

**Title 132H WAC
COMMUNITY COLLEGES—
BELLEVUE COMMUNITY
COLLEGE**

Chapters

132H-121	General conduct.
132H-152	Special grievance procedures 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-121 WAC
GENERAL CONDUCT**

WAC

132H-121-020 Hazing rules.

WAC 132H-121-020 Hazing rules. Community College District VIII board of trustees has authorized the college to adopt rules to regulate hazing activities within college sponsored organizations, associations, or living groups.

(1) Hazing is prohibited. Hazing means any method of initiation into a student organization, association, or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.

PENALTIES

(1) Any organization, association, or living group that knowingly permits hazing shall:

(a) Be liable for harm caused to persons or property resulting from hazing, and

(b) Be denied recognition by Bellevue Community College as an official organization, association or student living group on the Bellevue Community College campus. If the organization, association or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

(2) A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships or awards for not less than one academic quarter and up to and including permanent forfeiture, based upon the seriousness of the violation(s).

(3) The student code of Community College District VIII may be applicable to hazing violations, WAC 132H-120-200 (1)(3), 132H-120-210 through 132H-120-475.

(4) Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

SANCTIONS FOR IMPERMISSIBLE CONDUCT NOT AMOUNTING TO HAZING

(1) Impermissible conduct associated with initiation into a student organization or living group or any pastime or amusement engaged in, with respect to the organization or living group, will not be tolerated.

(2) Impermissible conduct which does not amount to hazing may include conduct which causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.

(3) Impermissible conduct not amounting to hazing is subject to sanctions available under WAC 132H-120-200 (1)(3), 132H-120-210 through 132H-120-475, the student code of Community College District VIII, depending upon the seriousness of the violation.

[Statutory Authority: RCW 128B.50.140 [28B.50.140]. 95-19-050, § 132H-121-020, filed 9/14/95, effective 10/15/95.]

**Chapter 132H-152 WAC
SPECIAL GRIEVANCE PROCEDURES FOR
COMMUNITY COLLEGE DISTRICT VIII**

WAC

132H-152-100	Repealed.
132H-152-110	Repealed.
132H-152-120	Repealed.
132H-152-130	Repealed.
132H-152-135	Discrimination complaint procedure.

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

132H-152-100	Special grievance procedures for Community College District VIII. [Order 53, § 132H-152-100, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
132H-152-110	Preamble. [Order 53, § 132H-152-110, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
132H-152-120	Grievance procedure. [Order 53, § 132H-152-120, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
132H-152-130	Appeals beyond institutional level. [Order 53, § 132H-152-130, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.

WAC 132H-152-100 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-152-110 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-152-120 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-152-130 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-152-135 Discrimination complaint procedure. Introduction. Bellevue Community College, through its affirmative action policy and general policy on sexual harassment, and in accordance with state and federal regulations, prohibits discrimination against students and employees on the basis of race or ethnicity, creed, color,

national origin, sex, marital status, sexual orientation, age, religion, the presence of sensory, mental or physical disability, or status as a disabled or Vietnam-era veteran.

All members of Bellevue Community College are responsible for ensuring that their conduct does not discriminate against any other member of the college community. If administrators or supervisors become aware that discrimination is occurring, receive a complaint, or obtain other information indicating possible discrimination, they must notify the vice president of human resources as soon as reasonably possible, to ensure that the matter is addressed, even if the problem or alleged problem is not within their area of responsibility and authority.

These procedures pertain to currently registered students, college employees, and applicants for admission and employment. Complaints should be filed within one year after the incident(s) which form(s) the basis of the complaint occurred. This procedure takes precedence over all other student complaint procedures whenever the complaint alleges discrimination or sexual harassment.

Section I: Process overview. Any Bellevue Community College student, employee, or applicant who feels that he/she has been discriminated against, is encouraged to bring his/her concerns to the attention of the college for assistance.

Complaints may be filed with the dean of student services or the vice president of human resources. All allegations of sexual harassment will be referred to the vice president of human resources. All allegations of discrimination related to employment or promotion will be referred to the dean of student services.

The college will act promptly to investigate any complaint. Such action will attempt to protect the rights of the individual bringing the complaint (the complainant), the alleged discriminator, and any witnesses involved, including the right to protection from any retaliating behavior by the alleged discriminator or any college employee. All complaints shall be kept as confidential as is reasonably possible during the investigation/resolution process. However, all complaints may be subject to public disclosure under the state's Public Disclosure Act, and therefore the college cannot assure confidentiality to any participant in the process.

An individual who seeks assistance because he/she believes he/she is being discriminated against may choose to begin with the informal or formal complaint procedure. Use of the informal procedure is not required prior to initiating a formal complaint.

Both complainants and individuals charged may be represented by an individual of their selection throughout the complaint process. The individual charged will be informed that his/her bargaining unit representative will be notified that a complaint has been filed against her/him, unless she/he requests that no notification be made.

Section II: Informal complaint procedure. The purpose of the informal procedure is to resolve the complaint by achieving a resolution that both the complainant and the accused discriminator agree upon.

An informal complaint may be filed with the dean of student services or the vice president of human resources, as indicated in Section I. That college administrator will investigate the complaint or will appoint a designee to investigate the complaint. Within five working days after

the complaint is filed, the investigator will discuss the complaint with the individual charged, that person's supervisor and area dean/vice president, and initiate action to protect the complainant from harm or reprisal. The investigator will meet separately with the complainant and the individual charged to outline the proposed resolution process.

The investigator, after consultation with the appropriate area dean/vice president, will attempt to obtain a resolution of the problem between the parties and will inform the complainant of any proposed resolution. The complainant may either accept the resolution or initiate a formal complaint. If the investigator has not been able to achieve a resolution, he/she will inform the complainant of this and advise the complainant of the option of filing a formal complaint.

Reasonable efforts will be made to complete the informal process within thirty working days after the complaint is filed.

If the investigation and/or resolution indicate that disciplinary action is warranted, the investigator will recommend appropriate disciplinary action which is consistent with college procedure and collective bargaining agreements, as appropriate.

Section III: Formal complaint procedure. The complainant may choose to file a formal complaint instead of first filing an informal complaint. In addition, the complainant may choose to file a formal complaint if a satisfactory resolution cannot be obtained through the informal process. The formal complaint must be made in writing and should include the times, dates, places, and circumstances surrounding the allegation of discrimination. The formal complaint should be filed with the vice president of human resources. Within five working days after the formal complaint has been filed, the individual charged in the complaint, his/her immediate supervisor and area dean/vice president will be notified that a complaint has been filed. Complainants, individuals charged, and any witnesses are entitled to representation throughout the complaint process.

The dean of student services/vice president of human resources will investigate the complaint or assign a designee to investigate the complaint as follows:

(1) The investigator will conduct an interview with the complainant and any witnesses to the complainant's allegations. Reasonable efforts will be made to complete such interviews within ten working days.

(2) After the completion of step 1 above, the investigator will interview the alleged discriminator and any witnesses to the alleged discriminator's allegations. Reasonable efforts will be made to complete such interviews within ten working days after the completion of step 1.

(3) After the completion of the investigation, a preliminary report summarizing the findings of the investigation and the investigator's determination as to whether or not discrimination has occurred shall be produced, after consultation with the appropriate area dean/vice president. Reasonable efforts will be made to complete the preliminary report within ten working days after completion of the investigation. Copies of this draft report shall be given to the complainant and the alleged discriminator who shall have ten working days to prepare responses to the report. Once each of them has prepared a response, or declined to take advantage of the opportunity to respond to the draft report, the

investigator shall prepare the final report. Copies of the final report shall be provided the complainant, the alleged discriminator, the alleged discriminator's supervisor and area dean/vice president, the dean of student services if the alleged discriminator is a student, the vice president of human resources, and the college president.

(4) The decision regarding what action to take on the complaint, including, but not limited to, appropriate corrective measures and/or disciplinary action, remanding the complaint for further investigation, appointing an alternate investigator, shall be made by the president or his/her designee. Reasonable efforts will be made to take action on the complaint within thirty days after receipt of the report.

(5) If a decision is made to take disciplinary action, such action shall be taken in accordance with appropriate college procedures and collective bargaining agreements.

Section IV: Appeal process.

(1) Appeal of disciplinary action. Appeals of any disciplinary action, including any finding that discrimination occurred, may be made through college procedures, as defined by the appropriate employee contract or student policy.

(2) Complainant appeal. If the complainant is not satisfied with the disposition of the complaint, s/he may file a written request for reconsideration to the president within ten working days after notification of the disposition of the complaint. This request should include any and all additional information s/he wants the president to consider.

The decision regarding what action to take regarding the request for reconsideration, including appropriate corrective measures, shall be made in writing by the president within fifteen working days after receipt of a request for reconsideration.

Section V: External complaint process. Any registered student, employee, or applicant for admission or employment, who believes he/she has been discriminated against has the right to bypass the internal college process (sections I through III, above) and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Other individuals who believe they have been discriminated against by college action may file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints:

Equal Employment Opportunity Commission
909 First Avenue, Suite 400
Seattle, WA 98104-1061

Human Rights Commission
1511 Third Avenue, Suite 921
Seattle WA 98101

U.S. Office of Civil Rights
Department of Education
915 Second Avenue
Seattle WA 98174-1099

Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

[Statutory Authority: RCW 28B.50.140. 96-01-057, § 132H-152-135, filed 12/15/95, effective 1/15/96.]

Chapter 132H-160 WAC

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

WAC

132H-160-052	Tuition and fee waivers.
132H-160-093	Repealed.
132H-160-094	Repealed.
132H-160-095	Repealed.
132H-160-182	Student schedule changes—Refund policy and administrative fees.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-160-093	Tuition and fee waivers for full-time Bellevue Community College classified and administrative employees. [Statutory Authority: RCW 28B.50.140. 79-11-035 (Order 67, Resolution No. 124), § 132H-160-093, filed 10/12/79.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].
132H-160-094	Tuition and fee waivers for Bellevue Community College annually-contracted faculty. [Statutory Authority: RCW 28B.50.140. 79-12-031 (Order 68, Resolution No. 125), § 132H-160-094, filed 11/19/79.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].
132H-160-095	Tuition and fee waivers for Bellevue Community College senior citizens. [Statutory Authority: RCW 28B.50.140. 80-02-102 (Order 70, Resolution No. 127), § 132H-160-095, filed 1/24/80.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].

WAC 132H-160-052 Tuition and fee waivers. (1)

The board of trustees of Community College District VIII may periodically establish tuition and fee waivers for specific categories of students as permitted by state law and by the state board for community and technical colleges. Such waivers will be established in accordance with WAC 132H-160-053 and with regular college fiscal processes.

(2) Information regarding current waivers will be available in the schedule of classes and from the student services center.

(3) A student who wishes to appeal the determination of his or her tuition and fee waiver eligibility may submit a written appeal to the associate dean of enrollment services, who will review the student's eligibility.

[Statutory Authority: RCW 128B.50.140 [28B.50.140]. 95-19-049, § 132H-160-052, filed 9/14/95, effective 10/15/95.]

WAC 132H-160-093 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-094 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-095 Repealed. See Disposition Table at beginning of this chapter.

WAC 132H-160-182 Student schedule changes—Refund policy and administrative fees. Community College District VIII board of trustees has authorized the

registrar to collect an administrative fee when a student adds or drops course(s) or withdraws from the college. In addition, the registrar is also authorized to refund fees when a student withdraws from college or a course(s). The registrar has the authority to make judgments regarding refunds in extraordinary circumstances. A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. Refund provisions for students receiving Title IV Federal Aid are described in WAC 132H-160-185, Refund for Title IV Federal Aid Recipients.

Tuition and related fees for fall, winter, and spring quarters are refunded upon withdrawal from college or a course(s) as follows:

(1) Tuition and fees will be refunded at 100% prior to the third instructional day of the quarter for complete withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits), and for classes the college has cancelled.

(2) Tuition and fees will be refunded at 80% beginning with instructional day three through instructional day five of the quarter for complete withdrawal from college or withdrawal from a course(s) (reduction of class load below 10 credits).

(3) Tuition and fees will be refunded at 50% beginning with instructional day six of the quarter through calendar day twenty of the quarter for complete withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits).

(4) Tuition and fees will not be refunded after calendar day twenty of the quarter. Tuition and related fees for summer quarter are refunded upon withdrawal from college or a course(s) as follows:

Tuition and related fees for summer quarter are refunded upon withdrawal from college or a course(s) as follows:

(5) Tuition and fees will be refunded at 100% prior to the second instructional day of the quarter for withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits), and for classes the college has canceled.

(6) Tuition and fees will be refunded at 80% beginning with instructional day two of the quarter through instructional day three of the quarter for withdrawal from college, or withdrawal from a course(s) (reduction of class load below 10 credits).

(7) Tuition and fees will be refunded at 50% beginning with instructional day four of summer quarter through calendar day eleven of the quarter for withdrawal from college, or withdrawal from a course(s) (reduction of class load below 10 credits).

(8) Tuition and fees will not be refunded after calendar day eleven of the quarter.

(9) If an insurance claim has been filed, no refund will be granted for insurance fees.

(10) Self support programs may develop different refund policies based upon programmatic reasons, with institutional approval. Policies pertaining to these programs will be listed in the quarterly schedule.

[Statutory Authority: RCW 28B.50.140, 96-01-056, § 132H-160-182, filed 12/15/95, effective 1/15/96; 94-01-181, § 132H-160-182, filed 12/22/93, effective 1/22/94.]

Title 132I WAC COMMUNITY COLLEGES— HIGHLINE COMMUNITY COLLEGE

Chapters

132I-130

Tuition and fee schedule.

132I-160

Admissions and registration procedures.

Chapter 132I-130 WAC

TUITION AND FEE SCHEDULE

WAC

132I-130-030 Tuition and fee waivers.

WAC 132I-130-030 Tuition and fee waivers. (1) Highline may periodically establish tuition and fee waivers as authorized by state law and by the state board for community and technical colleges. This will be done in accordance with chapter 131-28 WAC and under regular college fiscal processes. Information regarding specific waivers will be available as provided in WAC 132I-130-020.

(2) Upon an applicant's request, individual determinations on tuition and fee waivers will be reviewed by the college (registrar), in a brief adjudicative proceeding under RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 28B.50.140(13), 95-09-072, § 132I-130-030, filed 4/19/95, effective 5/20/95.]

Chapter 132I-160 WAC

ADMISSIONS AND REGISTRATION PROCEDURES

WAC

132I-160-110 Refunds.

WAC 132I-160-110 Refunds. Refunds resulting from official withdrawal from courses will be computed as follows for state supported courses:

(1) One hundred percent. The refund will be one hundred percent of the amount paid if an official withdrawal form is received in the registration office or at the Highline College Federal Way Center before the sixth day of instruction of the quarter for which the fees have been paid. The deadlines vary for summer quarter courses, late-starting courses, or short courses. Deadlines are published in the quarterly class schedule.

(2) Cancelled courses. When Highline Community College cancels a course, Highline will refund the total amount paid for the course unless the student enrolls in a course to replace the cancelled course. If the new course is for fewer credits, Highline will refund the difference.

(3) Forty percent. Highline Community College will refund forty percent of the total amount paid if an official withdrawal form is received in the registration office or at the Highline Community College Federal Way Center on or after the sixth day of instruction, provided such withdrawal occurs within the first twenty calendar days following the