.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-024 ADMISSION REQUIREMENTS--READMISSION OF FORMER STUDENTS. A student previously enrolled in the ((College)) university, planning to return after an absence of one or more quarters (not including summer session), must file a reenrollment application with the ((College)) university office of Admissions not later than the established deadline.

AMENDATORY SECTION (Amending Order 30, filed 8/12/76)

WAC 106-160-026 ADMISSION REQUIREMENTS--ADMISSION OF NONMATRICULATED STUDENTS. A nonmatriculated student is one who is authorized to enroll for study but does not intend to pursue a degree or certificate program. Each student will be required to sign a statement indicating that published admission criteria to the ((college)) university have been met. Enrollment may not exceed nine credits a quarter. Subject to approval, up to forty-five quarter credits earned with nonmatriculated status may later be applied to a baccalaureate degree should formal admission to the ((college)) university be granted.

High school students may enroll with nonmatriculated status only if they have a signed release from their school principal.

Students wishing to audit courses may enroll with nonmatriculated status.

Nonmatriculated students will be enrolled on a space available basis.

AMENDATORY SECTION (Amending Order 21, filed 7/11/75)

WAC 106-160-027 ADMISSION REQUIREMENTS--ADMISSION OF VETERANS. Central Washington ((State--College)) University has established an open enrollment policy to the ((College)) university regarding eligible veterans, war widows, war orphans, and others drafted for alternative services. This preferential treatment will be given to those academically qualified above-mentioned persons regardless of any enrollment limitations set by this institution.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-030 ADMISSION REQUIREMENTS--APPLICATION FOR STUDY LEADING TO A MASTER'S DEGREE. Applicants for admission to graduate study must make application on the "((College)) University Admission Form" and the "Application for Admission to Graduate Study" provided by Central Washington ((State-College)) University. Both forms must be returned to the office of Admissions prior to the dates established by the Board of Trustees or president for such application. Each applicant for graduate study is required to have two ((2)) official transcripts of all undergraduate and graduate study sent directly to the office of Admissions. Three ((3)) letters of recommendation should be sent to the Graduate Office directly from the persons making the recommendations. Two of the letters should come from instructors familiar with the applicant's academic preparation. Scores on the aptitude test and appropriate advanced test of the graduate record examination must be submitted to the Graduate Office before admission to graduate study will be considered.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-031 ADMISSION REQUIREMENTS--APPLICATION FOR FIFTH YEAR OR NONDEGREE STUDY. The "((College)) University Admission Form" and the "Application for Admission to Graduate Study" supplied by the ((College)) University must be filed with the office of Admissions prior to the deadlines as established by the Board of Trustees or the president for the submission of such applications for admission to the ((College)) university. In addition to the filing of the application, two ((2)) official transcripts of all undergraduate and graduate study must be sent directly to the office of Admissions.

(1) An applicant for fifth year certification must contact the office of Teacher Education ((Advisement)) and Certification to organize an approved program.

(2) Admission to nondegree study is subject to the approval of the Graduate Office.

(3) An applicant admitted to nondegree study desiring to apply for degree study must reapply for admission to graduate study.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-032 ADMISSION REQUIREMENTS--ADMISSION PROCEDURE. Applicants for graduate study may not be admitted where they have not completed all the application requirements. Admission to master's degree study is determined by the Graduate Office upon the recommendation of the department involved. A formal letter of admission will be directed to the student from the Graduate Office. Applicants not meeting the scholastic requirements may be admitted on probation provided the department to which admission is requested recommends admission to master's degree study. If admitted, the student must meet those requirements as established by the ((College)) university for his progress in the ((College)) university. Upon the recommendation of the appropriate department, applicants may be admitted to masters' programs with additional conditions stipulated.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-035 ADMISSION REQUIREMENTS—ADMISSION TO CREDENTIAL PROGRAM. Admission to the ((College)) university as a student does not constitute admission to the teacher education program. Students who plan to work toward a teaching certificate must apply to the director of Teacher Education ((Advisement)) and Certification.

AMENDATORY SECTION (Amending Order 3, filed 2/28/72)

WAC 106-160-040 SUMMER SESSION ADMISSION AND REGISTRATION PROCEDURES. Students registering for summer session must pay all fees and complete registration on or before the dates indicated on the calendar as published in the summer session bulletin. Students planning to attend the entire summer session, the first or second term only must complete admission procedures by the date so specified and register on the date so specified by the Board of Trustees or president for such purposes, as published in the summer session bulletin. All summer session students must pay fees and tuition to the appropriate ((College)) university office as established by the Board of Trustees or the president, as published in the summer session bulletin.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-164-901 BOND BID POLICIES AND PROCEDURES. The provisions of WAC 106-164-901 through 106-164-999 shall constitute the bond bid policy and procedure of Central Washington ((State--College)) University.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-164-910 BOND BID PROCEDURES AND REQUIREMENTS. The Board of Trustees shall authorize the sale of bonds. A notice of bond sale shall be prepared by bond legal counsel and be forwarded to the ((College)) university for authorization and signature. Bond counsel shall then submit this notice of bond sale to bond buyers via bond advertising media.

AMENDATORY SECTION (Amending Order 2, filed 1/13/72)

WAC 106-164-912 BOND BID PROCEDURES AND REQUIREMENTS--TIME OF FILING AND LATE BIDS. The date and hour specified for the receipt of the bids by the ((College)) university shall be strictly observed; no late bids shall be accepted. A "late bid" shall be one that is tendered any time after the designated time for receipt of bids.

AMENDATORY SECTION (Amending Order 9, filed 10/16/72)

WAC 106-168-001 CENTRAL WASHINGTON ((STATE-COLLEGE)) UNIVERSITY LIBRARY. The library at Central Washington ((State--College)) University exists first and foremost to serve the students and faculty. It also serves the rest of the ((college)) university community, the regional needs of central Washington and the general scholarly community.

AMENDATORY SECTION (Amending Order 9, filed 10/16/72)

WAC 106-168-002 PRIORITIES OF SERVICE. Policies are designed to serve the greatest number as fully as possible while maintaining some flexibility to meet individual needs. In serving students and faculty, the library gives the first priority to student learning and faculty teaching activities directly related to the instructional program of the ((college)) university; second priority to faculty research; third priority to informal learning experiences for students and student services; and fourth priority to general resources and services appropriate to some segment of the population served. Decisions regarding library services and resources will reflect the foregoing priorities. Any necessary cutbacks will affect the lower priority items first. Determinations of instructional use shall be made by library administrators.

AMENDATORY SECTION (Amending Order 9, filed 10/16/72)

WAC 106-168-005 PRIORITIES OF SERVICE--SELECTION OF SERVICES, PERSONNEL, RESOURCES. It is the policy of the Central Washington ((State-College)) University library to select on the basis of what is best and most suitable whether the choice involves staff members, library materials and equipment and services. The library expressly rejects any form of negative selection based on censorship of materials or prejudicial considerations based upon race, religion, sex, national origin or political viewpoint.

AMENDATORY SECTION (Amending Order 9, filed 10/16/72)

WAC 106-168-040 GIFTS. The library welcomes the donations of books and other library materials as well as money to be used for the library. Valuation of gifts for tax purposes will be based upon information available in the library and assessment of value incurs no liability of proof by the library. Gifts become library property when accepted and received, and their disposition is a library matter. The ((College)) university through the Board of Trustees or the dean of library services reserves the right to reject, refuse to accept or return to the donor any gift made available to the Central Washington ((State-College)) University library.

AMENDATORY SECTION (Amending Order 9, filed 10/16/72)

WAC 106-168-050 LIBRARY BORROWERS. Use of the library as part of a state public institution is the right of any resident of the state; however, borrowing privileges and other services may be limited in order to serve first the primary clientele of students and faculty. Use of the library may be denied to anyone for continuing abuse of library services and resources. Library materials may be circulated to the following:

- (1) Regularly enrolled students either full time or part time including those student teaching.
- (2) Graduate students on continuous registration.
- (3) Faculty members including special categories as visiting professors, and emeriti faculty.
- (4) Faculty members of public higher education institutions of Washington state.
- (5) Administrative staff (civil service exempt) including retired members designated distinguished.
- (6) Civil service staff members including retired members designated distinguished.
- (7) Spouses of faculty and staff members.
- (8) Friends of Library - Life members.
- (9) Trustees of Central Washington (~~(State-College)~~) University.
- (10) Libraries and individuals through libraries using interlibrary loans.
- (11) Extension and correspondent students with special library cards.
- (12) Individuals who pay an annual or semi annual fee.
- (13) School districts, (~~(colleges)~~) universities and other responsible agencies, groups and individuals may borrow films on a rental basis. Equipment may be rented if not needed on campus and not otherwise available in Ellensburg.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-700 PURPOSE. The purpose of WAC 106-172-700 through 106-172-799 is to set forth the policies of Central Washington ((State College)) University regarding the legitimate and appropriate use of official student records developed and used throughout the various offices of the ((College)) university. Moreover, the guidelines implement the general policy and respond to the requirements of Public Law 93-380, The Family Educational Rights and Privacy Act of 1974.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-711 DEFINITIONS. The following definitions shall apply for the interpretation of these regulations:

(1) The "((College)) university" means Central Washington ((State College)) University or any office, department, or any unit thereof which maintains "educational records."

(2) "Directory information" means the student's name, hometown address, ((college)) university address and telephone number, date of birth, participation in officially recognized activities and sports, dates of attendance, class, previous institutions attended, major field of study, awards, honors (including honor roll), degrees conferred (including dates), and other similar information. The ((College)) university may release directory information concerning a student to the public unless the student submits a signed request in writing, within two weeks after the first day of classes for the fall quarter. Requests for nondisclosure will be sent to the ((College)) university Information Office, who will record the request and forward it to the Registrar's Office, where the information to prevent disclosure will be entered in the computer. Authorization to withhold directory information must be filed annually since the request for nondisclosure will be honored by the ((College)) university for only one academic year. The ((College)) university may disclose directory information of a student no longer in attendance (i.e., alumni) without meeting any of the requirements noted above.

(3) "Eligible student" means any person who is or has been officially registered at this ((College)) university and who has reached the age of ((48)) eighteen.

(4) (a) "Education records" mean those records which:

(i) are directly related to a student, and

(ii) are maintained by the ((College)) university or by a party acting for the ((College)) university.

(b) The term education record does not include the following:

(i) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a temporary substitute;

(ii) records of the campus police which are maintained separately and solely for law enforcement officials of the same jurisdiction—provided that education records maintained by the ((College)) university are not disclosed to the law enforcement unit;

(iii) records of someone employed by the ((College)) university, which are made in the normal course of business, related exclusively to the person as an employee, and are not used for any other purpose;

(iv) records made by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional directly related to the treatment of a student, and not disclosed to anyone other than individuals providing treatment provided records can be reviewed by a physician or other appropriate professional of the student's choice;

(v) records of a person after he or she is no longer in attendance (i.e., information maintained by the ((College)) university concerning the accomplishments of its alumni).

(5) "Personally identifiable" means that the data or information includes:

- (a) the name of a student, the student's parent, or other family member,
- (b) the address of the student,
- (c) a personal identifier, such as the student's social security number or student number,
- (d) a list of personal characteristics which would make the student's identity easily traceable, or
- (e) other information which would make the student's identity easily traceable.

(6) "Record" means information or data recorded in any medium including but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.

(7) "Financial aid" means a payment of funds provided to an individual which is conditioned on the individual's attendance at an educational agency or institution.

(8) "Dean of student development" means the dean of student development or his/her designee.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-721 NOTIFICATION BY EDUCATIONAL INSTITUTION. (1) The ((College)) university shall inform eligible students, annually, of the following:

- (a) the types of education records and information contained therein which are maintained by the institution;
- (b) the titles and addresses of official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access;
- (c) the policies and procedures of the ((College)) university for reviewing and expunging those records, and for challenging the accuracy of them;
- (d) the procedures for gaining access to the educational records;
- (e) the cost, as approved by the Board of Trustees, which will be charged to the eligible student for reproducing single copies of records, provided that the cost shall not exceed the actual cost of reproducing the record;
- (f) the categories of information which the ((College)) university has designated as directory information.

(2) Notice of the existence of this policy and the availability of the information described in (1) (a) through (1) (f) above may be published in any official ((College)) university print medium publication having general circulation among students. This may be a special publication for this purpose only, or included in another publication. Students may consult the office of the dean of student development for the information described.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-731 ACCESS TO CWSC EDUCATION RECORDS. The ((College)) university shall provide each student access to his/her education records except as otherwise limited according to WAC 106-172-733.

The right of access shall include:

- (1) The right to inspect and review the content of education records in the presence of appropriate ((College)) university personnel.

(2) The right to obtain single copies of each record, at the expense of the eligible student but not to exceed the actual cost to the ((College)) university of reproducing such copies.

(3) The right to a response from the ((College)) university to reasonable requests for explanations and interpretations of those records.

(4) The right of an opportunity for a hearing to challenge the content and accuracy of those records according to WAC 106-172-761.

(5) (a) Students wishing access under provisions of this policy to education records maintained by the ((College)) university should address a request in writing to the person in charge of maintenance of that record. If copies are requested, copies may be supplied at no more than the cost of making the copy, including supplies and staff time.

(b) The individual responsible for maintenance of any record shall respond to written requests only, and provide copies as requested, within twenty ((20)) working days. The ((College)) university registrar is not prohibited from providing a student with a copy of the student's academic transcript from ((C-W-S-E)) CWU, but is prohibited from providing a student with a copy of the student's official academic transcripts from other institutions.

(6) The office of the dean of student development will maintain a file showing what education records are maintained by any department or entity of the ((College)) university and the title and address of the official responsible for maintenance of each record.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-733 LIMITATIONS ON ACCESS TO CENTRAL WASHINGTON ((STATE-COLLEGE)) UNIVERSITY EDUCATION RECORDS. (1) Central Washington ((State-College)) University shall not make available to a student the following types of materials:

(a) Financial records and statements provided by parents "or any information contained therein."

(b) Confidential letters and statements of recommendation or evaluation which were provided to the ((College)) university, with written assurance of a "documented understanding of confidentiality," prior to January 1, 1975, provided such letters or statements are not used for purposes other than those for which they were specifically intended.

(c) Post-1974 confidential recommendations involving possible admission, employment, or honor—but only if the student has signed a waiver of the right to inspect them. Such a waiver shall apply to recommendations only if:

(i) the student is upon request, notified of the names of all persons making confidential recommendations and

(ii) such recommendations are used solely for the purpose for which they were specifically intended.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-735 EXCEPTION TO CONSENT REQUIREMENTS AND RECORD OF ACCESS. (1) The ((College)) university may disclose personally identifiable information from the education records of a student without the written consent of the student if the disclosure is to:

(a) ((College)) University officials, including faculty members, when the information is required for a legitimate educational purpose,

(b) Officials of another school in which the student seeks or intends to enroll, providing a reasonable attempt has been made to

notify the student of the transfer of the records at the last known address of the student -- except when the transfer of the records is initiated by the student;

(c) Federal or state officials requiring access to education records in connection with the audit or evaluation of federally or state supported educational programs. Such surveys must be administered in a manner which will not permit personal identification of students by individuals other than those conducting the study, and such information will be destroyed when no longer needed for the purposes for which it was provided;

(d) Agencies requesting information in connection with a student's application for, or receipt of, financial aid;

(e) Accrediting organizations in order to carry out their accrediting functions;

(f) Any personal subpoena and/or subpoena duces tecum, when lawfully prepared and served upon the ((College)) university or an appropriate administrator of the ((College)) university. The ((College)) university will notify the student by certified or registered mail to the address or addresses on file with the ((College)) university of any such subpoena. Such a notice will be sent to the student in advance of compliance with the subpoena.

(2) Any student may grant permission for use of information about himself/herself by giving specific permission in writing, signed and dated by the student giving such consent to include:

(a) A specification by title of the records released;

(b) The reasons for such release;

(c) The names of the parties to whom such records will be released; and

(d) A written statement indicating that the information cannot subsequently be released in a personally identifiable form to any other party without the written consent of the student involved.

(3) The ((College)) university shall maintain a record which will indicate all parties, other than those parties specified in WAC 106-172-735(1)(a), who have been granted access to a student's education records. The record will:

(a) Indicate specifically the legitimate interest that each such party has in obtaining the information.

(b) be available only to the student, to the employees of the ((College)) university responsible for maintaining the records, and to the parties identified under WAC 106-172-735(1)(a) and (d).

AMENDATORY SECTION (Amending Order 23, filed 7/31/75)

WAC 106-172-740 INFORMATION NOT TO BE REQUIRED. (1) The ((College)) university shall not require from any student the following information, for purposes of record:

(a) religious affiliations or religious/ethical value systems;

(b) political affiliations or views;

(c) membership status in any organization not directly connected with recognized educational functions of the ((College)) university;

(d) ethnic background.

(2) The ((College)) university shall enable the student to record this information if he or she should desire.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-750 TIMELY DISPOSAL OF RECORDS. (1) Provisions of the laws and regulations of the state of Washington regarding the time during which records must be maintained will be complied with.

(2) Except as required in subsection (1) above, records will be maintained only during the minimum time in which they may ordinarily be expected to be useful or valid. Each record keeping entity of the ((College)) university shall make periodic review of its records to insure compliance with this provision.

(3) Records of disclosure shall be maintained as long as the record itself is maintained.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-761 RIGHT TO A HEARING. (1) The ((College)) university shall provide students an opportunity for a hearing in order to challenge the content of a student's education records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 106-172-763 and 106-172-765, to:

(a) correct or delete inaccurate, misleading, or otherwise inappropriate data contained within education records;

(b) challenge the release of education records to specific persons as contrary to the provisions of this chapter; and

(c) challenge a decision by the ((College)) university to deny the student access to particular types of records.

(3) A student shall not be permitted under this chapter to contest grades given in academic courses, except on the grounds that, as a result of clerical error, the records fail to accurately reflect the grades actually assigned by an instructor.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-763 INFORMAL PROCEEDINGS. (1) Whenever possible the ((College)) university shall attempt to settle disputes regarding requests to amend education records through informal proceedings.

(2) A student who wishes to exercise the rights set forth in WAC 106-172-761(2) shall:

(a) first, attempt a resolution with the ((college)) university official who has custody of the education records; and

(b) second, discuss with the dean of student development or his/her designee the nature of the corrective action recommended by the student.

AMENDATORY SECTION (Amending Order 35, filed 7/13/77)

WAC 106-172-765 CONDUCT OF THE HEARING. (1) If informal proceedings fail to resolve the complaint of a student, the student may file with the dean of student development a written request for the hearing before a hearing officer of the ((College)) university to be designated by the dean of student development, and who does not have a direct interest in the outcome of the hearing.

(2) The hearing shall be held within a reasonable time (not to exceed twenty working days) after the ((College)) university has received the request and the student shall be given notice of the date, place and time reasonably in advance of the hearing.

(3) The student shall be given an opportunity to present evidence relevant to the issues raised in WAC 106-172-761(2) and may be represented by any person (including an attorney) of the student's choosing at his or her expense.

(4) A decision in writing shall be prepared within a reasonable period of time (not to exceed ten working days), which decision shall be based solely upon the evidence presented, and which includes a summary of the evidence and the reasons for the decision.

(5) If, as a result of the hearing, the decision is:

(a) to amend the record, the ((College)) university must do so accordingly and give notice to the student.

(b) not to amend, the student must be allowed to place a written comment or explanation in the student's file, and it must be kept in the file as long as the file itself is kept. If the contested portion of the file is disclosed to anybody, the student's statement must also be disclosed.

(6) The designated hearing officer shall be advised by the assistant attorney general representing the ((College)) university.

AMENDATORY SECTION (Amending Order 23, filed 7/31/75)

WAC 106-172-772 RELEASE OF INFORMATION FOR HEALTH OR SAFETY EMERGENCIES. (1) The ((College)) university (president or his designee, dean of student development) may release information from education records 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 persons.

(2) The factors which should be taken into account in determining whether records may be released shall include:

(a) the seriousness of the threat to the health or safety of the student or other persons;

(b) the need for such records to meet the emergency;

(c) whether the persons to whom such records are released are in a position to deal with the emergency; and

(d) the extent to which time is of the essence in dealing with the emergency.

AMENDATORY SECTION (Amending Order 23, filed 7/31/75)

WAC 106-172-775 LIMITATION ON LIABILITY. The ((College)) university shall not be liable for student records when information available only from the student is not provided initially or kept up to date by the student. This provision shall apply when the ((College)) university has made adequate provision for supplying the information.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-001 PUBLIC RECORDS POLICY. The provisions of WAC 106-276-001 through 106-276-199 shall constitute the public records policy of Central Washington ((State-College)) University, adopted in compliance with Initiative 276 enacted by the voters of the state of Washington on November 7, 1972.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-005 DEFINITIONS. As used in the provisions of this chapter, the following definitions shall apply wherever the following words are used:

(1) "Request for a public record" means a written request submitted on a proper ((C-W-S-E)) CWU public records request form for a public record, a review of public records or a copy or reproduction of a public record.

(2) "Students in public schools" means all past, present and future students enrolled at Central Washington ((State-College)) University.

(3) "Vital governmental interest" includes, but is not limited to, matters affecting national security; the selection of a site or the purchase of real estate when publicity regarding such consideration would cause a likelihood of increased price.

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-010 DEFINITION OF PUBLIC RECORD. (1) A public record includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by Central Washington ((State-College)) University, regardless of the physical form or characteristics; provided, however, that in accordance with section 31 of Initiative 276, the following personal and other records are exempt from the definition of public record:

(a) Personal information in any files maintained for students in public schools and the information, data and records subject to the student records policy, WAC 106-172-700 through 106-172-799.

(b) Personal information in any files maintained for patients or clients of public institutions or public health agencies, welfare recipients, prisoners, probationers or parolees.

(c) Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate their right to privacy.

(d) Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would violate the taxpayer's right to privacy or would result in unfair competitive disadvantage to such taxpayer.

(e) Specific intelligence information and specific investigative files compiled by investigative, law enforcement and penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to

effective law enforcement or for the protection of any person's right to privacy.

(f) Information revealing the identity of persons who file complaints with investigative, law enforcement or penology agencies, except as the complainant may authorize.

(g) Test questions, scoring keys, and other examination data used to administer a license, employment or academic examination.

(h) Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal.

(i) Valuable formulae, designs, drawings and research data obtained by any agency within five years of the request for disclosure when disclosure would produce private gain and public loss.

(j) Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.

(k) Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

(2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interest, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-030 DESCRIPTION OF CENTRAL AND FIELD ORGANIZATION AT CENTRAL WASHINGTON ((STATE---COLLEGE)) UNIVERSITY. (1) Central Washington ((State-College)) University is located on a campus in and near the city of Ellensburg, Washington. This campus comprises the central headquarters for all operations of the ((college)) university; any "field" activities of the ((college)) university are directed and administered by personnel located on the campus at Ellensburg. The ((college)) university is governed by a board of trustees appointed by the governor; such board normally meets at least once every calendar month, as provided in WAC 106-08-001. The board employs a president, his assistants, members of the faculty and other employees. It establishes such divisions, schools or departments necessary to carry out the purposes of the ((college)) university, provides the necessary property, facilities and equipment and promulgates such rules, regulations and policies as are necessary to the administration of the ((college)) university.

(2) The Board of Trustees, either directly or by delegation, has caused to be created various administrative, academic and support divisions to enable the ((college)) university to discharge its obligations. Academic matters and student affairs are the concern of the vice president for academic affairs; business and physical planning functions are the concern of the vice president for business and financial affairs; ((college)) university services are the concern of the executive assistant to the president. These offices report to the president of the ((college)) university.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)WAC 106-276-040 GENERAL COURSE AND METHOD OF DECISION-MAKING.

(1) The formal procedures for decision-making at the ((college)) university are governed by the Board of Trustees through rules promulgated by it in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administrative Procedure((s)) Act (HEAPA). Accordingly, all rules, orders or directives, or regulations of the ((college)) university which affect the relationship of the general public with the institution, or the relationship of particular segments of the ((college)) university, such as students, faculty, or other employees, with the ((college)) university or with each other,

(a) the violation of which subjects the person to a penalty or administrative sanction; or

(b) which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional hearings; or

(c) which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law;

are implemented through the procedures of the HEAPA and appear in Title 106 WAC, provided, however, that in accordance with RCW 28B.19.020(2), the ((college)) university reserves the right to promulgate as internal rules not created or implemented in accordance with the HEAPA, the following: rules, regulations, orders, statements, or policies relating primarily to the following: standards for admissions; academic advancement, academic credits, graduation and the granting of degrees; tuition and fees, scholarships, financial aids, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under HEAPA unless otherwise required by law. Internal rules and regulations to the extent not already set forth in the ((college's)) university's published catalogs and handbooks shall be collected in a general ((college)) university handbook, a copy of which shall be maintained on file in the ((college)) university library and be available to the public.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-050 INFORMAL PROCEDURES REGARDING THE GENERAL COURSE AND METHODS OF DECISION. Informal procedures regarding the methods and general course of operations at the ((college)) university are, for the purposes of these rules, either:

(1) Decisions made by persons authorized by board resolution, the president, or any designee to make a decision within the scope of responsibility assigned to such person; or

(2) Methods of human persuasion utilized by any member of the ((college's)) university's constituencies or of the public to attempt to influence one in power to make decisions within that person's scope of responsibility.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-060 DESIGNATION OF PUBLIC RECORDS OFFICERS. (1) In accordance with the requirements of Initiative 276, insofar as such initiative requires state agencies to adopt and enforce reasonable rules and regulations to provide full public access to official records while yet protecting the same from damage and to prevent

excessive interference with essentials of the agency, all public records at the ((college)) university shall be in the charge of persons holding positions as records officers.

(2) Overall responsibility for coordinating responses to requests for examination of public records shall be the responsibility of the person known as the "public records officer." The person holding such position will be headquartered in Mitchell Hall at the ((college)) university; his exact location and name may be determined by inquiry at the office of the president of the ((college)) university. The public records officer shall also be responsible for compiling and maintaining the index required by Initiative 276.

(3) For purposes of this chapter, the custody of the ((college)) university's records shall be deemed divided into the following divisions:

- (a) Office of the president;
- (b) Office of the vice president for academic affairs;
- (c) Office of the vice president for business and financial affairs;

(d) Office of the executive assistant to the president. The above-designated division head shall be deemed custodian of the records in the possession or control of agencies, departments, officers and employees of his division and responsible for the care and custody of records within his division even though such person is not in actual possession or control of such records. Such division heads shall be known as the ((college)) university "records custodians."

(4) In any cases where a question arises as to whether a given public record is a responsibility of one records custodian or another, the determination of such ministerial responsibility shall for the purposes of this chapter be made by the public records officer, or the president of the ((college)) university.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-070 AVAILABILITY FOR PUBLIC INSPECTION AND COPYING OR REPRODUCTION OF PUBLIC RECORDS. (1) Public records shall be available for inspection, copying and reproduction during the customary office hours of the ((college)) university. For the purposes of this chapter, the customary office hours shall be from 9 a.m. to noon and from 1 p.m. to 4 p.m., Monday through Friday, excluding legal holidays, unless the person making the request and the ((college)) university, acting through the public records officer or a records custodian, agree on a different time.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-080 REQUESTS FOR PUBLIC RECORDS. In accordance with the Initiative 276 requirements that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form which shall be available at the office of the public records officer and shall be presented to the public records officer or any other of the persons designated by this chapter as a custodian of certain ((college)) university records, per WAC 106-276-060. Such request shall include the following:

- (a) the name of the person requesting the record;

(b) the time of day and calendar date on which the request was made; and

(c) if the matter requested is referenced within the current index maintained by the ((college)) university records officer, a reference to the requested record as it is described in such current index;

(d) if the requested matter is not identifiable by reference to the ((college)) university records current index, a statement that succinctly describes the record requested;

(e) A verification that the records requested shall not be used to compile a commercial sales list.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the ((college)) university "public records officer" or records custodian, or that individual's designee, to assist the member of the public in succinctly identifying the public record requested.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-090 CHARGES FOR COPYING OR REPRODUCTION. (1) No fee shall be charged for inspection of public records. The ((college)) university may impose a reasonable charge for providing copies or reproductions of public records and for the use by any person of agency equipment to copy or reproduce public records; such charges shall not exceed the amount necessary to reimburse the ((college)) university for its actual costs incident to such copying or reproduction.

(2) No record shall be copied by photostatic process or otherwise reproduced until and unless the person requesting the copying or reproduction of the public record has tendered payment for such copying or reproduction to the records official from whom the public record was obtained, or to any person designated by such records official.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-100 DETERMINATION REGARDING EXEMPT RECORDS. (1) The ((college)) university reserves the right to determine that a public record requested in accordance with the procedures of this chapter is exempt under the provisions of section 31 of Initiative 276. Such determination may be made in consultation with any of the records officers of the ((college)) university, president of the ((college)) university, or an assistant attorney general assigned to the ((college)) university.

(2) Responses to requests for records must be made promptly. For the purpose of these rules, a prompt response occurs if the person requesting the public record is notified within one ((4)) business day as to whether or not his request for a public record will be granted or denied.

(3) No denial of a request for public records shall be valid unless accompanied by a written statement, signed by the public records officer or his designee, specifying the specific reasons therefor.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)WAC 106-276-110 REVIEW OF DENIALS OF PUBLIC RECORDS REQUESTS.

(1) Any person who objects to the denial of a request for a public record or his duly authorized representative shall petition for prompt review of such decision by tendering to the president's office a written request for a review of such denial. Such written request by a person or his duly authorized representative demanding prompt review shall specifically reference the written statement by the ((college)) university denying that person's request for a public record.

(2) Within two ((2)) business days after receiving the written request by a person or his duly authorized representative petitioning for prompt review of a decision denying a public record, the president of the ((college)) university or any of his designees, which for the purposes of this section may include the public records officer or the records custodians, shall consider such petition.

(3) During the course of the two business days in which the president or his designee reviews the decision of the public records officer denying the request for a public record, the president or his designee may conduct an informal hearing. During the course of such informal hearing, the president or his designee may require that the person requesting the public record or his duly authorized representative appear at a reasonable time and place located on the campus and further explain and identify the exact nature of the public record he is seeking. Failure by the person requesting the review hearing or his duly authorized representative to appear at such informal hearing shall be deemed a waiver of that person's right to insist upon completion of the review of his request within two ((2)) business days. If the petitioner requesting review or his duly authorized representative does appear at such informal hearing, then the period for review by the ((college)) university shall be extended to a period not exceeding twenty-four ((24)) hours after such person requesting review or his duly authorized representative has appeared before the president or his designee.

(4) During the course of the informal hearing conducted by the president or his designee under this section, the hearing officer shall consider the obligations of the ((college)) university fully to comply with the intent of Initiative 276 insofar as it requires providing public access to official records, but shall also consider the exemptions provided in section 31 of Initiative 276 and the requirement of section 29 of that same initiative insofar as it requires the ((college)) university to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and to prevent any unreasonable invasion of personal privacy by deleting identifying details.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-200 LEGISLATIVE LIAISON POLICY. The provisions of WAC 106-276-200 through WAC 106-276-299 shall constitute the legislative liaison policy of Central Washington ((State---College)) University.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-210 DESIGNATION. In accordance with the implementation of Initiative 276, passed by the voters of the state of Washington on November 7, 1972, and effective January 1, 1973, those persons holding the following positions at Central Washington ((State

College) University are designated legislative liaisons for Central Washington ((State-College)) University:

- (1) Members of the Board of Trustees;
- (2) The president;
- (3) All vice presidents;
- (4) Legislative liaisons;
- (5) Director, office of ((College)) University Information;
- (6) All those persons designated in writing by the president,

which writing shall be made available among the records maintained by the office of the president of Central Washington ((State--College)) University.

AMENDATORY SECTION (Amending Order 11, filed 2/27/73)

WAC 106-276-220 RESPONSIBILITY. Such persons designated in WAC 106-276-210 shall be responsible for making available through official channels recommendations regarding legislation or seeking such appropriations as the ((college)) university may deem necessary for the official conduct of its business.