

FORM OF ORDER AND TRANSMITTAL BY INSTITUTION HAVING SINGLE HEAD

State of Washington

Central Washington University

(name of institution)

Administrative Order No. 43

(1) I, Gregory Trujillo, Assoc. Dean of Student Development (position) of the Central Washington University (institution)

do promulgate and adopt at Room 206, Samuelson Union Bldg. CWU Campus (place) the annexed rules relating to:

- Chapter 106-116 WAC Parking & Traffic Regulations
Chapter 106-124 WAC Financial Obligations of Students
Chapter 106-08 WAC Regular Meeting Time of the Board of Trustees
Chapter 106-120 WAC Student Rights & Responsibilities
Chapter 106-136 WAC Use of University facilities

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules. This action is taken pursuant to Notice No. 79-03-042 & 79-03-044 filed with the code reviser on 3/2/79 & 3/27/79. Such rules shall take effect: X pursuant to RCW 28B.19.050(2).

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules. I, Gregory Trujillo, 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):

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

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

(institution) has authority to implement the provisions of

(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 May 10 19 79

MAY 16 1979

By Gregory Trujillo Assoc. Dean of Student Development Title

CODE REVISER'S OFFICE WSR 79-06-046

NOTICE OF INTENTION TO ADOPT, AMEND, REPEAL RULES
BY INSTITUTIONS OF HIGHER EDUCATION

don't print

(Instructions for completion on back of page)
(Additional information may be typed on back of page)

(1) Notice is hereby given in accordance with the provisions of RCW 28B.19.030 and RCW 28B.40.120
that the Central Washington University
(name of institution)
intends to adopt, amend, or repeal rules concerning:²

Chapter 106-116 WAC Parking & Traffic Regulations
Chapter 106-124 WAC Financial Obligations of Students

(HEARING DATE AND PLACE)
(2) (Use only if hearing is to be held) that such institution will at
2:00 p.m. Thursday May 10, 1979
(time) (day) (date)
in the Samuelson Union Building, room 206, on the Central Washington Univ. campus
(place)
conduct a hearing relative thereto;

(3) and that the adoption, amendment, or repeal of such rules will take place at
4:00 p.m. Thursday May 10, 1979
(time) (day) (date)
in the Samuelson Union Building, room 206, on the Central Washington Univ. campus
(place)

(4) The authority under which these rules are proposed is: RCW 28B.40.120

(5) Interested persons may submit data, views, or arguments to this institution —
(a) in writing to be received by this institution prior to May 10, 1979 and/or
(date)
(b) orally at 2:00 p.m. Thursday May 10, 1979
(time) (day) (date)
in the Samuelson Union Bldg., room 206, on the Central Washington Univ. campus
(place)

(6) The additional notice required by RCW 28B.19.030 has been made by mailing copies of this notice to all persons who have made timely request of this agency for advance notice of its rule-making proceedings.

(7) This notice is connected to and continues the matter noticed in Notice Nos. _____
filed with the code reviser's office on _____⁵
(date)

Central Washington University
(INSTITUTION)
Dated: March 26, 1979
By: _____
Administrative Secretary
(TITLE)

NOTICE #
(Do not write in this space)

N.B. These proceedings may require additional notice pursuant to the Open Public Meetings Act of 1971; consult chapter 42.30 RCW.

AMENDATORY SECTION (Amending Order 19, filed 8/22/74)

WAC 106-116-304 DISABILITY PERMIT. Any university employee, student or visitor who can show physical disability may apply to the Handicapped Student Services Office (~~Campus-Police-Department~~) for a disability parking permit. Certification by a physician may be required.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-124-011 FINANCIAL OBLIGATIONS OF STUDENTS--APPEAL PROCEDURE. Every student has the right to appeal an assessment by the university of a fee, fine, charge, debt, or other financial obligation by filing a written petition with the appropriate dean or nonacademic area director stating the student's reasons for challenging the validity of the assessed obligation. The written petition must be filed not more (~~less~~) than thirty (~~ten~~) days after the notice of assessment was sent to the student. The dean or director, or his designee, shall review the university's decision to assess the fee, fine, charge, debt, or other financial obligation in light of the student's petition appealing the assessment and shall render a decision thereon which shall be final.

NOTICE OF INTENTION TO ADOPT, AMEND, OR REPEAL RULES
BY INSTITUTIONS OF HIGHER EDUCATION

Handwritten notes:
Amend
1/27

(Instructions for completion on back of page)
(Additional information may be typed on back of page)

(1) Notice is hereby given in accordance with the provisions of RCW 28B.19.030 and RCW 28B.40.120
that the Central Washington University
(name of institution)
intends to adopt, amend, or repeal rules concerning:²

- Chapter 106-08 WAC Regular Meeting Time of the Board of Trustees
- Chapter 106-116 WAC Parking & Traffic Regulations
- Chapter 106-120 WAC Student Rights & Responsibilities
- Chapter 106-136 WAC Use of University Facilities

(HEARING DATE AND PLACE)

(2) (Use only if hearing is to be held) that such institution will at
2:00 p.m. Thursday May 10, 1979
(time) (day) (date)
in the Samuelson Union Building, room 206, on the Central Washington Univ. campus
(place)
conduct a hearing relative thereto:

(3) and that the adoption, amendment, or repeal of such rules will take place at
4:00 p.m. Thursday May 10, 1979
(time) (day) (date)
in the Samuelson Union Building, room 206, on the Central Washington Univ. campus
(place)

(4) The authority under which these rules are proposed is: RCW 28B.40.120

(5) Interested persons may submit data, views, or arguments to this institution —
(a) in writing to be received by this institution prior to May 10, 1979 and/or
(date)
(b) orally at 2:00 p.m. Thursday May 10, 1979
(time) (day) (date)
in the Samuelson Union Blvd., room 206, on the Central Washington Univ. campus
(place)

(6) The additional notice required by RCW 28B.19.030 has been made by mailing copies of this notice to all persons who have made timely request of this agency for advance notice of its rule-making proceedings.

(7) This notice is connected to and continues the matter noticed in Notice Nos. _____
filed with the code reviser's office on _____⁵
(date)

Central Washington University
(INSTITUTION)

Dated: February 28, 1979

By: Administrative Secretary

(TITLE)

NOTICE #

(Do not write in this space)

N.B. These proceedings may require additional notice pursuant to the Open Public Meetings Act of 1971; consult chapter 42.30 RCW.

AMENDATORY SECTION (Amending Order 42, filed 11/14/78)

WAC 106-08-001 REGULAR MEETING. The regular meetings of the Board of Trustees of Central Washington University shall be held quarterly (~~(on-the-second-Friday-of-each-month-at-8:00-p.m.)~~) in room 143 (~~(128E)~~) in Bouillon Hall (~~(Library)~~) on the Central Washington University campus in Ellensburg, Washington.

AMENDATORY SECTION (Amending Order 37 filed 1/13/78)

WAC 106-116-201 PERMITTED PARKING AREAS. (1) University owned parking areas are marked with signs reading, "Parking by University Permit Only." Vehicles parked without valid parking permits will be ticketed from 7:30 a.m. to 5:30 p.m. Monday through Friday, except:

(2) Vehicles parked in the C-1 Pavilion parking area without a valid parking permit will be ticketed from 7:30 a.m. to 4:00 p.m. Monday through Friday. No parking permitted daily in C-1 lot from 2:00 a.m. to 6:00 a.m.

(3) Vehicles parked in the C-2 Stadium parking area without a valid parking permit will be ticketed from 7:30 a.m. to 3:00 p.m. Monday through Friday.

(4) Enforcement shall be in effect twenty-four (~~((24)))~~) hours a day in the following parking areas:

- (a) Residence hall staff (~~((Head-Resident))~~) parking areas,
- (b) Buttons Apartments,
- (c) Thirty minute parking zones,
- (d) J Lot

(5) Vehicles parked in "B" Lot, Hertz Music Building parking area without a valid parking permit will be ticketed from 7:30 a.m. to 4:00 p.m. Monday through Friday.

AMENDATORY SECTION (Amending Order 37 filed 1/13/78)

WAC 106-116-205 APARTMENT RESIDENTS. (1) Residents of Brooklane Village, Walnut Street Duplexes, (~~((and))~~) Student Village Apartments and Buttons Apartments do not need parking permits to park in front of or immediately adjacent to their respective apartments but must register their vehicles with the university.

(2) Apartment residents may purchase a commuter parking permit.

(3) Residents of Student Village may park in Lots G-1 and G-2 without a permit.

(4) Residents of Anderson Apartments will be given a parking permit for J Lot.

AMENDATORY SECTION (Amending Order 37 filed 1/13/78)

WAC 106-116-603 FINES SCHEDULE FOR COURT.

Offense	Fine
(1) Improper display of permit.....	\$ 1.00
(2) Parking faculty-staff area.....	\$ 1.00
(3) Parking yellow stripe or curb.....	\$ 2.00
(4) Parking outside designated parking area.....	\$ 2.00
(5) Live parking area.....	\$ 2.00
(6) Obstructing traffic.....	\$ 2.00
(7) Double Parking.....	\$ 2.00
(8) Parking at improper angle or using more than one stall, or backing into parking stall.....	\$ 2.00
(9) Violation of the bicycle parking rules in WAC 106-116-901.....	\$ 1.00
(10) Reserved parking area.....	\$ 2.00
(11) No parking area.....	\$ 2.00
(12) Failure to remove keys from ignition.....	\$ 2.00
(13) Overtime parking.....	\$ 1.00
(14) Vehicle not registered.....	\$ 2.00
(15) Falsification of vehicle registration.....	\$ 5.00
(16) Using counterfeit, falsely made or altered permit.....	\$10.00
(17) Illegal use of permit.....	\$10.00
(18) No current permit.....	\$ 2.00
(19) Parking service drive.....	\$ 2.00
(20) Parking/driving sidewalks, malls.....	\$ 5.00
(21) Parking/driving lawns.....	\$10.00
(22) Parking fire lane.....	\$10.00
(23) Parking fire hydrant.....	\$10.00
(24) Driving, walking, leading, etc., certain animals on campus without permit (WAC 106-116-10401).....	\$10.00
(25) Other violations of the objectives of the CWU Parking and Traffic Regulations.....	\$1.00 to \$10.00

this seems a typo error with show "as is"

(26) Parking in a space marked "Disability Permits Only".....\$10.00

(27) (~~((26)))~~ (a) When a citation for offenses (1), (2), (9), and (13) is issued any violator may, within one (1) full business day of the issuance thereof, present such citation to the District Court office in the Kittitas County Courthouse and therewith pay \$.75 and no additional fine or penalty shall be imposed for such violation.

(b) The Court Commissioner of the Kittitas County District Court and authorized deputies, or during non-business hours of said Court the office of the Sheriff of Kittitas County will accept payments made under this rule.

(c) This schedule of fines and provisions for payment corresponds with rules laid down by the Lower Kittitas County District Court, the Justice of the Peace for Kittitas County. This Court may issue arrest warrants for fines not paid within ten (10) days.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-050 CAMPUS JUDICIAL COUNCIL. (1) The Campus Judicial Council shall be the principal campus wide judicial body with jurisdiction and authority to hear all charges of misconduct against students, whether graduate or undergraduate. The Campus Judicial Council has authority to impose the sanctions described in WAC 106-120-030 for acts of misconduct specified in WAC 106-120-020 (~~{f-}~~).

(2) For the purpose(~~{s}~~) of these rules, any person enrolled for classes and considered a student by the definition in WAC 106-120-013(4) is subject to these rules, independent of any other status the individual may have with the university. Any action taken against a student under these rules shall be independent of other actions taken by virtue of another relationship with the university in addition to that of student.

(3) The Campus Judicial Council has jurisdiction over all students and student organizations. Other divisions of the university may elect to establish subsidiary judicial agencies, over which the Campus Judicial Council will have appellate jurisdiction. Appeals from these subsidiary councils or agencies must be made within five working days from the time of publication of findings by said subsidiary judicial agency. Failure to file such an appeal will constitute and be construed as full acceptance by all parties of the findings. Decisions made by the Campus Judicial Council will be deemed to be final decisions in a contested case and appealable only to the Superior Court.

(4) Persons or agencies levying sanctions should devise sanctions which (~~{are}~~~~{were}~~) are in proportion to both the nature and extent of the misconduct, and which compensate as far as possible for injury, expense, and/or inconvenience. The sanction should redress injury, damage, or grievance as far as possible.

(5) Due process of law is recognized as essential to the proper enforcement of university rules. No charges may be heard or sanctions levied in the name of the university except in accordance with these rules.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-010 RIGHTS AND RESPONSIBILITIES OF STUDENTS. (1) Students at the university neither lose the rights nor escape the obligations of citizenship. Students retain and enjoy all rights secured to citizens by the Constitution and laws of the United States, and the Constitution and laws of the state of Washington, and ordinances and laws of the county of Kittitas and city of Ellensburg. Students are obliged to obey these laws and ordinances.

(2) The university distinguishes its responsibility for student conduct from the controls imposed by the larger community outside the university, and of which the university is a part. When students are charged with violations of laws of the nation ([,] [or]), state, or ordinances of the county or city, the university will neither request nor agree to special consideration for students because of their status as students, but the university will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

(3) The university reserves the right to impose further sanctions after law enforcement agencies, courts, and other agencies have imposed penalties or otherwise disposed of a case.

(4) The university does not have the responsibilities of a parent for the conduct of students, and is not responsible for law enforcement off campus.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-020 PROSCRIBED CONDUCT. A student shall be subject to disciplinary action or sanction upon violation of any of the following conduct proscriptions:

(1) Academic dishonesty in all its forms including, but without being limited to, cheating on tests, plagiarism, collusion, and submission of another's work product as the student's own.

(2) Cheating on tests.

(3) Copying from another student's test paper.

(4) Using materials during a test not authorized by the person giving the test.

(5) Collaboration with any other person during a test without authority.

(6) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test.

(7) Bribing any other person to obtain an unadministered test or information about an unadministered test.

(8) Substitution for another student or permitting any other person to substitute for oneself to take a test.

(9) "Plagiarism" which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

(10) "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

(11) Filing a formal complaint with the dean of student development or his designee with the intention of falsely accusing another with having violated a provision of this code.

(12) Furnishing false information to the Campus Judicial Council with the intent to deceive, the intimidation of witnesses, the destruction of evidence with the intent to deny its presentation to the Campus Judicial Council or the willful failure to appear before the Campus Judicial Council when properly notified to appear.

(13) Intentionally setting off a fire alarm or reporting a fire or other emergency or tampering with fire or other emergency equipment except when done with the reasonable belief in the existence of a need therefore.

- (14) Forgery, alteration, or misuse of university documents, records, or identification cards.
- (15) Physically abusing or intentionally inflicting severe emotional distress upon another member of the university community whether occurring on or off campus; or physically abusing or intentionally inflicting severe emotional distress upon a nonmember of the university community (~~[[on-the-campus]]~~).
- (16) Theft or malicious destruction, damage or misuse of university property or private property of another member of the university community whether occurring on or off campus; or theft or malicious destruction, damage or misuse on campus of property of a nonmember of the university community.
- (17) Unauthorized seizure or occupation or unauthorized presence in any university building or facility.
- (18) Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the university to be conducted on campus.
- (19) Intentional participation in a demonstration which is in violation of rules and regulations governing demonstrations promulgated by the university pursuant to the provisions of WAC 106-120-700 through 106-120-799.
- (20) Unauthorized entry upon the property of the university or into a university facility or any portion thereof which has been reserved, restricted in use, or placed off limits; unauthorized presence in any university facility after closing hours; or unauthorized possession or use of a key to any university facility.
- (21) Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the university.
- (22) Possession, use, or distribution on campus of any narcotic or dangerous or unlawful drug as defined by the laws of the United States or the state of Washington except as expressly permitted by law.
- (23) Violation of the university Board of Trustees' policy on alcoholic beverages which states:
- (a) Persons twenty-one years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments (~~[[=]]~~). Washington state law provides severe penalties for the possession or consumption of alcoholic beverages by persons under twenty-one years of age and for persons who furnish alcoholic beverages to minors. All university students should be aware of these laws and the possible consequences of violations.
- (b) The university does not condone the consumption of alcoholic beverages at functions sponsored by Central Washington University organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington state law.
- (c) The Campus Judicial Council may place on probation any organization or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university.
- (24) Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee or commission or council acting within the scope of its authority.
- (25) Violation on campus of any state or federal law or violation of any state or federal law off campus while participating in any university sponsored activity.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-043 MEETING WITH THE DEAN OF STUDENT DEVELOPMENT. (({+})) At the meeting with the dean of student development or his designee, the student shall be informed of provisions of the Student Rights and Responsibilities Policy that are involved, that he may appeal any sanction imposed by the dean of student development or his designee to the Campus Judicial Council and that if a hearing is required, he may have (({the}{that})) that hearing open to the public. If the student requests a formal hearing, the dean of student development or his designee shall take no action nor make any determination in the matter other than to inform the student of the time, date, and location of the formal hearing by the Campus Judicial Council.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-051 MEMBERSHIP IN CAMPUS JUDICIAL COUNCIL. (1) The council shall consist of three faculty members holding the rank of assistant professor or above, and six students, at least one of whom should be a graduate student if a graduate student files for election to the council. (({At-least-three-of-the-student--members--are--to--be-undergraduate--students:})) At least three of the student members are to be undergraduate students.

(2) The faculty members of the council shall be designated by the Faculty Senate. The student members of the council shall be elected according to procedures indicated by the constitution of the Associated Students of Central. The faculty members will be designated at the beginning of each academic year. Six student members shall be elected: Three (({during})) during winter quarter registration and three during spring quarter registration, each student being elected for a term of one calendar year, in accordance with the ASC Bylaws. Terms of office for students begin with the first day of instruction of the quarter following election to office.

(3) A chairperson of the Campus Judicial Council shall be elected at the first meeting of the fall quarter, and shall continue in office until the person's term expires, the person resigns, or is recalled (({=})) . The duties of the chairperson are as follows:

(a) To call regular and special meetings of the council by notification to members at least twenty-four hours in advance of the meeting time, except in bona fide emergency situations.

(b) To preside over all regular and special meetings.

(c) To act as hearing officer at all meetings of the hearing board.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-055 PROCEDURES FOR HEARING. (({+}{+})) (1) When disciplinary cases have been referred for hearing, the chairperson shall call a special meeting of the council and arrange for such hearing in the following manner:

(a) The council shall determine the time and place of hearing, which shall be at least two working days after said special meeting of the council. Time and place shall be set to make the least inconvenience for all interested parties.

(b) The council shall draw lots to determine a hearing board consisting of four student members and two faculty members of the council, and the chairperson of the council acting as hearing officer.

(c) A quorum of the hearing board shall be two of the four student members and two faculty members, as selected by lot at the special meeting of the council (([7])), and the chairperson of the council. No case shall be heard unless the full membership of the hearing board is present.

(d) All cases will be heard de novo, whether the case be an appeal from a subsidiary judicial body or being heard as an original complaint.

(2) The chairperson of the council shall insure that:

(a) The hearing is held in an orderly manner, giving full care that the rights of all parties to a full, fair and impartial hearing are maintained.

(b) The charges and supporting evidence or testimony shall be presented first, and that there is full opportunity for the accused student to challenge the testimony and/or evidence, and to cross examine appropriately.

(c) The student charged shall next present evidence or testimony to refute the charge, and that there is full opportunity for the accuser to challenge testimony and/or evidence, and to cross examine appropriately.

(d) The hearing board, after all parties have been heard, shall deliberate in executive session until a decision is reached. After the decision is reached, it shall be communicated in writing to all of the parties, including the complainant and to the dean of student development.

(3) Hearings will ordinarily be held in closed session, unless the hearing board shall determine that there is compelling reason for the hearing to be open to all those interested. A closed hearing shall include only members of the hearing board, persons directly involved in the hearing as parties, and persons called as witnesses. If at any time during the conduct of a hearing any person is disruptive of the proceedings and cannot be persuaded to observe the necessary decorum for an appropriate hearing, the hearing officer is empowered to exclude such person from the hearing room, using such means as are necessary to insure an orderly hearing.

(4) The student has a right to a fair and impartial hearing before the committee on any charge of violating a provision or provisions of WAC 106-120-020. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations as provided below. Failure by the student to cooperate may be taken into consideration by the committee in deciding the appropriate disciplinary action.

(5) The student shall be given written notice from the dean of student development or his designee by certified mail to the student's last known address of the time and place of his hearing before the board. Said notice shall contain:

(a) A statement of the date, time, place and nature of the disciplinary proceedings.

(b) A statement of the specific charges against him including reference to the particular sections of chapter 106-120 WAC involved.

(c) To the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the university at the hearing.

(6) The student shall be entitled to hear and examine the evidence against him and be informed of the identity of its source; he shall be entitled to present evidence in his own behalf and cross-examine witnesses testifying against him as to factual matters. The student shall have all authority possessed by the university to obtain information he specifically describes, in writing, and tenders to the dean of student development or his designee no later than two days prior to the hearings or to request the presence of witnesses or the production of other evidence relevant to the hearings.

Notwithstanding the provisions of the paragraph immediately above, the university shall not be liable for information requested by the student or the presence of witnesses when circumstances beyond the

control of the university prevent the obtaining of such information or the attendance of such witnesses at the hearing.

(7) The student may be represented by counsel of his choice at the disciplinary hearings. If the student elects to choose a duly licensed attorney admitted to practice law in the state of Washington as his counsel, he must tender two days notice thereof to the dean of student development or his designee.

In all disciplinary proceedings the university may be represented by the dean of student development or his designee who may present the university's case against the student accused of violating chapter 106-120 WAC provided, that in those cases in which the student elects to be represented by a licensed attorney, the dean of student development or his designee may elect to have the university represented by an assistant attorney general.

(8) The proceedings of the hearing shall be tape recorded. A copy thereof shall be on file at the office of the dean of student development. Either party at its own expense may produce a transcript of the proceedings.

(9) The hearing board may change the time and place of the hearing for sufficient cause.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-061 PERMISSION TO ENTER OR REMAIN ON CAMPUS. During the period of summary suspension, the suspended student shall not enter the campus of the university other than to meet with the dean of student development or to attend the summary suspension hearing. However, the dean may grant the student special permission (~~to enter~~) to enter for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-062 NOTICE OF SUMMARY SUSPENSION PROCEEDINGS. If the dean of student development or his designee finds it necessary to exercise the authority to summarily suspend a student, he shall:

(1) Give an oral or written notice of the alleged misconduct and violation(s) of any provision(s) of (~~WAC~~) chapter 105-120 WAC to the student;

(2) Give an oral or written explanation of the evidence in support of the charge(s) to the student;

(3) (~~given~~) Give an oral or written explanation of the corrective action or punishment (up to a maximum of ten academic calendar days suspension) which may be imposed, to the student; and

(4) The student shall be provided an opportunity to present his or her explanation of the conduct alleged to be violative of the university's Student Rights and Responsibilities Policy (~~to~~).

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-120-064 DECISION BY THE DEAN. If the dean, at the conclusion of the summary suspension proceedings, finds that there is (~~probable~~) probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of chapter 106-120 WAC are alleged has committed one or more of such violations; and

(2) Such violation or violations of the law or of provisions of chapter 106-120 WAC constitute grounds for disciplinary action; and

(3) Summary suspension of the student is necessary, the dean may immediately suspend such student from the university for up to ten academic calendar days.

AMENDATORY SECTION (Amending Order 22, filed 7/29/75)

WAC 106-120-200 PURPOSE OF THE RESIDENCE HALL ARBITRATION COUNCIL. The Residence Hall Arbitration Council exists to provide members of the Central Washington ((State-College)) University residence hall community with a means for resolving problems through an educational and objective process. Cases may be brought to this council by any member of the campus community. The Residence Hall Arbitration Council shall negotiate a settlement of the case with the involved parties and/or make a recommendation for action to proper administration or judicial authorities.

AMENDATORY SECTION (Amending Order 22, filed 7/29/75)

WAC 106-120-210 THE RESIDENCE HALL ARBITRATION COUNCIL. (1) The Residence Hall Arbitration Council shall be available to conduct hearings for all students contracting to live in the residence hall system. When problems develop involving people who do not live in the residence hall system, the Arbitration Council may take action on a complaint or refer the case elsewhere.

(2) The Residence Hall Arbitration Council shall provide hearings for matters relating to these problem areas in the residence halls, dining room facilities or residence hall grounds;

(a) Damages inflicted on residence hall buildings, furnishings or grounds.

(b) Damages to personal property of students living in the residence hall system.

(c) Noise disturbances.

(d) Disorderly conduct.

(e) Physical or mental harrassment of students living in the residence hall system.

(f) Illegal entry into a student's room.

(g) Unauthorized seizure or occupation of a student's room.

(h) Violations of ((college)) university policy.

(i) Other related behavioral problems.

AMENDATORY SECTION (Amending Order 22, filed 7/29/75)

WAC 106-120-220 MEMBERSHIP OF THE RESIDENCE HALL ARBITRATION COUNCIL. (1) For each case heard the membership of the Residence Hall Arbitration Council shall consist of seven people selected on a random, rotating basis, normally from outside the residence hall in which the problem occurred. The seven members will include:

(a) Two female residence hall students.

(b) Two male residence hall students.

(c) One student residence hall staff member, i.e., a living group advisor or building manager.

(d) The director or assistant director of Residence Living or the director of Housing Services or his/her designee.

(e) The Residence Hall Arbitration Council coordinator.

(2) All the council members (except the coordinator) will be selected by the coordinator on a random, rotating basis from a list of volunteers in each category. This list will be updated quarterly and maintained on file by the coordinator.

(3) As each individual is selected to serve, the council coordinator will ascertain whether that person is relatively free of bias in the case. If a prospective member reports a bias or the council coordinator determines that bias exists, the prospective member will be replaced by another person from the volunteer lists prior to the council hearing. At the time of member selection, the council coordinator also will ascertain whether each prospective member can be present at the specified date and time for the hearing. If they cannot be present, another volunteer will be randomly selected.

(4) A quorum of five of the seven council members must be present in order to hold a hearing. All seven members hold equal positions on the council; and each member has an equal vote regarding any recommendations the council shall make. In order to be approved, all actions must be supported by a majority of the council members in attendance.

AMENDATORY SECTION (Amending Order 22, filed 7/29/75)

WAC 106-120-230 HEARING PROCEDURES. (1) The Residence Hall Arbitration Council will meet whenever a case has been referred by the council coordinator, the director or assistant director of Residence Living, or the director of Housing Services. However, before any case is referred to the council, every effort should be made to resolve the concern at the lowest possible level, e.g., between two individuals or within a residence hall.

(2) Any person wishing to bring a case to the Residence Hall Arbitration Council should notify the council coordinator in person and provide a signed statement. At the time of notification:

((a)) The reason for filing the case with the council should be stated; and

((b)) The names of the person(s) involved should be shared with the council coordinator. The council coordinator will then have five working days from which time the complaint is filed to:

((a)) i) Set a hearing date, time and place;

((b)) ii) Notify the involved person(s) about the complaint and hearing date;

((c)) iii) Select by random methods a set of council members from the volunteer lists; and

((d)) iv) Do any preliminary work for the hearing, e.g., take depositions.

The council coordinator should give the person(s) involved in the case a minimum of three days notice of the hearing date, time, and place.

(3) In informing the person(s) involved in the case, the council coordinator will send a letter:

(a) Stating the nature of the complaint being brought against him/her; and

(b) Unless the person(s) against whom the complaint is filed contacts the council coordinator no less than ((48)) forty-eight hours prior to the hearing to request a change of time or place not to exceed twelve hours from the previously set time and date, the council will meet at the date, time and place cited in the letter.

If the person(s) against whom the complaint is being filed lives in a residence hall, the staff members in the building will be

informed as to the date, time, place and outcome of the council proceedings. Staff members of the involved residence hall(s) may be present at the council meeting.

(4) Prior to the council meeting, the council members will meet among themselves to review their responsibilities and options. When the council meeting commences, the council coordinator will present the details of the case to the other members. The council members then may ask questions of the council coordinator, the person(s) appearing before the council, the person(s) who recorded the complaint or any witnesses. The person filing the complaint shall be present at the hearing. However, the council may elect to hear separately the statements of the person(s) filing the complaint and the person(s) named in the complaint.

(5) Attendance at the Residence Hall Arbitration Council hearings will be limited to:

(a) Members of the council;
 (b) The person(s) directly involved in the case, i.e., person(s) filing the complaint, person(s) named in the complaint, and any other interested person(s) that the council shall choose to admit;

(c) Any staff members of the involved residence hall(s) who wish to attend; and

(d) The director or assistant director of Residence Living, the director of Housing Services or their designee(s).

(6) Discussions are to be directed toward:

(a) Discovering the complete nature of the problem;
 (b) Determining the course of action that will best meet the needs of the individuals involved and the residence hall community(ies) in which they are living.

All council members and other persons involved in the case should be reminded that the purpose of the council is to seek solutions that assist in the growth and education of individuals living in the residence hall community. Any solution the Residence Hall Arbitration Council shall offer for a situation brought before it should be developed with positive behavior changes as the primary motivating factor.

(7) After all discussions and investigations have been completed, the members of the Residence Hall Arbitration Council will retire to decide upon a course of action in the case. When a decision has been reached the person(s) involved in the case will be informed. The council coordinator then will be responsible for implementing the course of action and/or transmitting the recommendation.

(8) The Residence Hall Arbitration Council has authority to take any of the ensuing actions in a case:

(a) Negotiate a behavioral contract with the person(s) brought before the council. This contract will define the specific obligations the student(s) have to meet, and will be signed by the student(s) and the Residence Hall Arbitration Council coordinator. Fulfillment of the terms will be determined jointly by the council members and the appropriate persons or agencies involved with the case. Upon failure of a student to honor the terms of the behavioral contract, the council members who originally heard the case will reconvene, and make a new decision.

(b) Refer the incident to the Campus Judicial Council.

(c) Refer the matter and make a recommendation available to the appropriate ((college)) university administrator.

(d) Refer the matter with recommendations back to the residence hall in which it occurred.

(e) Recommend that the person(s) involved be suspended from ((college)) the university.

(f) Recommend that the person(s) be transferred from one residence hall to another.

(g) Transfer the case to the Campus Police.

(9) If after proper notification procedures have been followed, a person(s) against whom a complaint has been filed fails to attend the Residence Hall Arbitration Council hearing regarding his/her case:

(a) The hearing will proceed as scheduled;

(b) The council members will make a recommendation in the case;

and

(c) The person(s) involved will be notified of the nature of that recommendation.

(10) If the council members hearing a case later find that a person(s) has not abided by the negotiated contract, the council then shall recommend and take appropriate action as provided in WAC 106-120-230(8).

AMENDATORY SECTION (Amending Order 22, filed 7/29/75)

WAC 106-120-240 DISRUPTIONS OF A COUNCIL HEARING. (1) If, at any time in a council hearing, a person becomes disorderly or disruptive, the council coordinator may remove (or cause to be removed) that person from the hearing room.

(2) A person(s) being disruptive at a council hearing may be subject of a complaint to be brought before the Residence Hall Arbitration Council by the council coordinator.

AMENDATORY SECTION (Amending Order 22, filed 7/29/75)

WAC 106-120-250 ANNUAL REVIEW OF THE RESIDENCE HALL ARBITRATION COUNCIL. ((f)) The effectiveness of the Residence Hall Arbitration Council will be reviewed each Spring Quarter by a panel composed of:

((a)) (1) Students who served as council members within the academic year being reviewed, i.e., two student residents and two student staff;

((b)) (2) Representatives from Residence Hall Council;

((c)) (3) Students who appeared before the council to answer complaints; and

((d)) (4) Students who appeared before the council to file complaints.

The director and assistant director of Residence Living and the director of Housing Services will meet with the panel to listen to feedback, ask pertinent questions, and review all recommendations that may be made. Any resulting changes or modifications will be written into the Residence Hall Arbitration Council code during the Summer Quarter of each year.

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

WAC 106-120-700 DEMONSTRATIONS ON CAMPUS. Because the rights of free speech and peaceable assembly are fundamental to the democratic process, Central Washington ((State--College)) University supports rights of students and other members of the ((College)) university community to express their views or peacefully protest against actions and opinions with which they disagree. The ((College)) university also recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work; to preserve the dignity and seriousness of the ((College)) university ceremonies and public exercises; and to respect the private rights of all individuals. The following regulations are intended to reconcile these objectives: Campus demonstrations may be conducted in areas which are generally available to the public, provided such demonstrations:

(1) Are conducted in an orderly and nondisruptive manner.

(2) Do not interfere with vehicular or pedestrian traffic.

(3) Do not interfere with classes, scheduled meetings and ceremonies, or with other educational processes of the ((College)) university.

(4) Are not held in a disruptive manner in public areas within ((College)) university buildings, stadium, or fields where ((College)) university functions are in progress therein.

(5) Do not continue after the usual closing hours of buildings or facilities.

(6) Are not conducted within the residence and dining halls of the campus.

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

WAC 106-120-800 RIGHT TO FORM ORGANIZATIONS. Student organizations may be established within the ((College)) university for any lawful purpose. Affiliation of any student organization with lawful off campus groups shall not, in itself, disqualify that organization from enjoying the benefits and privileges which the ((College)) university affords to student organizations. Organizations shall have the right to keep membership lists confidential and solely for their own use. The name and address of officers or representatives shall be required by the ((College)) university as a condition of ((cognition)) recognition and of ((College)) university privileges.

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

WAC 106-120-900 STUDENT GOVERNMENT. The ASC constitution establishes the governing bodies for students of the ((College)) university. Amendments to the constitution require approval by the Board of Trustees.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-136-620 RESPONSIBILITIES OF THE ASSOCIATED STUDENTS OF CENTRAL. The Associated Students of Central shall provide crowd control personnel for all entertainment that the Associated Students of Central sponsor. The Associated Students of Central (~~{Associated Students of Central and the student fees budget~~ areas) may be required to assume financial responsibility and liability for any claims that may arise against the university for damage or injuries occurring as a result of an (~~Associated Students of Central sponsored~~) entertainment event sponsored by them.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) ((EWSE)) CWU students of senior standing.

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

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

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

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

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

(a) Career planning and development.

(b) Employment information relevant to their academic interests.

(c) Career information center.

(d) Summer jobs related to career positions.

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

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

- (1) Registration forms shall be typed by candidate; and
- (2) It shall be the responsibility of the candidate to deliver or send the recommendation forms to the persons from whom he desires statements; and
- (3) A minimum of two recommendations must be in the candidate's file before it can be sent to prospective employers.
- (4) One of these recommendations shall be written by a ((EWSE)) CWU faculty member or administrator.
- (5) A personal or small group interview with a placement officer shall be a part of registration, provided that this provision may be waived for alumni and seniors who do not register until after they graduate and leave campus.
- (6) Registration shall be completed by the candidate before requesting file to be sent to prospective employers.
- (7) Incomplete files or portions of files shall not be released.

AMENDATORY SECTION (Amending Order 26, filed 8/1/75)

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

- (1) Registered seniors who have graduated during the current placement year and have left Ellensburg.
- (2) Registered seniors doing individual field study or practicums away from Ellensburg.
- (3) Seniors at student teaching centers are notified through ((college)) university supervisors.
- (4) Registered alumni who have updated and activated their placement files.
- (5) Graduates of other colleges or universities who have established reciprocity.

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

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

AMENDATORY SECTION (Amending Order 26, filed 8/1/75)

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

- (1) Recommendations from teachers, former employers, and others acquainted with the student or former student.
- (2) Reports on student teaching, internship, and other special professional laboratory experiences.
- (3) Personal data concerning the student or former student.

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

(5) Other pertinent information.

Placement files are subject to the following terms and conditions:

(1) After November 21, 1974, any senior or alumni who establishes a new file, or updates his present placement file, shall be accorded the option to have his/her placement file be open for his/her review, or be confidential. Such option shall be exercised in writing on the form provided for this purpose.

Option for an "open" file:

(a) Recommendation forms will be provided stating to the writer that his/her statement is subject to candidate's review.

(b) Recommendation will be subject to review by the candidate at the Career Planning & Placement Center with a placement officer.

(c) Candidates are responsible for acquiring copies of "open" recommendations from the writer. Copies of recommendations will not be duplicated and given to candidates by the Career Planning and Placement Center. An exception to this policy may be allowed if a hardship case is established. In an accepted hardship case, the candidate must request that the writer send us written instructions to provide the candidate with a copy of the recommendation. A minimum of one dollar (~~(\$7.00)~~) service fee will be charged for each request.

(d) Candidates who have established a file before November 21, 1974, and sign the option to have an open file, may include former confidential statements in their open file.

(e) Candidates who start a placement file after November 21, 1974, and sign the option to have an open file, may not add confidential statements to their open file.

Option for a "confidential" file:

(a) The individual must sign a waiver of right to review recommendations.

(b) The individual may not review confidential materials in his placement file.

(c) Recommendation forms will be provided stating to the writer that his/her statement will be confidential.

(2) All recommendations written before November 21, 1974, will continue to be confidential and may not be reviewed by the candidate.

(3) All placement files--Confidential and Open, Subject to Review by Candidate--are to be handled as confidential material and are not to be shown to candidate under any circumstances by employers or graduate schools.

(4) All placement files--Confidential and Open, Subject to Review by Candidate--are to be handled as confidential files and are not to become a part of the employer's personnel files that are established on their employees.

(5) Any state with laws prohibiting handling placement files in a confidential manner so that the candidate's rights of privacy are protected are to return the file to the Career Planning and Placement Center.

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

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

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

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

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

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

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

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

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

AMENDATORY SECTION (Amending Order 26, filed 8/1/75)

WAC 106-136-209 FEE POLICY. The Board of Trustees shall establish fees which shall be based upon the placement year, October 1 to September 30, and shall be used to establish or bring a file up to date, assign it to a placement officer for service, and make it readily available for office use or mailing to prospective employers. The fee also includes duplicating and sending credentials to prospective employers. Mailing list service is covered by a separate fee. The types of fees and conditions for fees are as follows:

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

(2) Placement services are provided for a fee (included with graduation fees--see ((college)) university catalog) to all undergraduates, who complete their baccalaureate degree at ((EWSE)) CWU, for the placement year in which they receive their degrees. Up to ten copies of the candidate's placement file will be furnished with the initial registration. Thereafter during the same placement year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(3) Graduate students from ((EWSE)) CWU, who continue their studies immediately beyond the Bachelor's degree, will be granted placement services at the culmination of their work. Up to ten sets of credentials will be furnished without charge. Thereafter during the same placement year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(4) Alumni, two year technical vocational ((EWSE)) CWU students, graduate students who have not completed their studies immediately beyond the Bachelor's Degree, and graduate students who did not receive their undergraduate training at ((EWSE)) CWU are subject to a registration or renewal fee. This fee will enable the candidates to have sent to bona fide employers, up to five copies of their credentials within the placement year. Thereafter during the same year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(5) Alumni Mailing List Fee. This fee enables the candidate to receive notification of job opportunities. Vacancies are listed by level:

- ((1)) (a) Elementary,
- ((2)) (b) Secondary,
- ((3)) (c) School administration,
- ((4)) (d) College, and
- ((5)) (e) Government/business.

Candidates are charged for each level of listings desired.

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

(7) The Board of Trustees shall establish the fee categories and dollar amounts, and the Career Planning and Placement Center shall publish notice of such fees.

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

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

AMENDATORY SECTION (Amending Order 8, filed 9/7/72)

WAC 106-136-400 SCHEDULING OFFICE--DUTIES OF THE SCHEDULING COORDINATOR. (1) The Scheduling Center is responsible for coordinating all arrangements relative to meetings, conferences, workshops, social functions and other events involving the use of campus facilities. The Central Washington ((State-College)) University Master Activity Calendar is also maintained in this office. Advance scheduling as far ahead as a full year is strongly recommended.

(2) Any organization, club or individual with an outstanding balance in the Scheduling Center will not be allowed to schedule until all bills are paid.

(3) In planning various group functions, requests for the following items should be directed to the Scheduling Center:

(a) Ticket Sale Table--advance reservation is needed for a space assignment, tables and chairs.

(b) Name tags--pressure-sensitive or plastic badges with Central Washington ((State-College)) University imprints are available at cost.

(c) Campus Maps.

(d) Special arrangement of furniture, podiums, and other equipment; construction of special platforms.

(e) Audio-visual equipment such as movie projectors, tape recorders, public address systems, etc.

(4) Any division or ((college)) university organization, listed on the ((college)) university register, may obtain use of ((college)) university facilities by filing with the Scheduling Center a request for the use of ((college)) university facilities at least seven ((7)) days before the event; provided, however, the time requirement shall be waived whenever reasonable cause is shown.

(5) Scheduling requests shall include the following information:

(a) The name of the organization or organizations sponsoring the program.

(b) The name of the speaker and the general topic of address and/or program (note entertainment exception).

(c) The number of persons expected to attend.

(d) Any special facilities or equipment required for the presentation of the program.

(e) The organization's preferences, if any, for specific facilities.

(6) Upon receiving such information the Scheduling Center shall within 48 hours assign in writing an appropriate room or space for the meeting and shall assist the sponsoring organization or organizations in arranging for the special equipment that may be required. In

assigning space the scheduling Center shall consider the size of the facility required, other events scheduled by prior request, and the preferences of the requesting organization, unless the Scheduling Center deems the requested facilities to be inappropriate for the proposed use, or otherwise unavailable. The Scheduling Center shall not be limited to space in the Samuelson Union Building, but shall consider all facilities, and after consultation with the office authorized to schedule space in the particular facility, may assign any appropriate facility in the ((College)) university for speakers or programs.

(7) If the sponsoring organization objects to the space or date assigned, it may appeal the Scheduling Center decision to the dean of student development, who shall render a decision within five business days.

(8) SUB "Pit" (the central stairwell lounge area) may be scheduled with the approval of the assistant director of the SUB.

(9) Academic divisions or departments, when sponsoring a speaker or other special event as a part of that department's or division's program may schedule the event in the facilities regularly assigned to that department or division without consent of the Scheduling Center; provided, however, that the department or division head shall advise the Scheduling Center of the name of the speaker, the general topic of the address and the time and place of the program at least five days before the presentation of the program, or, if such advance notice is not feasible, as long a time as possible before the presentation.

(10) Individual students, faculty members, and staff may form ad hoc organizations for the express purpose of inviting a particular speaker or program to address them and others on a specific occasion by filing with the Scheduling Center a statement of intention and sponsorship. The statement of intention and sponsorship shall be signed by at least three students, faculty members, or staff members and shall state the name of the speaker, the subject of his talk, and the purpose of the sponsors in inviting him. The statement shall also contain a certificate signed by the three sponsors stating that they are acting as individuals and not on behalf of any division or organization. The statement of intention and sponsorship shall be accompanied, when required, by payment in advance of the fee for use of the facility. Each signator is individually liable for any damages, costs, or charges incurred as a result of the scheduled event.

AMENDATORY SECTION (Amending Order 8, filed 9/7/72)

WAC 106-136-410 USE OF FACILITIES FOR CAMPAIGN PURPOSES. No political candidate or group supporting specific candidates for political office, or persons or groups campaigning for specific political issues, or political candidates can use ((college)) university space or facilities free of charge, such as the campus newspaper, campus radio or TV station, or receive ((college)) university support for those political activities. Furthermore, no ((college)) university equipment, including duplicating machines, computers, telephones, mailing services or supplies may be used free of charge for political or other ((noncollege)) nonuniversity purposes. (See WAC 106-140-160)

AMENDATORY SECTION (Amending Order 8, filed 9/7/72)

WAC 106-136-411 USE OF FACILITIES FOR CAMPAIGN PURPOSES--REQUIREMENTS. The purpose of Central Washington ((State-College)) Univ-
ersity is to provide a liberal education in a number of academic fields; it has been established for public benefit rather than for the

benefit of any private endeavors. Consequently, private organizations composed solely of students, faculty members, and staff members of Central Washington ((State--College)) University, and others may use ((college)) university facilities and services for political and other community-oriented activities, subject to applicable scheduled rental charges and ((college)) university rules, regulations and procedures. Conditions for all such use include, in addition to previously mentioned rental charges, reimbursement for the use of telephones and other utilities or services, maintenance and security, campus mail services, postage, vehicles, computer time and other incidental costs. In no case may ((college)) university facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause. Rules, regulations, policies, procedures and practices regarding the use of ((college)) university facilities shall not discriminate or promote discrimination among political parties or groups solely on the basis of their particular political viewpoint.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-501 FACILITIES SCHEDULING AND USE POLICY. The provisions of WAC 106-136-501 through 106-136-599 shall constitute the Facilities Scheduling and Use Policy of Central Washington ((State College)) University.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-510 DEFINITIONS. (1) "Academic Facilities" shall mean all ((college)) university owned and/or operated facilities and realty located within the main campus area which are primarily used for classwork and classroom instruction, including all athletic and intramural facilities.

(2) "Accredited Classes" shall mean those classes offered for credit by Central Washington ((State--College)) University. They include but are not limited to:

- (a) Course offerings which appear in current class schedule booklets, or
- (b) Workshops, or
- (c) Credit and noncredit courses offered through the division of Continuing Education.

(3) ((College)) University Organizations" shall mean and include only those organizations defined in WAC 106-124-105(1), (3), and (4).

(4) "Laboratories" are rooms with special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Such rooms include class laboratories, special class laboratories, individual study laboratories, and nonclass laboratories as defined in the Higher Education Facilities Inventory and Classification Manual.

(5) "Limited Housing and Dining Hall Facilities" shall mean only certain specified lounges, studies, meeting rooms, and dining rooms within ((college)) university operated student residences and dining halls.

(6) ((Nonecollege)) Nonuniversity Organizations" for purposes of WAC 106-136-501 through 106-136-599 shall mean and include those organizations defined in WAC 106-124-105(2), private entities and other individuals, associations and corporations not directly associated with Central Washington ((State--College)) University.

(7) "Scheduling Coordinator" shall mean the individual responsible for implementing the Facilities Scheduling and Use Policy: PROVIDED, That only the associate dean for Student Union and Activities or his designee shall be the scheduling coordinator for SUB facilities.

(8) "SUB Facilities" shall mean the certain specified Samuelson Union Building rooms and patios immediately adjacent thereto, excluding the ((College)) University Bookstore.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-520 AVAILABLE SPACE. The ((college)) university property available for scheduling and use in accordance with the provisions of this policy shall be limited to:

(1) Classrooms (lecture and seminar) and certain specified conference rooms within academic facilities;

(2) SUB facilities; and

(3) Limited housing and dining hall facilities, except that such facilities are only made available through the director of Auxiliary Services or his designee as provided in chapter 106-156 WAC.

Assignment of space shall be at the sole discretion of the scheduling coordinator.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-521 AVAILABLE SPACE--LISTING OF SPACE OR PREMISES AVAILABLE FOR LEASING OR RENTING. All ((college)) university space or premises available for leasing or renting under the authority of the Facilities Scheduling and Use Policy shall be listed in the scheduling coordinator's office, together with the corresponding lease fee or rental rate.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-522 AVAILABLE SPACE--PRIORITY FOR USE. Scheduling of academic facilities space shall be on a first in time of application basis: PROVIDED, That where a lease has not been executed, ((college)) university organizations shall have priority over ((noncollege)) nonuniversity organizations: AND PROVIDED FURTHER, That the academic needs of the institution shall have first priority where a lease has not been executed.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-523 AVAILABLE SPACE--CLASSROOMS. Classrooms may be made available for scheduling and use between the hours of 7:00 a.m. and 10:00 p.m. when not in use by accredited classes: PROVIDED, The ((college)) university has sufficient personnel available. The guidelines for scheduling accredited classes into classrooms are defined in the ((Faculty-Handbook)) Policies and Procedures Manual.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-524 AVAILABLE SPACE--LEASE REQUIREMENT. All ((non-college)) nonuniversity persons and organizations desiring to use space in accordance with this Facilities Scheduling and Use Policy shall execute a lease with the scheduling coordinator for temporary or short-term use of ((college)) university space. The lease may include a description of the premises or space leased, the rental rate, the names of the individuals responsible for the debts of the lessee, the nature and purpose of the intended use, time of use, number of people expected, price of admission, if any, amount of deposit, if any, food service charges, special use or set up charges, statement of responsibility for damages, verification of insurance coverage and other pertinent information, including but not limited to, a statement that the lessee agrees to adhere to and abide by all rules and regulations of Central Washington ((State-College)) University.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-525 AVAILABLE SPACE--LEASING FEE OR RENTAL RATE. The leasing fee or rental rate for use of ((college)) university space available in accordance with the Facilities Scheduling and Use Policy shall be available in the office of the ((college)) university scheduling coordinator. Lease fees or rental rates may be different for ((college)) university organizations than for ((noncollege)) nonuniversity organizations, and for usage which involves fund raising either through solicitation of donations or by admission charge. The lease fee or rental rate shall be established by the vice president for business and financial affairs. The ((College)) university reserves the right to change the rates without notice: PROVIDED, That such changes shall also be available in the office of the scheduling coordinator.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-526 AVAILABLE SPACE--SCHEDULING DEADLINES. All applications for the leasing or rental of space shall be submitted in writing, together with a written food service guarantee, if any, not less than ten ((10)) calendar days in advance of the date requested and a lease or rental agreement shall be executed not less than ten ((10)) calendar days prior to the date requested.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-527 AVAILABLE SPACE--PROHIBITION. ((College)) University organizations or members of the staff, faculty, students or administration of Central Washington ((State--College)) University shall not be permitted to assume co-sponsorship for another group or individual in order to favorably affect scheduling priority or to reduce the costs otherwise chargeable to such other group or individual.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-528 AVAILABLE SPACE--LIMITATIONS. ((College)) University facilities available to ((noncollege)) nonuniversity organizations through the Scheduling Office may be used for religious worship, training, instruction, or prayer meetings when available and at full rental charge rates: PROVIDED, That such facilities may not be scheduled, leased, rented, or used on a regular series basis, daily, weekly, monthly, etc., or in any manner that establishes a consistent pattern of the aforementioned religious usage of ((college)) university facilities.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-529 AVAILABLE SPACE--AUTHORITY OF SCHEDULING COORDINATOR. The scheduling coordinator of Central Washington ((State-College)) University may impose special conditions or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with ((college)) university rules, upon any organization as a condition precedent to the scheduling, leasing or renting of ((college)) university facilities under the provisions of WAC 106-136-501 through 106-136-599. The scheduling coordinator may in his or her discretion make exceptions to the provisions of WAC 106-136-501 through 106-136-599 where extraordinary circumstances exist.

AMENDATORY SECTION (Amending Order 13, filed 5/4/73)

WAC 106-136-590 RESOLUTION OF CONFLICTS WITH OTHER ((COLLEGE)) UNIVERSITY POLICIES. The provisions of the Entertainment Policy, WAC 106-36-800 through 106-36-880, the provisions of the Speaker Policy, WAC 106-136-400 through 106-136-411, the provisions of the ((College)) university Housing and Dining Hall Services Policy, WAC 106-156-010 through 106-156-082 and the provisions of the Human Rights Policy, WAC 106-72-010 through 106-72-270, shall prevail over the provisions of the Facilities Scheduling and Use Policy wherever any conflicts arise.

AMENDATORY SECTION (Amending Order 12, filed 4/11/73)

WAC 106-136-591 RESOLUTION OF CONFLICTS WITH OTHER ((COLLEGE)) UNIVERSITY POLICIES--COMMERCIAL ENTERPRISE. Whenever the purpose of the organization in leasing or renting ((college)) university facilities is to conduct a commercial enterprise other than the presentation of entertainment, the provisions of WAC 106-140-001 through 106-140-099 shall apply.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-136-601 ENTERTAINMENT DEFINED. "Entertainment" wherever used in WAC 106-136-600 through 106-136-680 shall be defined as follows: "Any performance, dance, concert, attraction, fund-raising

event (~~[[7-ete-]]~~) or other event presented on campus which shall require the use of Central Washington University facilities and is sponsored by either the Associated Students of Central, an officially recognized student organization, or private entity."

AMENDATORY SECTION (Amending Order 17, filed 7/2/74)

WAC 106-136-625 PROHIBITED ACTIVITIES AT ENTERTAINMENT PRESENTATION. The following activities shall be prohibited at any presentation of entertainment: Smoking, drinking, usage of drugs, any act which is destructive in nature, behavior infringing upon the dignity, well-being or the rights of another individual, as well as all other acts prohibited by institutional policy, state and federal law.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-136-630 OBLIGATIONS OF OFFICIALLY RECOGNIZED STUDENT ORGANIZATIONS AND PRIVATE ENTITIES. All officially recognized student organizations and private entities presenting entertainment as determined and approved by dean of student development or his designee are subject to the provisions of WAC 106-136-600 through 106-136-680 and shall be subject to the same regulations concerning responsibilities and liabilities as (~~[[the-]]~~) set forth in WAC (~~[[106-136-620-and]]~~) 106-136-620 and 106-136-625.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-136-643 SCHEDULING RESPONSIBILITIES, REQUIREMENTS, PRIORITIES AND PROCEDURE--REQUIREMENTS FOR SCHEDULING. No facility will be scheduled for use by recognized student organizations or private entities until a duly authorized representative of that organization has:

- (1) Signed a contract for the use of the facility;
- (2) paid the rental fee for the use of that facility(~~[[7-]]~~), if required in advance;
- (3) furnished satisfactory proof of the acquisition of the insurance coverage required by this policy, ten business days prior to the date requested.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-136-644 SCHEDULING RESPONSIBILITIES, REQUIREMENTS, PRIORITIES AND PROCEDURE--LIMITATIONS ON USE OF FACILITIES. (1) Facilities for presentation of entertainment by organizations as defined in WAC 106-124-105(2) may not be scheduled, rented, or used on any regular series basis, daily, weekly, monthly, or in any manner that establishes a consistent pattern of usage or commitment of campus facilities.

(2) The dean of student development or his designee may impose special conditions (~~(of-[or])~~) or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with campus rules, upon any organization or private entity as a condition precedent to the presentation of entertainment. The dean of student development or his designee may use whatever discretion necessary in making exceptions to the provisions of WAC 106-136-600 through 106-136-680 where extraordinary circumstances exist.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-136-670 AUTHORITY OF DEAN OF STUDENT DEVELOPMENT TO ADMINISTER RECREATION PROGRAM. The dean of student development or his designee may establish reasonable admission charges, schedules, rules and regulations regarding uses, attendance and crowd control (~~([during periods--of--the--Associated--Students--of--Central--funded--Recreation--Program])~~) at Nicholson Pavilion and Pool, and admission charges will be assessed for university employees and their immediate families during such periods. Advance notice of such charges, schedules, rules and regulations shall be provided to interested parties, whenever possible, by the dean of student development or his designee.

AMENDATORY SECTION (Amending Order 41, filed 10/4/78)

WAC 106-136-680 AUTHORITY OF ACADEMIC DEPARTMENTS TO ADMINISTER THEIR SPONSORED PUBLIC EVENTS. Following approval by the appropriate dean, academic departments may establish reasonable admission fees, rules and regulations regarding attendance and crowd control for public events which they sponsor. Such admission charges may be assessed for university staff, faculty, student body, and the general public (~~([[:]:])~~). However, when Central Washington University student fees are allocated for the direct support of an academically related public event, Central Washington University students shall normally be provided a reduced student admission charge for such event. Advance notice of such admission fees, rules and regulations shall be provided to interested parties as soon as possible after their adoption, by the respective academic departments.

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

WAC 106-136-910 USE OF COMPUTER FACILITIES BY STUDENTS, FACULTY AND STAFF. Self-service keypunching and programming room facilities at specified times are only available for faculty and students. These facilities as well as limited assistance and consultation in the areas of computing are available during these same periods. The specified times of availability of these facilities will be determined by the director of Computer Services and posted in a conspicuous location in the Computer Center area. The times of availability may vary from time to time as necessary, and shall provide for an orderly progression of data processing by which the academic, administrative, and instructional requirements receive processing and such schedules may be developed and projected to provide maximum utilization for the many areas of the data processing facility to the students, faculty and administration.

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

WAC 106-136-911 USE OF COMPUTER FACILITIES BY STUDENTS, FACULTY AND STAFF--INSTRUCTIONAL REQUIREMENTS. Adequate instruction and training as determined by the director of Computer Services is mandatory prior to any use of the self-service activities on any computer center facilities. The standards prescribed in the instruction and training program shall be adhered to prior to the center processing any job submitted.

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

WAC 106-136-920 TYPE OF USE PERMITTED. The Computer Center facilities shall be used only for purposes directly related to official state or ((college)) university activities. No work shall be processed through or by the computer facilities which contributes to the personal gain of any individual, except for the personal gain experienced by students in their normal regularly scheduled classroom educational activities.