

(e) The rights, privileges, and confidentiality of individuals with confirmed exposure to the AIDS virus shall be based on applicable state and federal regulations and laws and college policy which guarantees freedom from discrimination and harassment.

(2) **Resources.** Consistent with our concern for students and employees with life-threatening, chronic, or debilitating illnesses, Bellevue Community College will provide the following resources to students and staff:

(a) Education and information on terminal illness and specific life-threatening illnesses. The health services department shall provide education and information on terminal and/or life-threatening illnesses through lectures, workshops and brochures.

(b) Referral to agencies and organizations which offer supportive services for life-threatening illness.

[Statutory Authority: RCW 28B.50.140. 88-13-048 (Order 96, Resolution No. 180), § 132H-200-250, filed 6/10/88.]

**Title 132I WAC**

**COMMUNITY COLLEGES--HIGHLINE  
COMMUNITY COLLEGE**

**Chapters**

- 132I-14 Student rights and responsibilities code.**
- 132I-120 Student rights and responsibilities.**

**Chapter 132I-14 WAC**

**STUDENT RIGHTS AND RESPONSIBILITIES  
CODE**

**WAC**

132I-14-010 through 132I-14-210 Repealed.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS  
CHAPTER**

- 132I-14-010 Statement of purpose. [Order, § 132I-14-010, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-020 General policies. [Order, § 132I-14-020, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-030 Definitions. [Order, § 132I-14-030, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-040 Right of academic freedom. [Order, § 132I-14-040, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-050 Right of access to college facilities. [Order, § 132I-14-050, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-060 Right of assembly. [Order, § 132I-14-060, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-070 Right to invite outside speakers. [Order, § 132I-14-070, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-080 Right of publication. [Order, § 132I-14-080, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.

- 132I-14-090 Right of sale and distribution of material and right to conduct fund raising activities. [Order, § 132I-14-090, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-100 Right to be interviewed. [Order, § 132I-14-100, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-110 Right of privacy of records. [Order, § 132I-14-110, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-120 Authority and responsibility for discipline. [Order, § 132I-14-120, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-130 Violations. [Order, § 132I-14-130, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-140 Definition of disciplinary action. [Order, § 132I-14-140, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-150 Authority to request identification. [Order, § 132I-14-150, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-160 Disciplinary procedure. [Order, § 132I-14-160, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-170 Discipline committee. [Order, § 132I-14-170, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-180 Procedure of the disciplinary committee. [Order, § 132I-14-180, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-190 Readmission after dismissal. [Order, § 132I-14-190, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-200 Method of review and revision, membership of the review committee. [Order, § 132I-14-200, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-210 Function of the review committee. [Order, § 132I-14-210, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.

**WAC 132I-14-010 through 132I-14-210 Repealed.**  
See Disposition Table at beginning of this chapter.

**Chapter 132I-120 WAC**

**STUDENT RIGHTS AND RESPONSIBILITIES  
(Formerly chapter 132I-14 WAC)**

**WAC**

- 132I-120-010 Purpose.
- 132I-120-020 General policies.
- 132I-120-030 Definitions.
- 132I-120-100 Student responsibilities.
- 132I-120-300 Right of academic freedom.
- 132I-120-305 Right of equal protection.
- 132I-120-310 Right of access to college facilities.
- 132I-120-315 Right of assembly.
- 132I-120-320 Right to invite outside speakers.
- 132I-120-325 Right of publication.
- 132I-120-330 Right of ownership of works.
- 132I-120-335 Right of sale and distribution of material and right to conduct fund raising activities.
- 132I-120-340 Right to be interviewed.
- 132I-120-345 Right to privacy of records.

132I-120-400	Authority and responsibility for discipline.
132I-120-405	Violations.
132I-120-410	Definition of disciplinary action.
132I-120-415	Authority to request identification.
132I-120-420	Disciplinary procedure.
132I-120-425	Emergency withdrawal.
132I-120-430	Involuntary administrative withdrawal.
132I-120-435	Discipline committee.
132I-120-440	Procedure of the college discipline committee.
132I-120-445	Readmission after dismissal.
132I-120-500	Review of rules.
132I-120-510	Membership of review committee.
132I-120-520	Function of the review committee.

**WAC 132I-120-010 Purpose.** Community College District 9 serves its community and the general public by providing continuing educational opportunities for all persons who are eligible to attend. To fulfill this purpose, the college provides students with broad, comprehensive programs of general education, including university-parallel transfer courses, developmental-remedial programs, and vocational-technical curricula. The college also provides cultural, recreational, and community service activities. The college provides health, guidance, and counseling services which every student is encouraged to make use of on a voluntary basis. The confidentiality of counseling, health, and adviser services will be strictly maintained except as called for by legal requirement.

As members of the college community, students are encouraged through free inquiry and free expression, to develop their capacity for critical judgment and to engage in sustained and independent search for knowledge. It is the responsibility of the student to observe and help maintain appropriate conditions in the classroom, on campus, and in the larger community.

Highline Community College may take appropriate disciplinary action when student conduct unreasonably interferes with the college's educational responsibilities, its subsidiary responsibilities, or to protect the health and safety of persons on or in college facilities, to maintain and protect college property or private property on college facilities, to protect college records, to provide college services, and/or to sponsor non-classroom activities such as lectures, concerts, athletic events, and social functions.

The purpose of these rules is to prescribe standards of conduct for students of Community College District No. 9, the violations which may constitute sufficient cause for disciplinary action as described in and in accordance with the procedures established in WAC 132I-120-010 through 132I-120-520.

A student's registration constitutes acceptance of the responsibility to comply with the general policies and regulations established by the college.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-010, filed 3/23/88.]

**WAC 132I-120-020 General policies.** (1) Highline Community College is an agency of the state of Washington and adheres to all local, state, and federal laws. The college is obligated to demonstrate respect for laws by cooperating in their enforcement.

(2) Highline Community College cannot and will not establish regulations which would abridge constitutional rights.

(3) Proper procedures are established to maintain conditions conducive to the effective performance of the function of the college, to protect individual students from unfair imposition of penalties, and to assure due process. Highline Community College is granted the right by law to adopt such rules as are deemed necessary to govern its operations.

(4) If these rules are broken, the college has the right and the obligation to take that action which is in the best interest of the entire college and which is commensurate with the constitutional rights of the individual.

(5) If a student is charged with an off-campus violation of the law, the matter shall be of no disciplinary concern to the college unless the student is incarcerated and unable to comply with academic requirements. If the violation of law occurs on campus and is also a violation of a published college regulation, the college may institute its own proceedings against the offender or may refer the violation to the appropriate civilian authorities for disposition. The college shall not proceed with a disciplinary action that in fact or appearance duplicates punishment for the same offense unless the interests of the college are implicated in some separate way by violation of law.

(6) The Highline College Student Union will have the right to participate in the formulation and reviewing of all policies and rules pertaining to student conduct and in the enforcement of all such rules as provided by these rules.

(7) Rules of conduct and procedures of enforcement shall be printed and made available to all students.

(8) All rules herein adopted concerning student conduct shall apply to every student attending the college in any college facility.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-020, filed 3/23/88.]

**WAC 132I-120-030 Definitions.** (1) As used in these rules, the following words and phrases shall mean:

(a) "Assembly" means any overt activity engaged in by three or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons, or group of persons.

(b) "College" means Highline Community College, or any additional community college hereafter established with Community College District 9, state of Washington, and collectively, those responsible for its control and operation.

(c) "College community" means trustees, students, employees, and guests on college owned or controlled facilities.

(d) "College facilities" means and includes any or all property controlled and/or operated by the college.

(e) "Day" means a calendar day except the effective day of any provision of these rules shall be the day following a Saturday, Sunday or holiday.

(f) "HCSU" refers to Highline College Student Union, the official student government association.

(g) "President" means the chief executive officer of the college appointed by the board of trustees, and for the purposes of these rules includes "acting president" or the delegated authority in the absence of the president.

(h) "Board of trustees" means the board members appointed by the governor of the state of Washington who have final authority for the governance of Highline Community College.

(i) "Student" means and includes all persons enrolled at the college, both full time and part time.

(j) "Student group" means a number of students who have not complied with the formal requirements of becoming officially recognized as student organization.

(k) "Student organization" means a number of students who have complied with the formal requirements of college recognition as provided by the HCSU.

(2) All other terms have their natural meaning unless the context dictates otherwise.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-030, filed 3/23/88.]

**WAC 132I-120-100 Student responsibilities.** (1) Students who choose to attend Highline Community College also choose to participate actively in the adult learning process offered by the college. As a process, learning is not a product or commodity which is bought and sold, but rather, is a relationship between teachers who are willing and competent to teach and learners who are willing and competent to learn. Therefore, the responsibility for learning is shared equally between students and staff.

(2) The college is responsible for providing its students and educational environment rich in the high quality resources needed by students to attain their individual educational goals. In return, students are responsible for making themselves aware of the full breadth of the resources available, for the timely choosing and appropriate use of those resources, and for the specific behavioral tasks necessary for attaining desired learning outcomes. Examples of specific student responsibilities are:

(a) To become knowledgeable of and adhere to the college's policies, practices, and procedures;

(b) To participate actively in the learning process, both in and out of the classroom;

(c) To seek timely assistance in meeting educational goals;

(d) To attend all class sessions;

(e) To adequately prepare to participate fully in class activities;

(f) To participate actively in the advising system,

(g) To develop skills required for learning, e.g., basic skills, time management, motivation, study skills, and openness to the educational process;

(h) To assume final authority for the selection of appropriate educational goals;

(i) To select courses appropriate for meeting chosen educational goals;

(j) To evaluate the quality and quantity of resources available to students; and

(k) To contribute towards improving the college.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-100, filed 3/23/88.]

**WAC 132I-120-300 Right of academic freedom.** (1) Freedom of discussion and expression of views must be encouraged and protected. Instructors have the responsibility to maintain order and to keep classroom discussion relevant to the course, but their authority must not be used to suppress the expression of views contrary to their own.

(2) Academic evaluation of student performance shall not be prejudicial or capricious. Students have a right to be informed in writing of grading policy and course content at the beginning of each course.

(3) Information about student views, beliefs, and political associations acquired by professors in the course of their work as instructors, advisors, and counselors is confidential and is not to be disclosed to others unless under legal compulsion or with permission of the student.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-300, filed 3/23/88.]

**WAC 132I-120-305 Right of equal protection.** (1) It is the policy of Highline Community College to provide equal opportunity for all applicants and students to obtain college services and admission to classes and programs without regard to race, creed, color, age, sex, national origin, religious preference, sexual orientation, disability status, Vietnam Era and/or disabled veteran status.

(2) It is the policy of Highline Community College that no student shall be subject to sexual harassment by an employee of the college or by another student. Sexual harassment takes place when an individual subjects another person to unwanted sexual attention (either verbal or physical), coerces her/him into sexual relations and/or punishes her/him for refusal. Sexual harassment may occur when a person is in a position of authority, or is able to control or affect another person's academic career, grade, job, or emotional well being.

(3) It is the policy of Highline Community College to grant equal opportunity to handicapped students in accordance with section 504 of the Rehabilitation Act of 1973.

(4) If a student believes his or her rights have been violated, whether such rights have been expressly stated in these rules or not, the student should attempt to solve the problem at the lowest practical level with the instructor or, if the student determines the problem may be handled more appropriately at a higher level of involvement, the complaint may be initiated at the next higher step.

Step 1 – instructor

Step 2 – department or program coordinator

Step 3 – division chairperson

Step 4 – associate dean of instruction

Step 5 – dean of instruction

Step 6 – faculty professional rights and responsibilities committee

Step 7 – college president

(5) Students may seek the assistance of any faculty member, for example, any instructor, faculty adviser, counselor, librarian, health services coordinator, or student programs coordinator, in receiving information, support, and/or advocacy in using the appeals process.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-305, filed 3/23/88.]

**WAC 132I-120-310 Right of access to college facilities.** (1) Students have the right of access to college facilities subject to ordinary schedules and regulations governing each particular facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and content of these rules to facilitate the educational purposes of the college.

(2) The president of the college, personally or acting through the dean of students or another person designated by the president, shall have power and authority to invoke the actions described in this section whenever an event, in the sole opinion of the president or designee, appears to be disruptive, to impede the movement of persons or vehicles, or to disrupt or threatens to disrupt the ingress or egress of persons from college facilities. The president may:

(a) Prohibit the entry of a person or persons or withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a college facility; or

(b) Give notice against trespass in accordance with the Washington state statutes to any person, persons or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility; or

(c) Order any person, persons or group of persons to leave or vacate all or any portion of a college facility.

(3) Any student who shall disobey a lawful order given by the president or his/her designee pursuant to the requirements of WAC 132I-120-310 (1) and (2) shall be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-310, filed 3/23/88.]

**WAC 132I-120-315 Right of assembly.** (1) Students have the right to conduct or may participate in any assembly as defined in WAC 132I-120-030(1) on facilities that are generally available to the public provided that such assemblies:

(a) Are conducted in an orderly manner;

(b) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or regular functions of the college;

(c) Do not unreasonably interfere with pedestrian or vehicular traffic;

(d) Do not cause mental, verbal, or physical abuse of another person in the college community; or

(e) Do not cause destruction or damage to college property, including library materials, or private property on college facilities.

(2) Any student group or student organization which wishes to schedule an assembly must reserve the college facilities in the office of the coordinator of student activities.

(3) Assemblies which violate these rules may be ordered to disperse by the college in accordance with Washington state statutes.

(4) A student who fails to disperse when an assembly is ordered to disperse, in accordance with Washington state statutes, is subject to disciplinary action. A non-student who violates any provision of the rule will be referred to civilian authorities for criminal prosecution.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-315, filed 3/23/88.]

**WAC 132I-120-320 Right to invite outside speakers.** It is the policy of Highline Community College to maintain an atmosphere in which a spirit of free inquiry and expression may exist. In accordance with this basic principle, the college makes this specific statement of policy with respect to the appearance of campus speakers:

(1) Any speaker invited by any student organization or student group may speak on the campus, subject to the procedures outlined in WAC 132I-120-320 (3), (4), (5).

(2) The appearance of speakers on campus does not involve an endorsement either implicit or explicit, of their views by this college, its students, its faculty, its administrators, or its board of trustees.

(3) The college may specify reasonable regulations with regard to time, place, and manner of a proposed speaker's appearance.

(a) Any student group or organization must notify the student government office, the coordinator of student activities, and the dean of students through the proper form (available in the coordinator of student activities office) at least three days prior to the event. It is recognized that contingencies may necessitate waiver of the three-day limit. When sponsorship is by a student organization, notification must be through an authorized member of the organization with the approval of that organization and with the knowledge of the organization's adviser.

(b) A student group may invite an outside speaker by: (i) seeking the sponsorship of a student organization or, (ii) by requesting the student government to sponsor the speaker.

(4) Appearances shall be coordinated with the master activities calendar maintained in the office of the dean of students and reservations for room facilities made through the coordinator of student activities office. Placement on the master activities calendar establishes a priority for the event over other requests for that date and time.

(5) In order to insure open-minded, objective evaluation of divergent points of view, the dean of students

shall require a special planning session with the coordinator of student activities and the student government when any of the four may deem it advisable. The planning session will include sponsoring group members and the adviser who is responsible for conducting the meeting.

(6) Groups renting college facilities are subject to the regulations governing rentals adopted by the board of trustees in place of the procedures contained in WAC 132I-120-320.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-320, filed 3/23/88.]

**WAC 132I-120-325 Right of publication.** (1) Publications by students which operate on the same basis as other private enterprises are subject only to the same control as those, respecting reasonableness of time, place and manner of distribution, as defined in WAC 132I-120-335. Editors, managers, and other writers shall not be subject to discipline because of student, facility, administration, or community disapproval of editorial policy or content. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of state and/or federal law regarding libel and obscenity.

(2) The Thunderword and other college-subsidized publications are subject to review by an adviser or instructor as a reasonable precaution against the publication of matter which would constitute illegal publication. Censorship of any publication may not take place unless substantial danger of liability or illegality can be demonstrated.

(3) All student communications shall explicitly state that the opinions expressed are not necessarily those of the college or its student body.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-325, filed 3/23/88.]

**WAC 132I-120-330 Right of ownership of works.** It shall be the policy of Highline Community College that employees of the college shall not use students' published and unpublished works for personal gain without written consent of the student.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-330, filed 3/23/88.]

**WAC 132I-120-335 Right of sale and distribution of material and right to conduct fund raising activities.**

(1) Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.

(2) The use of college grounds or facilities for commercial or private gain purposes is prohibited except where commercial activity such as sale of books, instructional supplies, or food contribute to the operation of the instructional program or where limited sale is specifically authorized by the dean of students for the benefit of an approved activity.

(3) All fund raising activities must be approved by the dean of students.

(4) All merchandise, periodicals, magazines and books offered for commercial sale may be sold only through the college bookstore or college food services except when approved pursuant to WAC 132I-120-335.

(5) All free publications not in violation of state and/or federal laws such as books, magazines, newspapers, handbills, leaflets, or similar materials may be distributed on campus. Any person desiring to distribute such publications shall first register with the dean of students so that reasonable areas and times can be assured and the activities of the institution will not be unduly interfered with. All handbills, leaflets, newspapers, and similarly related matter must bear identification as to the publishing agency and distributing organization or individual.

(6) Any person desiring to collect signatures for petitions must first register with the dean of students. Exceptions are students who are collecting signatures on a petition as a class-related activity or concerning college policies and procedures.

(7) All posters and notices to be posted on exterior bulletin boards must first be registered with the student activities office. Posting on interior bulletin boards must have the approval of the building manager.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-335, filed 3/23/88.]

**WAC 132I-120-340 Right to be interviewed.** (1) Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the college.

(2) Any student, student group, or student organization may assemble in protest against any such organization provided that such protest does not interfere with any other student's right to have such an interview, and provided that such protest is in accordance with WAC 132I-120-315.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-340, filed 3/23/88.]

**WAC 132I-120-345 Right to privacy of records.** The privacy and confidentiality of all student records shall be preserved consistent with the rules adopted by the college to implement the Family Educational Records Privacy Act of 1972.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-345, filed 3/23/88.]

**WAC 132I-120-400 Authority and responsibility for discipline.** (1) The board of trustees acting in accordance with Washington state statutes does by written order delegate to the president of the college authority to administer disciplinary action. All disciplinary action in which there is a recommendation that a student be suspended or expelled from the college shall be acted upon by the president as defined in WAC 132I-120-030 (1)(g). The president shall have no authority to delegate this decision.

(2) Administration of the disciplinary procedure is the responsibility of the dean of students.

(3) The instructor is responsible for conduct in the classroom and is authorized to take such steps as are necessary when behavior of the student interrupts the normal classroom procedure. When such behavior may be so serious as to result in expulsion from the class, the instructor must report the infraction in writing to the dean of students at the earliest opportunity.

(4) The student has the right to appeal any disciplinary action of an instructor to the dean of students.

(5) Students bringing children on campus are governed by existing state laws concerning their responsibility for the children.

[Statutory Authority: RCW 28B.50.140, 88-07-120 (Order 022), § 132I-120-400, filed 3/23/88.]

**WAC 132I-120-405 Violations.** (1) No college disciplinary action shall be imposed on a student except in accordance with these rules.

(2) Student performance reflecting honest and reliable behaviors is necessary in order to make an accurate appraisal of the student's competencies. Any test-taking behavior observed which may be interpreted by the test proctor as a violation of test confidentiality will result in the test being removed from the student; the consequences of such behavior will be determined on an individual basis by the instructor/faculty and can result in dismissal from the course with a failing grade. Some examples of unacceptable behavior during an exam include but are not limited to:

(a) Talking, whispering or otherwise interacting with another student;

(b) Using notes or books unless authorized by instructor;

(c) Looking at another student's test or test answers.

(3) Written assignments and/or electronic media assignments need to reflect original and appropriately referenced content. Electronic media includes, but is not limited to, computers, word processors and audio-visual equipment. Any falsification of the student's work is viewed seriously by the college. The consequences of such behavior will be determined on an individual basis by the instructor/faculty and can result in dismissal from the course with a failing grade.

(4) Disciplinary action may result from the commission or from the aiding or abetting of violations on college facilities or of the commission or omission in violation of civil or criminal law on college facilities such as:

(a) All forms of dishonesty including, but not limited to, knowingly furnishing false information to the college, and foregoing, altering or using college documents or instruments of identification with intent to defraud.

(b) Verbal or physical abuse of any person or conduct which unlawfully threatens movement or bodily harm or endangers the health or safety of any person.

(c) Destruction, damage, or misuse of college property or private property including library materials.

(d) Theft or conversion of college property or private property.

(e) Unauthorized use or access to college computers and other electronic media.

(f) Conduct which unreasonably disrupts the educational process of the college as defined in Washington state statutes.

(g) Lewd or indecent conduct as defined by Washington state statute.

(h) Disorderly conduct.

(i) Failure to comply with lawful directions of college personnel acting in performance of their duties.

(j) Interference by force or violence, or by threat of force or violence, with any administrator, faculty member, or student of the college who is in the peaceful discharge or conduct of his or her duties or studies.

(k) Possession, consumption, or furnishing of alcoholic beverages.

(l) Possession, consumption, or furnishing of any narcotic drug or dangerous drug as currently defined by law or hereinafter amended, except when use or possession is prescribed by an authorized medical doctor or dentist.

(m) Failure to disperse when an assembly is ordered to disperse as defined by Washington state statute.

(n) Disobedience to the notice against trespass as defined in accordance with Washington state statute.

(o) Failure to comply with the following regulations governing firearms and weapons:

(i) It shall be the policy of the college that carrying, exhibiting, displaying, or drawing any weapon, such as a dagger, sword, knife, or any other cutting or stabbing instrument or club or any other weapons apparently capable of producing bodily harm and/or property damage is prohibited on or in college facilities.

(ii) Explosives, incendiary devices, or any weapon facsimile are prohibited on or in college facilities.

(iii) It shall be the policy of the college that carrying of firearms on college facilities is prohibited except and unless the firearm is registered with the campus security for a specific period of time that the firearm is carried on campus.

(iv) The above regulations shall not apply to equipment or material owned, used, or maintained, by the college; nor will they apply to law enforcement officers.

(p) Violation of published college regulations including those related to entry and use of college facilities, the rules in these rules, and any other regulations which may be enacted with these rules.

(3) All rules hereinafter approved by the board pursuant to preceding Washington state statutes shall be in writing and shall be published, or posted in such a manner as to furnish adequate notice of their contents to students affected by such rules.

[Statutory Authority: RCW 28B.50.140, 88-07-120 (Order 022), § 132I-120-405, filed 3/23/88.]

**WAC 132I-120-410 Definition of disciplinary action.** The following disciplinary action may be imposed upon students according to the procedure outlined in WAC 132I-120-420.

(1) Admonition: An oral statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

(2) Warning: Notice in writing that continuation or repetition of conduct deemed wrongful, within a period

of time stated in the warning, may be cause for more severe disciplinary action.

(3) **Disciplinary probation:** Formal action placing specific conditions upon the student's continued attendance and warning the student that further misconduct may subject him/her to dismissal.

(4) **Restitution:** Reimbursement for damage to or misappropriation of property. This may take the form or appropriate service or other compensation.

(5) **Involuntary administrative withdrawal:** Exclusion from classes and other privileges or activities in accordance with WAC 132I-120-430.

(6) **Interim emergency withdrawal:** Exclusion from classes and other privileges or activities in accordance with WAC 132I-120-425.

(7) **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time.

(8) **Dismissal:** Termination of student status for an indefinite period of time. Conditions of reinstatement, if any, shall be stated in the order of dismissal.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-410, filed 3/23/88.]

**WAC 132I-120-415 Authority to request identification.** In situations of apparent misconduct or apparent unauthorized presence in a college facility, it may be necessary for properly identified college personnel to ask a person to produce evidence of being a currently enrolled student at the college. Failure to comply with a legitimate request for identification from a properly identified college personnel may result in a disciplinary action if the person is found to be a student. In emergency situations, cases of serious misconduct or where there is a substantial danger to the college community or college property, failure to produce identification as a student may result in the assumption by college personnel that the person questioned is not a student and may result in direct civil or criminal action.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-415, filed 3/23/88.]

**WAC 132I-120-420 Disciplinary procedure.** (1) Disciplinary proceedings will be initiated by the dean of students or a designate.

(2) After considering the evidence and interviewing the student, the dean may take any of the following actions:

(a) Terminate the proceedings, exonerating the student or students.

(b) Dismiss the case after advisement.

(c) Impose minor sanctions which as admonition, warning, disciplinary probation or restitutions subject to the student's right of appeal. The student will be notified in writing of the charges if a warning, disciplinary probation or restitution is to be imposed.

(d) Refer the matter to the college discipline committee for a recommendation to the president of the college. The student shall be notified in writing that the matter has been referred to the committee.

(e) Recommend to the president that a student be subject to an interim emergency withdrawal in accordance with WAC 132I-120-425.

(f) Recommend to the president that the student be suspended for a specified time or dismissed subject to the student's right to appeal to the college discipline committee, subject to WAC 132I-120-020(4). The student shall be notified in writing that the matter has been referred to the president.

(3) In all cases the student shall be advised of rights by reference to these rules.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-420, filed 3/23/88.]

**WAC 132I-120-425 Emergency withdrawal.** (1) An interim emergency withdrawal may be implemented immediately by the president, upon recommendation of the dean of students, if the dean of students determines that a student's behavior poses an imminent danger of:

(a) Causing serious physical harm to the student or others; or,

(b) Causing significant property damage, or directly and substantially impeding the lawful activities of others.

(2) A student subject to an interim emergency withdrawal shall be given written notice of the suspension either by personal delivery or by certified mail, to include a copy of these standards and procedures. An interim emergency withdrawal shall specify the length of term of the withdrawal and/or the conditions for reinstatement. The student shall have the right of appeal to the discipline committee in accordance with WAC 132I-120-435 or in the case of a mental disorder or suspected mental disorder may initiate involuntary administrative withdrawal procedures in accordance with WAC 132I-120-430.

(3) Any student subject to an interim emergency withdrawal shall be given an opportunity to appeal personally before the dean of students, or designee, within two days from the effective date of the interim emergency withdrawal, in order to review the following issues only:

(a) The reliability of the information concerning the student's behavior;

(b) Whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, causing significant property damage, or directly and substantially impeding the lawful activities of others.

(4) As a result of the meeting between the dean of students and the student, the dean of students may:

(a) Recommend to the president either continuation or termination of the interim emergency withdrawal;

(b) Initiate disciplinary procedures in accordance with WAC 132I-120-420 or;

(c) Initiate involuntary administrative withdrawal procedures in accordance with WAC 132I-120-430.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-425, filed 3/23/88.]

**WAC 132I-120-430 Involuntary administrative withdrawal.** (1) A student may be subject to involuntary administrative withdrawal from Highline Community College if it is determined that the student is suffering from a mental disorder, and, as a result of the mental disorder:

(a) Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others; or

(b) Engages, or threatens to engage, in behavior which would cause significant property damage, or directly and unreasonably impede the lawful activities of others.

(2) These standards do not preclude disciplinary action in accordance with provisions of other portions of these rules.

(3) A student accused of violating college disciplinary regulations may be diverted from the standard disciplinary process and withdrawn in accordance with the provisions of WAC 132I-120-430, if the student, as a result of mental disorder:

(a) Lacks the capacity to respond to pending disciplinary charges; or

(b) Did not know the nature or wrongfulness of the conduct at the time of the offense.

(4) Students subject to disciplinary charges who wish to introduce relevant evidence of any mental disorder must so inform the dean of students in writing at least two days prior to any disciplinary hearing. If the dean determines that the evidence may have merit, the case shall be resolved in accordance with the standards and procedures specified in WAC 132I-120-430. Thereafter, if it is determined that the student does not meet the criteria set forth in WAC 132I-120-430(3), the case will be returned to the disciplinary process. Evidence of any mental disorder may not be admitted into evidence or considered by the dean of students or the college discipline committee in any disciplinary proceeding.

(5) The dean of students may recommend that a student receive a mental health evaluation by any competent mental health professional, if the dean reasonably believes that the student may meet the criteria set forth in WAC 132I-120-430(1), or if a student subject to disciplinary charges wishes to introduce relevant evidence of any mental disorder.

(6) Students wishing to introduce evidence of a mental disorder shall be given five days to complete the mental health evaluation, unless an extension is granted by the dean in writing. Days shall be counted from either the date on which the dean recommended an evaluation or from the date on which the student requested to introduce evidence of a mental disorder.

(7) Any pending disciplinary action may be withheld until the evaluation is completed, in the discretion of the dean of students.

(8) An informal hearing, as provided in WAC 132I-120-430(9), will be held within ten days after either the student has been evaluated by the appropriate mental health professional or the student has requested such a hearing. Students who have been withdrawn on an interim emergency withdrawal will remain withdrawn on

an interim basis pending completion of the informal hearing, but will be allowed to enter upon the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the dean of students.

(9) Students subject to an involuntary withdrawal shall be accorded an informal hearing before the dean of students, or a designee. The following guidelines will be applicable:

(a) Students will be informed of the time, date, and location of the informal hearing, in writing, either by personal delivery or certified mail, at least two days in advance.

(b) The entire case file, including an evaluation prepared pursuant to WAC 132I-120-430(5), and the names of prospective witnesses, will be available for inspection by the student in the dean of student's office during normal business hours. The file, which should be available at least two days before the informal hearing, need not include the personal and confidential notes of any institutional official or participant in the evaluation process.

(c) The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The dean of students or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.

(d) The student may choose to be assisted by a family member and a competent mental health professional, or, in lieu of a mental health professional, by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student.

(e) Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.

(f) Whenever possible, the student will be expected to respond to questions asked by the dean or designee. Students who refuse to answer on the grounds of the Fifth Amendment privilege may be informed that the dean or designee could draw a negative inference from their refusal which might result in their dismissal from the institution, in accordance with these standards and procedures.

(g) The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.

(h) The mental health professional who prepared the evaluation pursuant to WAC 132I-120-430(5) procedures may appear at the informal hearing, and respond to relevant questions, upon request of any party, if the dean or designee determines that such participation is essential to the resolution of an issue in the case.

(i) The dean or designee may permit a college official, and the mental health professional who prepared the evaluation, to appear at the informal hearing and to



present evidence in support of any withdrawal recommendation. Such evidence will not be presented by legal counsel for the college.

(j) The informal hearing shall be tape recorded by the dean or designee. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the institution.

(k) A written recommendation to the president shall be rendered by the dean or designee within five days after completion of the informal hearing. The president shall have five working days to make a final decision. The president's written decision, which should be mailed or personally delivered to the student, should contain a statement of reasons for any determination leading to involuntary withdrawal. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.

(l) The decision of the president shall be final and conclusive and not subject to appeal.

(10) Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-430, filed 3/23/88.]

**WAC 132I-120-435 Discipline committee.** The college discipline committee will hear and make recommendations on all disciplinary cases referred to it by the dean of students or appealed to it by students who have been disciplined by the dean.

(1) The college discipline committee will be composed of the following members:

(a) A chairperson will be designated by the president of the college for a period of one year. The chairperson will be non-voting. It is the responsibility of the chairperson to ensure that all procedural guidelines specified in WAC 132I-120-440 are followed, to take whatever steps are necessary during the hearing itself to ensure that the hearing is conducted in a safe and orderly manner, to advise the members of the committee concerning precedents and guidelines affecting the individual case, and to inform the student in writing of the action taken by the college discipline committee following the hearing.

(b) Two faculty members recommended by the faculty senate and appointed by the president. Two alternates shall be recommended and appointed to serve in the event that appointees are unable to serve or complete their term. The committee members shall serve for one year terms.

(c) Two full-time student representatives shall be chosen by the HCSU in such manner as the members thereof shall determine. For the purposes of these rules a full-time student shall be defined as currently enrolled in twelve or more credit hours. Two alternates shall be appointed to serve in the event that members are unable to serve or complete their term.

(2) The committee shall be formed as early as possible in the fall quarter and shall be convened by the dean of students during the first four weeks of fall quarter to

discuss these rules. Other meetings may be held as determined by the chairperson or requested by the committee members.

(3) Faculty or student members may be excused from service for the entire year, for a particular period of time, or after a particular case. Replacement of excused members shall be made from respective panels.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-435, filed 3/23/88.]

**WAC 132I-120-440 Procedure of the college discipline committee.** (1) At least ten days prior to the proceeding the student shall be given written notice indicating the nature and basis of the charge and the penalties which may attach thereto.

(2) The student may request that the student members of the college discipline committee be excused from the committee in hearing the case.

(3) No member of the college discipline committee shall participate in any case in which he/she is the subject, complainant, or witness, in which he/she has direct or personal interest, or in which he/she has acted previously in an advisory capacity. A committee member's eligibility to participate in the case may be challenged by parties to the case or by other committee members, but decisions in this regard shall be made by the appropriate panel, or by presidential appointment in the case of the chairperson.

(4) The dean of students or the dean's designee shall present the facts supporting the charges of student misconduct.

(5) The student appearing before the committee has the right to be accompanied and represented by a peer, a faculty member or a legal advisor of his/her choice during all stages of the proceeding. Should the student have legal aid appearing on his/her behalf, he/she shall notify the committee of his/her intentions at least three days prior to the scheduled hearing.

(6) During the proceeding, the student shall be given an opportunity to testify and present evidence and witnesses relevant to the charge or possible penalty involved. Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the chairperson, is the best evidence reasonable obtainable, having due regard for its necessity, availability, and trustworthiness. In passing upon the admissibility of evidence, the chairperson may give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury in the Superior Court of the state of Washington.

(7) The student or the student's representative shall be given an opportunity to question witnesses. No statements or depositions shall be considered by the committee unless the student has had an opportunity to rebut unfavorable inferences which might otherwise be drawn.

(8) A record of the proceeding shall be made. This may be a tape recording. The student shall be guaranteed access to a copy of this record.

(9) Proceedings will be open to members of the college community. The session may be closed upon request of the student or the college discipline committee. The

chairperson of the committee may exclude from the hearing those guests who are disruptive of the proceedings. (In addition, to preserve the objectivity of the evidence and testimony, the chairperson of the committee may exclude from the session, except during their actual testimony, those people scheduled to present testimony or evidence.)

(10) The student will be provided with a copy of the findings and with the conclusions and recommendations that the committee makes to the president. The student will also be advised of the right to present, within seven days, a written statement to the president of the college before action is taken on the recommendation.

(11) The college president shall review the record of the case and any statement made by the student as provided in WAC 132I-120-440(10) and shall indicate action taken to the college discipline committee which heard the case, the dean of students, and the student. Notice of dismissal or suspension will be signed by the president.

(12) The discipline committee may establish general rules of procedure consistent with the foregoing safeguards. A copy of these shall be given the student in advance of the hearing.

(13) Records of disciplinary cases shall be filed in the office of the dean of students. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-440, filed 3/23/88.]

**WAC 132I-120-445 Readmission after dismissal.** A student dismissed from the college may be readmitted only on written petition to the president of the college. Petitions must indicate how specific conditions have been met and reasons which support a reconsideration. The president may use whatever review procedures are at his/her disposal in consideration of readmission. The president shall convey a decision in writing to the student.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-445, filed 3/23/88.]

**WAC 132I-120-500 Review of rules.** These rules will be reviewed annually by the dean of students. A review committee shall convene upon the request of the dean of students.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-500, filed 3/23/88.]

**WAC 132I-120-510 Membership of review committee.** (1) The review committee shall be composed of eight members. Four of these members shall be students appointed by the HCSU chairperson. Four members shall be appointed by the dean of students. Each member shall have one vote. The dean of students shall serve as a non-voting chairperson.

(2) The term of office shall be for one academic year starting at the beginning of fall quarter.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-510, filed 3/23/88.]

**WAC 132I-120-520 Function of the review committee.** (1) The review committee will establish procedures for review and possible revision of these rules.

(2) All proposed amendments shall be submitted to the dean of students, who will send copies of each proposal to members of the review committee for their consideration. The review committee will hear and consider all proposed amendments and publish proposed recommendations for review by the college community.

(3) Recommendations for revision of these rules shall be made to the board of trustees.

(4) These rules shall be published and made available to the college community.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-520, filed 3/23/88.]

## Title 132L WAC

### COMMUNITY COLLEGES—CENTRALIA COLLEGE

#### Chapters

- 132L-10 South Puget Sound student rights and responsibilities.
- 132L-20 Centralia College student rights and responsibilities.
- 132L-21 South Puget Sound code procedures.
- 132L-22 Centralia College code procedures.
- 132L-23 South Puget Sound summary suspension rules.
- 132L-24 Centralia College summary suspension rules.
- 132L-25 Emergency procedures.

#### Chapter 132L-10 WAC

### SOUTH PUGET SOUND STUDENT RIGHTS AND RESPONSIBILITIES

#### WAC

132L-10-010 through 132L-10-130 Repealed.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132L-10-010 Preamble. [Statutory Authority: RCW 28B.50.140. 87-13-026 (Order 87-3), § 132L-10-010, filed 6/11/87.] Repealed by 88-21-071 (Order 88-1), filed 10/18/88. Statutory Authority: RCW 28B.50.140.
- 132L-10-020 Jurisdiction. [Statutory Authority: RCW 28B.50.140. 87-13-026 (Order 87-3), § 132L-10-020, filed 6/11/87.] Repealed by 88-21-071 (Order 88-1), filed 10/18/88. Statutory Authority: RCW 28B.50.140.
- 132L-10-030 Right to demand identification. [Statutory Authority: RCW 28B.50.140. 87-13-026 (Order 87-3), § 132L-10-030, filed 6/11/87.] Repealed by 88-21-071 (Order 88-1), filed 10/18/88. Statutory Authority: RCW 28B.50.140.
- 132L-10-040 Freedom of association and organization. [Statutory Authority: RCW 28B.50.140. 87-13-026 (Order 87-3), § 132L-10-040, filed 6/11/87.] Repealed by 88-21-071 (Order 88-1), filed 10/18/88. Statutory Authority: RCW 28B.50.140.