

driving privileges on campus for up to one year, and appearance before the vice president for student services for appropriate disciplinary action.

The college vice president for student services or his designee shall have the right to cancel or reduce the fine or penalties if, in his judgment, the circumstances warrant such cancellation or reduction. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-290, filed 12/17/82; Order 1-35:72, § 132G-116-290, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-300 Mitigation and suspension of penalties. Upon the showing of good cause or mitigating circumstances, the college vice president for student services may impose any lesser fine or penalty than those established in WAC 132G-116-290 and 132G-116-310, or he may grant an extension of time within which to comply with his determination and sentence. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-300, filed 12/17/82; Order 1-35:72, § 132G-116-300, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-310 Enforcement of determination of the vice president for student services. In the event a student fails or refuses to comply with the determination of the college vice president for student services, such alleged violator shall not be eligible to register for additional courses, to obtain a transcript of his grades or credits, or to receive a degree, or by any other legal means, until he has paid or otherwise complied with the determination. Any penalty is appealable through the college discipline committee. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-310, filed 12/17/82; Order 1-35:72, § 132G-116-310, filed 11/29/72, effective 1/1/73.]

Chapter 132G-160 WAC

ADMISSION AND REGISTRATION PROCEDURES

WAC

132G-160-080 Advanced registration payment—Foreign students.

WAC 132G-160-080 Advanced registration payment—Foreign students. Upon acceptance by the foreign student academic committee, foreign students must remit tuition for their first quarter and the nonrefundable five dollars matriculation fee. In the event that a foreign student does not complete registration or withdraws from the college forty-five dollars of this first quarter tuition is nonrefundable except when the student has been refused a visa by the American embassy or consulate, the entire forty-five dollars is refundable. The forty-five dollars may be applied to fees for any future quarter registration within two years of the original quarter of acceptance. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 82-24-027 (Order 40:82), §

132G-160-080, filed 11/23/82; Order 6-14:74, § 132G-160-080, filed 4/26/74.]

Title 132H WAC

COMMUNITY COLLEGES--BELLEVUE COMMUNITY COLLEGE

Chapters

- 132H-105 Bylaws and standing orders of Community College District VIII.
- 132H-116 Parking and traffic rules.
- 132H-120 The student code of Community College District VIII.
- 132H-140 Fees--Facility rental--Additional services for Community College District VIII.
- 132H-160 Admissions, residency classification and registration regulations--Schedule of fees and financial aid for Community College District VIII.

Chapter 132H-105 WAC

BYLAWS AND STANDING ORDERS OF COMMUNITY COLLEGE DISTRICT VIII

WAC

132H-105-010 Introduction.

132H-105-040 Agenda.

WAC 132H-105-010 Introduction. The board of trustees is an agency of the state and derives its authority as described in chapter 8, Laws of 1967 ex. sess. The authority is vested in the board, not in its individual board members. To assist the board in carrying out its responsibilities, an executive officer of Community College District VIII and president of Bellevue Community College shall be employed with the delegated responsibility for administering the policies of the district as approved by the board.

Policies of the board of trustees are found in the records of board action and in the Policies and Procedures Manual of which this document is a part. The bylaws which follow contain the rules adopted by the board which are in force and which relate to the organization and powers of the board and its method of conducting business. [Statutory Authority: RCW 28B.50.140. 81-19-094 (Order 74, Resolution 141), § 132H-105-010, filed 9/18/81; 78-10-017 (Order 61, Resolution 116), § 132H-105-010, filed 9/13/78.]

WAC 132H-105-040 Agenda. (1) Preparation of information. Information and materials pertinent to the agenda of all regular meetings of the board should when possible be sent to trustees prior to each meeting. Persons wishing to recommend items for the agenda or present any matters of business or correspondence shall notify the secretary of the board, in writing, by 12 noon,

five working days prior to the meeting at which they desire to have the item considered. The chairman shall determine whether or not an item is placed on the agenda. The chairman will notify all other board members if he [/she] rejects an item suggested to be placed on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his [/her] judgment the matter is of importance.

Reports to the board will include provision for reports by students, faculty and classified employees.

All materials to be considered by the board must be submitted in sufficient quantities to provide each member of the board and the secretary with appropriate copies.

(2) Order of the agenda. The order of the agenda governing all regular meetings of the board of trustees of Community College District VIII shall be as follows:

1. Report and/or tour
2. Roll call
3. Approval of minutes
4. Administrative services
5. Instruction
6. Student services
7. General administration
8. Reports to the board
9. Executive session
10. Other business
11. Adjournment

The order of the agenda may be changed by the chairman with the consent of a majority of the board members present.

The chairman shall announce at the beginning of each meeting that members of the audience may speak to any item on the agenda at the time of its presentation. The chairman shall have the right to limit the length of time used by speakers for the discussion of any subject. [Statutory Authority: RCW 28B.50.140. 82-09-025 (Order 77, Resolution No. 146), § 132H-105-040, filed 4/13/82; 79-10-050 (Order 65, Resolution 122), § 132H-105-040, filed 9/17/79; 78-10-017 (Order 61, Resolution 116), § 132H-105-040, filed 9/13/78.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

Chapter 132H-116 WAC

PARKING AND TRAFFIC RULES

WAC

- 132H-116-350 Permits required for vehicles on campus.
- 132H-116-370 Speed.
- 132H-116-480 Authorization for issuance of permits.
- 132H-116-490 Allocation of parking space and priorities of applicants.
- 132H-116-500 Visitors and guests.
- 132H-116-550 Annual and quarterly permit periods.
- 132H-116-580 Display of permits.
- 132H-116-590 Parking of motorcycles and scooters.
- 132H-116-610 Schedule of fees.
- 132H-116-620 Fines.
- 132H-116-720 Procedure—Review decision appeal.
- 132H-116-740 Impounding of vehicles.

- 132H-116-780 Bicycle and other foot propelled devices.
- 132H-116-810 Parking and traffic fines schedule.

WAC 132H-116-350 Permits required for vehicles on campus. No person shall park, or leave any vehicle, whether attended or unattended, upon the campus of Bellevue Community College without a permit issued by the security division, cashier or registration offices. Permission to park on campus will be shown by display of a valid permit. (1) A valid permit is:

(a) A current vehicle permit and area designator displayed in accordance with instructions. (See WAC 132H-116-580).

(b) A temporary permit authorized by the security division and displayed in accordance with instructions.

(c) A parking permit issued by a gate attendant. This permit must be displayed on the vehicle in accordance with instructions shown on permit.

(d) A parking permit dispensed by machine at Bellevue Community College and displayed in accordance with instructions shown on permit.

(2) Parking permits are not transferable, except as provided in WAC 132H-116-[530] [350].

(3) The college reserves the right to refuse the issuance of a parking permit. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-350, filed 1/21/82; 79-10-052 (Order 63, Resolution 120), § 132H-116-350, filed 9/17/79; Order 43, § 132H-116-350, filed 8/10/76. Formerly WAC 132H-116-120.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132H-116-370 Speed. No vehicle shall be operated on the campus at a speed in excess of twenty miles per hour or such lower speed as is reasonable and prudent in the circumstance. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-370, filed 1/21/82; Order 43, § 132H-116-370, filed 8/10/76. Formerly WAC 132H-116-190.]

WAC 132H-116-480 Authorization for issuance of permits. The Bellevue Community College [controller] [director of finance] is authorized to issue annual and quarterly permits to park upon the campus.

The Bellevue Community College security supervisor is authorized to issue daily, car pool, and special permits to park upon the campus.

These permits are issued pursuant to the provisions of WAC 132H-116-480 through 132H-116-560 of these regulations. All outstanding campus parking violations must be satisfactorily settled before a special parking permit will be issued or renewed. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-480, filed 1/21/82; Order 43, § 132H-116-480, filed 8/10/76.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132H-116-490 Allocation of parking space and priorities of applicants. The parking space available on the campus shall be allocated by the director of campus operations and services among applicants for permits in such manner as will best obtain the objectives of these regulations. The director of campus operations and services is further authorized to designate and mark the various parking areas on the campus with numbers or titles or both by posting of signs in those areas.

Students, staff and faculty may obtain daytime and/or evening parking on campus to the extent spaces are available as follows: (1) Student daytime parking is limited to areas designated student parking.

(2) Staff/faculty daytime parking is limited to areas designated staff/faculty parking.

(3) Evening parking, after 3:00 p.m., for students, staff and faculty is available in all designated parking areas with the exceptions of the parking spaces for the handicapped, the college motor pool, and specifically signed reserved areas. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-490, filed 1/21/82; 79-10-052 (Order 63, Resolution 120), § 132H-116-490, filed 9/17/79; Order 43, § 132H-116-490, filed 8/10/76. Formerly WAC 132H-116-210.]

WAC 132H-116-500 Visitors and guests. All visitors, including guests, salespersons, maintenance or service personnel and all other members of the public will park in available space as directed by Bellevue Community College security officers, traffic guides or parking checkers and will pay the established parking fee except as noted below. (1) Federal, state, county, city, school district and similar governmental personnel, on official business in vehicles with tax exempt licenses, will be admitted without charge and may not be required to obtain a parking permit.

(2) Vehicles owned by contractors and their employees working on campus construction may be parked within available construction sites or designated areas without charge.

(3) Members of the press, television, radio and wire services, on official business, may park in designated spaces without charge.

(4) Taxis and commercial delivery vehicles may enter the campus without payment [of] [or] the parking fee for pick up and delivery of passengers, supplies and equipment only.

(5) Visitors invited to the campus for the purpose of rendering uncompensated services to Bellevue Community College will be parked without charge, provided prior notification is given to the security office.

(6) Persons holding emeritus or similar appointments will be parked in designated areas without charge. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-500, filed 1/21/82; Order 51, § 132H-116-500, filed 4/8/77; Order 43, § 132H-116-500, filed 8/10/76.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132H-116-550 Annual and quarterly permit periods. (1) Annual parking permits shall be valid from the first day of fall quarter until the first day of the following fall quarter.

(2) Nine month annual parking permits shall be valid from the first day of fall quarter until the first day of summer quarter.

(3) Quarterly parking permits shall be valid from the first day of each quarter until the first day of the following quarter. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-550, filed 1/21/82; Order 43, § 132H-116-550, filed 8/10/76.]

WAC 132H-116-580 Display of permits. The vehicle permit issued by the college shall be permanently affixed on the inside of the rear window so that the permit is visible while standing directly behind the vehicle. If the vehicle is a convertible or a truck-camper or has no permanently fixed rear window, the permit shall be displayed in the front windshield. Permits not displayed in accordance with the provisions of this section shall not be valid and vehicles displaying the improperly placed permit shall be subject to citation. Permits [will] [shall] be displayed on the front fender of a motorcycle. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-580, filed 1/21/82; Order 43, § 132H-116-580, filed 8/10/76. Formerly WAC 132H-116-130.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132H-116-590 Parking of motorcycles and scooters. (1) Motorcycles, motorized bicycles and scooters are for the purpose of these regulations considered to be motor vehicles and are subject to all traffic and parking rules and regulations controlling other motor vehicles.

(2) Motorcycles, motorized bicycles and scooters may be parked in designated areas in addition to the regular parking lots.

(3) Motorcycles, motorized bicycles and scooters are not permitted on paths, sidewalks, in buildings or authorized bicycle areas or in pedestrian areas at any time. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-590, filed 1/21/82; Order 43, § 132H-116-590, filed 8/10/76.]

WAC 132H-116-610 Schedule of fees. Fees for parking are those detailed in WAC 132H-116-800. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-610, filed 1/21/82; Order 43, § 132H-116-610, filed 8/10/76.]

WAC 132H-116-620 Fines. The fines to be assessed for violations of these regulations shall be detailed in WAC 132H-116-810. (1) Fines - Payment

(a) Persons cited for violation of these regulations may respond either by filing a written appeal as detailed

in WAC 132H-116-630 or by forfeiting a fine within fifteen days of receipt of the citation.

(b) All fines are payable to the Bellevue Community College cashier. Fines may be paid by mail by sending the citation and amount of fine to the Bellevue Community College cashier.

(2) Fines - Unpaid

(a) If any citation remains unpaid after fifteen days, the following action shall be taken by Bellevue Community College:

(i) Registration for the following quarter shall be delayed.

(ii) The college shall consider impounding violator's vehicle.

(iii) Faculty, students and staff will be unable to purchase parking permits unless outstanding tickets are paid.

(b) These procedures will be applicable to all students, faculty and staff members receiving citations for violation of these regulations.

(3) Excessive citations

(a) The citation review committee or institutional hearing officer may review the parking privileges of students, faculty and staff acquiring an excessive number of citations (3 or more) and may take action as the circumstances warrant. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-620, filed 1/21/82; 79-10-052 (Order 63, Resolution 120), § 132H-116-620, filed 9/17/79; Order 54, § 132H-116-620, filed 12/9/77; Order 43, § 132H-116-620, filed 8/10/76. Formerly WAC 132H-116-160.]

WAC 132H-116-720 Procedure--Review decision appeal.

(1) Upon conclusion of the review, if an individual wishes, an appeal of the review may be made to the institutional hearing officer within ten days.

(2) The institutional hearing officer may, after a thorough review of the appeal, decide not to hear the appeal.

(3) A written response shall be made to the appellant within ten calendar days of the appeal by the institutional hearing officer

(4) If the appeal is heard, it shall be an informal proceeding not to exceed thirty minutes in length.

(5) The final legal recourse for an appellant is to the Washington state superior court system. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-720, filed 1/21/82; Order 43, § 132H-116-720, filed 8/10/76.]

WAC 132H-116-740 Impounding of vehicles. Any vehicle parked upon state lands devoted mainly to the educational, recreational, or parking activities of Bellevue Community College in violation of these regulations, including the motor vehicle and other traffic laws of the state of Washington and the traffic code of the city of Bellevue as incorporated in WAC 132H-116-320 may be impounded or immobilized and taken to

such place for storage as the campus security/safety supervisor selects. The expense of such [impounding] [impoundings] and storage, shall be charged to the owner or operator of the vehicle and paid by him prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such immobilization, impounding and/or storage. (1) Impounding of vehicles shall include but not be limited to the following:

(a) Blocking roadway which blocks the flow of traffic.

(b) Blocking walkway which impedes the flow of pedestrian traffic.

(c) Blocking a fire hydrant or fire lane.

(d) Safety hazard (danger to life, limb or property).

(e) Blocking another legally parked car.

(f) Parked in a marked tow-away zone. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-740, filed 1/21/82; 79-10-052 (Order 63, Resolution 120), § 132H-116-740, filed 9/17/79; Order 43, § 132H-116-740, filed 8/10/76. Formerly WAC 132H-116-180.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132H-116-780 Bicycle and other foot propelled devices.

No foot propelled device designed for recreation and/or transportation purposes shall be allowed on the walkways, corridors or hallways of Bellevue Community College with the exception of designated parking areas for such devices. They also shall not be allowed inside Bellevue Community educational buildings unless they are to be used as part of the educational process in an authorized program requiring their use.

When on college roadways, bicycle riders shall obey the college traffic regulations. Bicycles, when left unattended, shall be placed in designated areas only and should be securely locked. They may not be locked to light poles, trees, shrubs, sign posts, or corridor railings.

Bicycles found to be in violation of these regulations may be impounded and a citation and/or fine imposed on the owner. [Statutory Authority: RCW 28B.50.140. 82-11-038 (Order 79, Resolution No. 148), § 132H-116-780, filed 5/12/82; 82-04-005 (Order 75, Resolution No. 143), § 132H-116-780, filed 1/21/82; Order 43, § 132H-116-780, filed 8/10/76.]

WAC 132H-116-810 Parking and traffic fines schedule.

Parking and traffic fines shall be charged for offenses as indicated in the following fines schedule.

- (1) Permit not displayed \$ 5.00
- (2) Parking in area designated for
handicapped parking 15.00
- (3) Occupying space not designated
for parking 5.00
- (4) Parking on landscape 5.00
- (5) Parking in area not authorized 5.00
- (6) Parked in reserved stall 5.00
- (7) Blocking traffic 5.00
- (8) Parking in zone or area marked
"NO PARKING" 5.00

(9) Impound or immobilization	5.00
(10) Failure to yield right of way	10.00
(11) Failure to stop – sign/signal	10.00
(12) Speeding	20.00
(13) Reckless or negligent driving	30.00
(14) Other violations of the college Parking and Traffic Regulations and its objectives	5.00

[Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-810, filed 1/21/82; 79-10-052 (Order 63, Resolution 120), § 132H-116-810, filed 9/17/79; Order 43, § 132H-116-810, filed 8/10/76.]

Chapter 132H-120 WAC

THE STUDENT CODE OF COMMUNITY COLLEGE DISTRICT VIII

WAC

132H-120-060 Student grievance appeal procedures.
132H-120-200 Student responsibilities.

WAC 132H-120-060 Student grievance appeal procedures. Purpose and scope. The purpose of these procedures is to enable a student to express and resolve misunderstandings, complaints, or grievances with faculty and other college personnel in a fair and equitable manner. Students have the right to receive clear information and fair application of college policies, standards, rules and requirements and are responsible for complying with them in their relationships with faculty and other college personnel. Such information is to be found in the College Policies and Procedures Manual, the BCC Catalogue, the student code, official bulletins or announcements, and other written information about programs or courses. Students also have protection through orderly processes against actions by all college personnel which are: I. Arbitrary, capricious, or unprofessional; or II. Prejudicial, discriminatory, or illegal. For purposes of student complaints or grievances, all matters are divided into two categories: (1) Academic matters which include: (1) Class instruction (including information about course requirements, grading, and grading standards); (2) educational planning; (3) counseling; and (4) dismissal from classes, academic programs, or extracurricular activities; and (2) Nonacademic matters (complaints relative to other action(s) taken by college personnel.) The emphasis of the grievance procedure by definition is on informal resolution of the grievance. Grievances before a student academic grievance committee should be rare.

(1) **Academic matters.** (a) STEP 1. One-to-one. The college employee and student shall make a good faith effort to resolve the grievance on a one-to-one basis within twenty instructional days from the alleged complaint with the exclusion of summer quarter in which case the student shall have twenty instructional days from the beginning of fall quarter to attempt to resolve the matter. In the case of absence from the campus of either of the parties, the student shall inform the unit

administrator in writing, of the existence of the grievance; and the unit administrator shall arrange for consultation between the parties concerned at the earliest possible opportunity. Should the college employee be on extended leave or have resigned from the college, the unit administrator shall arrange a proxy for the college employee with his/her approval, if he/she can be reached; otherwise, the unit administrator shall act for the college employee within twenty instructional days of receipt of the written grievance. Grievances resolved at this stage do not require a written record unless the resolution involves a grade change.

(b) STEP 2. Third party facilitator. If the issue remains unresolved, the student shall seek assistance through the ASBCC vice president of student affairs of the employee's immediate administrator or supervisor (for instructors this shall be the division chairman and/or program chairman) to facilitate a solution to the grievance which will include a facilitator agreeable to both parties. If the issue is resolved, the facilitator shall prepare an informal agreement in writing for both parties to sign. No reasons need be given. Such an agreement, once signed by both parties, shall be kept for one year in a student grievance file by the affected organizational unit. The period for Step 2 shall be no longer than ten instructional days following completion of Step 1.

(c) STEP 3. Student academic grievance committee review. If the issue remains unresolved, the student shall submit a written request to the appropriate dean within ten instructional days following completion of Step 2 for a review with the appropriate student academic grievance committee. The written request for a review shall include a description of the complaint and outcomes of Steps 1 and 2 which the student completed prior to the formal written request. Sufficient documentation of the issues shall be included to facilitate a committee decision on whether or not to hear the grievance. The ASBCC vice president for student affairs is available for consultation with the student in further matters regarding the grievance.

The dean shall notify the faculty chairman of this request within five instructional days following receipt of request. The dean shall also establish the committee membership and first meeting date of the committee in consultation with the faculty chairman. The dean shall notify all parties to the grievance of the committee membership and the meeting date for review of the grievance within the same five instructional days. The dean shall forward a copy of the student request for a committee review to the second party to the grievance who may respond to the faculty chairman in writing. The student has five instructional days from the date of the written review request to present pertinent information to the student academic grievance committee chairman. Each party to the grievance shall have one preemptory challenge of the committee membership except the permanent chairman. A preemptory challenge must be given in writing, to the appropriate dean at least two instructional days prior to

the initial committee meeting. A replacement shall be named by the appropriate dean in consultation with the faculty chairman, if a faculty member, or the ASBCC president, if a student member.

(d) STEP 4. Student academic grievance committee composition and procedures. (i) Student academic grievance composition. The ad hoc student academic grievance committee shall be comprised of six members; four faculty and two students. One faculty member shall be elected annually by the faculty at large, under the auspices of the BCCAHE in the conduct of their annual elections during spring quarter. The elected faculty member shall serve as permanent chairman for the academic year commencing the following fall quarter. In the unusual circumstances that the permanent chairman is unable to serve within the established timeframe, the BCCAHE president in consultation with the appropriate dean, shall appoint a temporary faculty chairman. The remaining three faculty members shall be appointed by the appropriate dean in consultation with the permanent faculty chairman. Two faculty members shall be selected from the same or closely aligned discipline (normally within the organizational unit of the college employee against whom the grievance is filed). One faculty member shall be selected from the same or other organizational unit who in the judgment of the appropriate dean, in consultation with the permanent faculty chairman, is sufficiently aware of related discipline issues so as to add professional perspective to the hearing committee. Two student justices appointed by the ASBCC president from the ASBCC judicial board shall serve on each ad hoc student academic grievance committee.

(ii) Student academic grievance committee procedures. (A) Other interested persons may, upon the request of one of the parties to the grievance, or upon the request of the review committee, submit in writing any observations or relevant information.

(B) The student academic grievance committee shall consider each case separately within five instructional days of the filing of the grievance with the faculty chairman. The committee may exercise its judgment in examining relevant material which may assist in making a decision on the academic matter. The committee may choose not to hear a grievance. In such cases, the student may proceed to Step 5 for possible administrative action.

(C) If the committee decides to hear the grievance, the chairman of the student academic grievance committee shall consult with both parties to the grievance prior to scheduling a meeting time which shall be held within ten instructional days of the committee decision. If the chairman is unable to contact the college employee after reasonable effort, the chairman shall notify the appropriate dean. The dean shall make reasonable effort to contact both parties involved in the grievance and schedule a meeting of the student academic grievance committee within the ten day instructional period noted above. If the dean is unsuccessful in this attempt, the student shall proceed to Step 5.

(D) All hearings shall be closed meetings of the student academic grievance committee to include the student and the college employee except that any party to the grievance may have one representative or adviser in attendance. In exceptional circumstances, where a student cannot be available for the hearing, the student may submit a written request to designate a proxy to the chairman of the student academic grievance committee. The committee shall determine whether or not to grant the request and proceed with the hearing. All contents of the hearings shall be considered confidential.

(E) If the student or approved proxy fails to appear for the hearing, the grievance shall be considered terminated.

(F) If the person against whom the complaint is filed or his/her proxy fails to appear for the hearing, the grievance proceeds to Step 5.

(G) The student academic grievance committee shall, at the request of either or both parties to the grievance, request the presence of witnesses for testimony. Either party may submit written statements of evidence regarding his/her position.

(H) The student academic grievance committee shall: (1) Hear opening statements from both parties (or proxy) to the grievance; (2) hear testimony from witnesses; (3) ask questions of either party and/or witnesses to clarify positions; and (4) hear summary statements from both parties to the grievances. There shall be no cross examination by the parties and/or witnesses in these proceedings.

(I) Based upon the evidence and proceedings, the student academic grievance committee shall find findings of fact and make a written recommendation of action to resolve the grievance within five instructional days of the hearing to: (1) The college employee; (2) the student; and (3) the appropriate dean.

(J) Within five instructional days after notice of the student academic grievance committee recommendation, each party to the grievance shall send a written response with actions taken to the chairman of the student academic grievance committee, to the other party involved, and to the appropriate dean. If the issue is resolved, the chairman of the student academic grievance committee shall prepare a written agreement for both parties to sign. Such an agreement, once signed by both parties, shall be forwarded to the institutional records officer along with a summary statement of committee deliberations. These records are confidential, not accessible under the Public Information Law, and shall be maintained for one year. If parties do not agree to fulfill the recommendations of the student academic grievance, or if they do not respond, or if the committee recommends the appropriate dean take action, the chairman of the student academic grievance committee shall immediately forward the entire record of the hearing deliberations to the appropriate dean.

(e) STEP 5. Possible administrative actions. (i) Regarding the matter of grades, it is standard educational and professional practice that the institution shall formally record grades as assigned by the instructor of record. It is also traditional professional practice for an

instructor to heed the considered judgment of colleagues such as an academic grievance committee. It would be a rare circumstance for a dean to direct a grade change from the instructor's grade of record. In such an instance, the course grade record shall be coded and indicate "grade changed by administrative action." Should a dean direct a change in grade different from the committee's recommendation, which changes the instructor's grade of record, the transcript shall indicate "changed by administrative action." The dean shall provide the associate dean for student services a summary position of the committee's and his/her rationale for the change for inclusion in the grade record file.

(ii) Without student academic grievance committee recommendation. The appropriate dean shall consider student grievances without prior student academic grievance committee deliberations in the following instances: (1) Committee decided not to hear the case; (b) the person against whom the complaint was filed refused to respond to prior steps; or (c) was unreachable. Within five instructional days of receipt of request, the appropriate dean shall make a reasonable effort to consult appropriate parties to the grievance and initiate action to resolve the grievance. The dean may consult with any parties to the grievance, the chairman of the student academic grievance committee, or persons in the involved program or designated areas. The dean shall inform the parties involved in the grievance of his/her intended action in writing.

(iii) With student grievance committee recommendations. Within five instructional days of receipt of the entire record of committee deliberations for any of the reasons in Step 4(ii-I), the appropriate dean shall decide upon a course of action to resolve the grievance and inform the parties to the grievance of his/her intended action in writing.

(iv) Implementation of action. The dean shall implement his/her decision after five instructional days unless either party to the grievance files a written appeal to the president of the college.

(v) If there is no appeal to the president, the dean shall forward all documentation received from the chairman of the student academic grievance committee and a statement of his/her action to the institutional records officer to be retained for a period of one year. These records are considered confidential and not accessible under the public information law.

(F) STEP 6. Student grievance appeal process. A complete report of all recommendations and actions shall be forwarded to the president of the college by the appropriate dean. An appeal to the president shall be based solely upon procedural or prejudicial grounds and deliberations therein are based solely upon the written record. The president shall have ten instructional days from receipt of the complete report upon which to render a final decision. The president shall inform the parties to the grievance, the appropriate dean and the chairman of the student academic grievance committee in writing of his/her final decision.

The appeal to the president shall be considered an informal proceeding under the Higher Education Administrative Procedure Act and shall not be considered a contested case. A summary statement of the findings by the president shall be forwarded to the institutional records officer where they shall be maintained for a period of one year. These records are considered confidential and not accessible under the public information law.

(2) **Nonacademic matters.** (a) STEP 1. One-to-One. Step 1 is the same as Step 1 - Academic matters with the following addition: If the student believes he/she is unable to initiate Step 1, he/she may initiate the grievance at Step 2.

(b) STEP 2. Third party facilitator. Step 2 is the same as Step 2-Academic matters with the following addition: If the matter is a possible violation of law, the student shall proceed to Step 4.

(c) STEP 3. Administrative review. (i) If the nonacademic grievance has not been resolved in Steps 1 and 2, the student may bring the formal complaint to the administrative officer designated by the college president for further action within ten instructional days following completion of Step 2.

(ii) The designated administrative officer shall discuss the concerns outlined with the student and the options available for resolution. If the designated administrative officer determines the matter to be an academic matter, the student shall be referred to Step 3-Academic matters of this policy. Should the student elect to proceed with a formal grievance, the concerns must be outlined in writing, specifying the grievance and identifying dates and persons involved as accurately as possible within five instructional days.

(A) When the written grievance is filed with the designated administrative officer, it shall be forwarded to the appropriate organizational unit administrator and other persons named in the grievance for response, within ten instructional days.

(B) Should the written responses not resolve the grievance, then a conference shall be convened by the designated administrative officer among all parties involved, within ten instructional days, for the purpose of achieving a resolution of the grievance.

(C) The designated administrative officer shall keep all written statements, transcripts, and minutes associated with the grievance as part of the confidential files of the college.

(D) If the conference resolutions do not satisfy the grievant, the designated administrative officer shall notify the appropriate dean and forward the written grievance, with all submitted documentation, for resolution within five instructional days.

(iii) The appropriate dean shall review the written documentation, minutes, and transcripts, and discuss the grievance with all parties involved. The dean shall then issue a recommendation for resolution of the grievance within ten instructional days from receipt of the materials from the designated administrative officer.

(iv) The recommendation of the dean and all preceding documentation shall be reviewed by the college president. The president, in his/her review, shall discuss the

grievance with all parties involved if he/she ascertains that new information pertaining to the grievance merits such review. The president may amend, modify or reverse the recommendations and shall implement the resolution within five instructional days of receipt of the written materials regarding the grievance. All parties to the grievance, the appropriate dean, the designated administrative officer, and the appropriate organizational unit administrator shall be notified in writing of the final disposition of the matter. A summary statement of the findings by the president shall be forwarded to the institutional records officer where they shall be maintained for a period of one year. These records are considered confidential and not accessible under the Public Information Law.

(v) The decision of the college president shall be final. Appeals or formal hearings to the board of trustees of Community College District VIII shall not be provided.

(3) **Possible violation of local, state, or federal law.** Grievances relating to an allegation concerning violation of local, state, or federal laws shall be directed to the appropriate dean. The appropriate dean shall investigate the matter and attempt to resolve the grievance. If the issue remains unresolved, the dean shall be available for consultation with the student regarding possible courses of action to appropriate local, state, or federal authorities. [Statutory Authority: RCW 28B.50.140. 82-11-037 (Order 78, Resolution No. 147), § 132H-120-060, filed 5/12/82; Order 16, § 132H.120.060, filed 3/15/73.]

WAC 132H-120-200 Student responsibilities. Any student shall be subject to disciplinary action who either as a principal actor or aide or abettor: (1) Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;

(2) Violates any provision[s] of this chapter; or

(3) Commits any of the following acts which are hereby prohibited:

(a) Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet or educational program which has the special written authorization of the college president or his designee.

(b) Procedural guidelines for liquor policy implementation are as follows:

(i) When approved by the president or his designee, alcoholic beverages may be served by a recognized student organization, college administrative unit or a community organization. Such groups must adhere to the stipulation of building use policies (chapter 132H-140 WAC) and fully meet all laws, rules and regulations as set forth in the Washington state liquor control board regulations RCW 66.20.010, which permits consumption of spirits.

(ii) Approval for the serving of alcoholic beverages must be requested at least seven calendar days prior to the date of use. A student organization request (Form 010-116 6-78) must be filed with the office of the dean

for student services and development[.] If, in the judgment of the dean for student services and development, the request is congruent with the best interests of the student group and the college, the dean will forward the request [to] the president for final approval. All other request[s] (Form 010-116 6-78) shall be filed with the office of the president. The request shall be approved or denied at least three calendar days prior to the proposed event. The application for utilization of alcoholic beverages must be completed by an authorized representative who accepts responsibility for compliance with [the] college and other governmental rules and regulations, where applicable, and agrees to be present at the function. The association dean for student programs and activities or designee shall be available at all student functions involving alcoholic beverages and is empowered to make decisions that might arise covering college policies or procedures.

(iii) Upon approval for the use of alcoholic beverages at Bellevue Community College, it shall be the responsibility of the sponsor to obtain all necessary licenses from the Washington state liquor control board and to display such licenses at the time of the event.

(iv) Banquet events (sit-down dinners) are recognized as different in nature from student program events. At student program events, permission to serve alcoholic beverages shall be restricted to beer and light wine and food appropriate for the event must be available. Banquet events shall be approved in accordance with Washington state liquor control board regulations RCW 66.20.010 which permits the consumption of spirits.

(v) The matrix shall be set aside as the only location for the sale and/or consumption of beer and wine at student program-sponsored events. [There shall be no out-of-room consumption of any alcoholic beverage at such program sponsored events.]

(vi) A driver's license with picture or a Washington state liquor control board identification card are the only acceptable identification sources in determining legal age.

(vii) The policing of identification cards shall be the responsibility of campus security if the function is a student program sponsored event.

(viii) No person who is under the influence of alcohol or dangerous substances or who is disorderly in conduct shall be allowed to serve, consume or dispense alcoholic beverages.

(ix) All sales and use of alcoholic beverages shall be governed by the Washington state law as interpreted by the Washington state liquor control board. The regulation shall be posted outside of the room where alcoholic beverages are consumed.

(x) No alcoholic beverages may be consumed outside the approved area for the event (building, room, etc.).

(xi) Non-alcoholic beverages shall be available to persons under the legal age at all events where alcoholic beverages are permitted.

(xii) No state monies shall be used to purchase any alcoholic beverages or to pay any license fees or related expense. All revenues generated by the sale of alcoholic

beverages shall be processed in accordance with normal college policy and procedures.

(xiii) To insure variety in programming, the use of alcoholic beverages shall be approved for only a limited number of major collegewide activities.

(c) Using, possessing, selling or being under the influence of any narcotic drug or controlled substance as defined in RCW 69.50.101 now law or hereafter amended, or any dangerous drug as defined in RCW 69.50.308 as now law or hereafter amended, except when the use [or] [of] possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 29.04.005 [69.04.005] as now law or hereafter amended.

(d) Entering any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

(e) Forgery, as defined in RCW 9.44.010 of any district record of instrument or tendering any forged record of instrument to [any] employee or agent of the district acting in his official capacity as such.

(f) Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearing, meetings, the education and administrative functions of the college, or the private rights and privileges of others.

(g) Intentionally destroying or damaging any college facility or other public or private real or personal property.

(h) Failure to comply with directions of properly identified college officials acting in performance of their duties.

(i) Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.

(j) Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.

(k) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities of the college campus, except for authorized college purposes or for law enforcement officers[;] unless written approval has been obtained from the dean for student services and development; or any other person designated by the president.

(l) Engaging in lewd, indecent or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.

(m) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm or other [device] established for the safety of individuals and/or college facilities.

[(n)] Being under the influence of liquor or alcoholic beverages or narcotic drugs while on college property or while participating in any college program, class or event or while in attendance in any class or college-sponsored or supervised activity[.] [Statutory Authority: RCW 28B.50.140. 81-07-034 (Order 71, Resolution 135), §

132H-120-200, filed 3/13/81; 80-15-011 (Order 71, Resolution 131), § 132H-120-200, filed 10/6/80; 78-07-024 (Order 57, Resolution 111), § 132H-120-200, filed 6/15/78; Order 44, § 132H-120-200, filed 8/11/76; Order 16, § 132H-120-200, filed 3/15/73.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**Chapter 132H-140 WAC
FEES--FACILITY RENTAL--ADDITIONAL
SERVICES FOR COMMUNITY COLLEGE
DISTRICT VIII**

WAC

- 132H-140-010 Title.
- 132H-140-020 Statement of purpose.
- 132H-140-040 Facility usage board policy.
- 132H-140-050 Scheduling and reservation practices.
- 132H-140-060 Limitations.
- 132H-140-070 Other requirements.
- 132H-140-080 Basic facility fee structure.
- 132H-140-090 Services and equipment fees.
- 132H-140-100 Delegation of authority.
- 132H-140-110 Pet policy.

WAC 132H-140-010 Title. WAC 132H-140-010 through 132H-140-110 will be known as facility usage for Community College District VIII. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-010, filed 5/12/82; 79-10-051 (Order 64, Resolution 121), § 132H-140-010, filed 9/17/79; Order 28, § 132H-140-010, filed 3/7/75.]

WAC 132H-140-020 Statement of purpose. Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. The college reserves its facilities, buildings and grounds for those activities which are related to its broad educational mission. At other times, the college facilities will be made available to other individuals and organizations.

The purpose of these regulations is to establish a basic facility fee structure and additional services regulations for non-college groups and for college groups where applicable. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-020, filed 5/12/82; 79-10-051 (Order 64, Resolution 121), § 132H-140-020, filed 9/17/79; Order 28, § 132H-140-020, filed 3/7/75.]

WAC 132H-140-040 Facility usage board policy. The board of trustees of Bellevue Community College District VIII provides college personnel, students, faculty, staff, college formal and informal organizations and other outside individuals and organizations for the purpose other than in connection with BCC's regular educational, public service or support programs the opportunity to use the college grounds and buildings subject to WAC 132H-140-010 through 132H-140-110 and in compliance with local, state and federal laws if

(1) The individual or organization requesting the space is eligible to use it and

(2) The space is available and has been reserved for the activity. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132-140-040 (codified as WAC 132H-140-040), filed 5/12/82; 79-10-051 (Order 64, Resolution 121), § 132H-140-040, filed 9/17/79; Order 28, § 132H-140-040, filed 3/7/75.]

WAC 132H-140-050 Scheduling and reservation practices. No college facilities may be used by individuals or groups from outside the college unless the facilities including buildings, equipment and facilities land have been reserved. Facilities will be scheduled according to the following priorities: (1) Bellevue Community College scheduled programs and activities.

(2) Major college events.

(3) Foundation related events.

(4) Noncollege (outside individual or organization) events. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-050, filed 5/12/82; 79-10-051 (Order 64, Resolution 121), § 132H-140-050, filed 9/17/79; Order 28, § 132H-140-050, filed 3/7/75.]

WAC 132H-140-060 Limitations. (1) Individuals, groups or organizations will be denied use of the college facilities if such requests are judged to interfere with the college's own teaching, public services or support programs or which interfere with the free flow of pedestrian or vehicular traffic.

(2) College facilities may not be used for private or commercial purpose unless such activities clearly serve the educational mission of the college and when sponsored by an appropriate college unit or when by contractual agreement with the college. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-060, filed 5/12/82; 79-10-051 (Order 64, Resolution 121), § 132H-140-060, filed 9/17/79; Order 28, § 132H-140-060, filed 3/7/75.]

WAC 132H-140-070 Other requirements. (1) When deemed advisable by the dean of administrative services, an individual or organization may be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against cost or other liability.

(2) When the college grants permission to an individual or organization to use its facilities it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the college against any loss or damage claim arising out of such use. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-070, filed 5/12/82.]

WAC 132H-140-080 Basic facility fee structure. For the purpose of establishing and collecting facility rental fees users have been divided into three categories:

(1) Recognized Bellevue Community College activities that are supported by a budgeting unit of the college are exempt from facilities fees.

(2) Bellevue Community College student organizations, groups who have contracted for food catering services, government agencies, and educational and non-profit organizations are not charged facility rental fees during the hours of 7 a.m. to 11 p.m., Monday through Thursday and 7 a.m. to 5 p.m., Friday. However, facility usage outside of these established hours will require a payment by the user to the college for out-of-pocket costs. Individuals and organizations, exclusive of Bellevue Community College student organizations and recognized Bellevue Community College activities, who derive financial benefits as a result of the use of facilities, will be charged as stated on the facility fee schedule.

(3) All other individuals, groups and organizations not covered in items (1) and (2) above will be charged as stated on the facility fee schedule. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-080, filed 5/12/82.]

WAC 132H-140-090 Services and equipment fees. Noncollege groups may be charged fees for additional services or equipment. These fees are to be assessed by the campus operations and services office (scheduling office) in conjunction with special area managers. These services or equipment fees shall be recorded on the application for use of facilities form BCC 040-026. Additional services and equipment include the following:

(1) Custodial

(2) Maintenance

(3) Audiovisual services and/or equipment

(4) Music equipment

(5) Managers or technicians

(6) Security

(7) Other equipment [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-090, filed 5/12/82.]

WAC 132H-140-100 Delegation of authority. The board of trustees of Community College District VIII delegates to the president or his/her designee, dean of administrative services, the authority to establish and collect fees from facility users as specified in WAC 132H-140-010 through 132H-140-110. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-100, filed 5/12/82.]

WAC 132H-140-110 Pet policy. Pets (dogs, cats, birds, etc.) are prohibited from entering buildings operated by Bellevue Community College.

Pets on the grounds of Bellevue Community College shall be in the physical control of their owner in accordance with the city of Bellevue "Leash Law" ordinance, chapter 8.04.

Exceptions to these regulations are animals used for the following purposes: (1) Assisting the visual or hearing impaired persons

(2) As part of an authorized BCC program purpose requiring their use.

(3) As part of a law enforcement agency in the performance of its duties.

(4) Participation in authorized special events.

Animals found to be in violation of these regulations shall be impounded and turned over to the King County Animal Control or a citation issued and a fine imposed on the owner. Exceptions to these regulations other than those listed above shall be directed to the dean of administrative services. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-110, filed 5/12/82.]

Chapter 132H-160 WAC

ADMISSIONS, RESIDENCY CLASSIFICATION AND REGISTRATION REGULATIONS--SCHEDULE OF FEES AND FINANCIAL AID FOR COMMUNITY COLLEGE DISTRICT VIII

WAC

- 132H-160-020 Repealed.
- 132H-160-030 Repealed.
- 132H-160-040 Quarterly registration fees--Resident students.
- 132H-160-050 Quarterly registration fees--Nonresident students.
- 132H-160-110 Repealed.
- 132H-160-130 Repealed.
- 132H-160-160 Repealed.
- 132H-160-250 Application procedure--College credit.
- 132H-160-260 Admission of foreign students.
- 132H-160-310 Definition of nonmatriculated student.
- 132H-160-430 Advanced registration fee requirement for fall, winter and spring quarters.
- 132H-160-480 Repealed.
- 132H-160-492 Withdrawal from a course (policy and procedures).

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132H-160-020 Application records fee. [Order 49, § 132H-160-020, filed 4/8/77; Order 14, § 132H-160-020, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
- 132H-160-030 Registration fee. [Order 49, § 132H-160-030, filed 4/8/77; Order 14, § 132H-160-030, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
- 132H-160-110 Removal of incomplete grade. [Order 14, § 132H-160-110, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
- 132H-160-130 Transcript. [Order 14, § 132H-160-130, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
- 132H-160-160 Graduation fee. [Order 14, § 132H-160-160, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
- 132H-160-480 Change of registration schedule service fee. [Order 15, § 132H-160-480, filed 4/18/73.] Repealed by Order 49, filed 4/8/77 and 81-11-013 (Order 73, Resolution 136), filed 5/13/81.

WAC 132H-160-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-040 Quarterly registration fees--Resident students. Full-time resident students of Community College District VIII will be charged \$154.00 for tuition and fees. Part-time resident students will be charged \$15.40 per credit hour. [Statutory Authority: RCW 28B.50.140. 81-18-005 (Order 76, Resolution 139), § 132H-160-040, filed 8/20/81; 81-11-013 (Order 73, Resolution 136), § 132H-160-040, filed 5/13/81; 78-07-026 (Order 58, Resolution 112), § 132H-160-040, filed 6/15/78; Order 14, § 132H-160-040, filed 4/18/73.]

WAC 132H-160-050 Quarterly registration fees--Nonresident students. Full-time nonresident students of Community College District VIII will be charged \$607.00 for tuition and fees. Part-time nonresident students will be charged \$60.70 per credit hour. [Statutory Authority: RCW 28B.50.140. 81-18-005 (Order 76, Resolution 139), § 132H-160-050, filed 8/20/81; 81-11-013 (Order 73, Resolution 136), § 132H-160-050, filed 5/13/81; 78-07-026 (Order 58, Resolution 112), § 132H-160-050, filed 6/15/78; Order 14, § 132H-160-050, filed 4/18/73.]

WAC 132H-160-110 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-130 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-160 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-250 Application procedure--College credit. To be considered for admission as a matriculated freshman or transfer student to Community College District VIII, a student must have on file in the college admissions office (1) A completed "State of Washington Uniform Community College Application Form[.]"

(2) Transcripts of high school or other college work. An official eight-semester high school transcript is required of all matriculated students. Currently enrolled high school seniors may submit a copy of their Washington Pre-College test or seventh-semester transcript for admission purposes. Eighth-semester transcripts should be filed upon graduation from high school. It is the student's responsibility to request that a transcript[(2)][s] be forwarded to the college office of admissions.

Applications are accepted beginning December 1 for fall quarter, October 1 for winter quarter, January 2 for spring quarter and no application is required for summer quarter. [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution 136), § 132H-160-250, filed 5/13/81; Order 49, § 132H-160-250, filed 4/8/77; Order 15, § 132H-160-250, filed 4/18/73.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-160-260 Admission of foreign students. Foreign students are admitted to Community College District VIII only under matriculated student status. In order to qualify for matriculated student status foreign students must adhere to the following conditions:

(1) Applicants must also have on file translated copies of all secondary school scholastic records.

(2) Community College District VIII is not prepared to teach English to non-English speaking students. Therefore, it is required that all foreign students take the TOEFL (Test of English as a Foreign Language) examination and achieve the institutional acceptable score. More information about TOEFL may be obtained by corresponding with the Educational Testing Service, Princeton, New Jersey 08640. E.T.S. will forward the test results to the college.

(3) Foreign students must also provide the college with a declaration and certification of finances or a notarized affidavit of support. Estimated expenses for a school year at Community College District VIII are \$2,000. Students unable to provide proof of financial responsibility will not be accepted. The college currently does not have funds available to provide financial assistance to foreign students.

(4) Students are also required to provide the college with the name of a local United States citizen who is their sponsor while in the United States.

Presently, Community College District VIII is not able to admit all students applying for admission. It is suggested that fall quarter is the most opportune time for gaining acceptance, and students should therefore file an application accordingly. Fall quarter applications are accepted on December first of each calendar year. [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution 136), § 132H-160-260, filed 5/13/81; Order 15, § 132H-160-260, filed 4/18/73.]

WAC 132H-160-310 Definition of nonmatriculated student. Community College District VIII nonmatriculated students are allowed to enroll in classes for credit on a "space available" basis and are not committed to an educational objective leading to an associate of arts degree or certificate of achievement. Nonmatriculated students are accepted for enrollment fall, winter and spring quarters after the completion of matriculated admissions. During summer quarter all students are classified as nonmatriculated and are admitted on a "first come, first served" basis. [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution 136), § 132H-160-310, filed 5/13/81; Order 15, § 132H-160-310, filed 4/18/73.]

WAC 132H-160-430 Advanced registration fee requirement for fall, winter and spring quarters. Matriculated students are required to make a \$20.00 advanced registration fee payment fall quarter.

[Students completing registration will have the \$20.00 advanced registration fee applied toward their tuition. Students not completing registration will forfeit the advanced \$20.00 registration fee. Further information regarding the advanced registration fee payment may be obtained from the registrar.] [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution 136), § 132H-160-430, filed 5/13/81; Order 15, § 132H-160-430, filed 4/18/73.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-160-480 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-492 Withdrawal from a course (policy and procedures). Withdrawal from a course is the termination of the student's registration in that course. Withdrawals are classified as official only when the student returns a completed add/drop form, available at the registration center, to the registration center or to their designee. The criteria used for determining grading and recording procedures for official withdrawals are as follows: (1) Through the tenth day of the quarter the dropped course does not become a part of the transcript record. Instructor's signature is not required.

(2) After the tenth school day of the quarter and through the end of the sixth week of the quarter, the previously described procedures will be followed. The grade of "W" will become a part of the student's transcript record regardless of grade status at this time. Instructor's signature is not required.

(3) From the beginning of the seventh week of the quarter through the end of the tenth week, students must return a completed Add/Drop form signed by the instructor to the registration center. The instructor must sign the withdrawal form. Upon signing the withdrawal form the instructor will assign to the add/drop form one of the following grades: students withdrawing with a passing grade will be graded "W" (withdrawal); those not passing at the point of withdrawal will be graded "K" (failing). For those students who are failing after the sixth week who have had extensive illness or other bona fide reasons, may be assigned, at the instructor's discretion, a "W" (withdrawal).

(4) No official withdrawal will be permitted after the tenth calendar week of the quarter.

(5) A student who finds it necessary to withdraw completely from the college due to illness or other bona fide reasons, must comply with the procedures listed above except that under unusual circumstances, the student's program adviser, counselor, or the administrator responsible for registration may give permission and the student would receive a "W." Failure to do this will not constitute an official withdrawal and will cause forfeiture of any refund. [Statutory Authority: RCW 28B.50.140. 82-19-069 (Order 82, Resolution No. 151), § 132H-160-492, filed 9/20/82.]