

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION  
(Instruction for Completion on Back of Page)

FROM: Community College District VIII  
(Name of Institution)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98504

The enclosed  Permanent rules  
 Emergency rules, being order No. 15

relating to (Name of rules or description of subject matter)

Admissions, Residency Classifications and Registration Regulations for Community College District VIII.

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 3919 ① filed with the code reviser on March 12, 1973 ② were regularly adopted as permanent rules of this institution at Bellevue Community College on 4-3-73 and are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules shall be \_\_\_\_\_ ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of these rules is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest, were regularly adopted as emergency rules of this institution at \_\_\_\_\_ on \_\_\_\_\_ and are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57).

The undersigned hereby certifies that the requirements of chapter 28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been fulfilled.

Dated this 3rd day of April 1973.

STATE OF WASHINGTON  
**FILED**  
APR 18 1973  
CODE REVISER'S OFFICE  
DOCKET # 4724 FILE # 1

Community College District VIII  
(INSTITUTION)  
Merle E. Landerholm  
By Merle E. Landerholm  
Secretary, Board of Trustees  
Title

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- ③ Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing: RCW 28B.19.050(2) (1971 1st ex.s. c 57 §5 (2)).  
Leave this space blank except in such special cases.

STATE OF WASHINGTON  
COMMUNITY COLLEGE DISTRICT VIII  
BOARD OF TRUSTEES  
April 3, 1973

RESOLUTION NO. 38

Administrative Order No. 15

A RESOLUTION Relating to the adoption of permanent rules establishing Admissions, Residency Classification and Registration Regulations for Community College District VIII.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON.

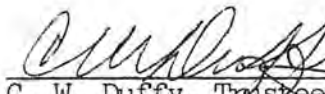
WAC 132H-160-200 through WAC 132H-160-530. ADMISSIONS, RESIDENCY CLASSIFICATION AND REGISTRATION REGULATIONS FOR COMMUNITY COLLEGE DISTRICT VIII.

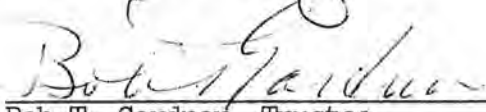
APPROVED AND ADOPTED April 3, 1973.

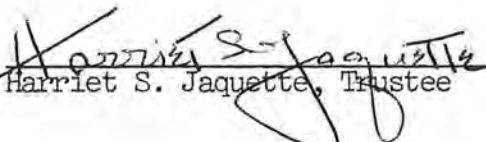
BOARD OF TRUSTEES

  
\_\_\_\_\_  
Roy S. Peterson, Chairman

  
\_\_\_\_\_  
Robert F. Hayman, Vice-Chairman

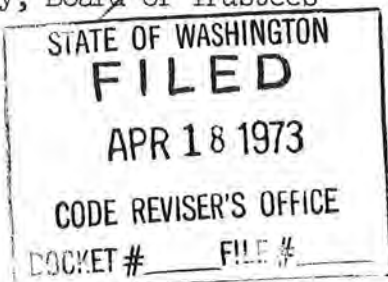
  
\_\_\_\_\_  
C. W. Duffy, Trustee

  
\_\_\_\_\_  
Bob T. Gardner, Trustee

  
\_\_\_\_\_  
Harriet S. Jaquette, Trustee

ATTEST:

  
\_\_\_\_\_  
Merle E. Landerholm  
Secretary, Board of Trustees



Chapter 132H-160

ADMISSIONS, RESIDENCY CLASSIFICATION  
AND

REGISTRATION REGULATIONS FOR COMMUNITY COLLEGE DISTRICT VIII

new WAC 132H-160-200 TITLE. WAC 132H-160-200 through WAC 132H-160-530 shall be known as the Admissions, Residency Classification and Registration regulations for Community College District VIII as established by the Board of Trustees pursuant to the authority granted to them by RCW 28B.50.140 and RCW 28B.15.

new WAC 132H-160-210 STATEMENT OF PURPOSE. The purpose of these regulations is to provide prospective Community College District VIII students with information on how to apply for admission.

new WAC 132H-160-220 ADMISSIONS CATEGORIES. Community College District VIII offers programs of study which lead to an Associate of Arts degree in transfer studies, occupational education, and/or Certificates of Achievement and High School diploma. (1) The Associate of Arts College Premajor degree provides pre-professional courses equivalent to the first two years of a senior university or college.

(2) The occupational degree program provides the individual with a general educational foundation and the development of required skills which leads to an Associate of Arts degree and/or a Certificate of Achievement within his program of study.

(3) The high school diploma program provides adults a course of study necessary to complete their high school education.

In addition, the college has a special admission category, non-matriculated status, which is intended for students who have a limited educational objective which does not include an Associate of Arts degree, Certificate of Achievement or High School diploma.

new WAC 132H-160-230 ADMISSION POLICY - COLLEGE CREDIT. Community College District VIII Office of Admissions and the Admissions Committee are responsible for the interpretation and administration of the regulations governing the admission of students to the college credit programs. The Office of Admissions has been delegated the responsibility for processing applications for admission.

new WAC 132H-160-240 STUDENT CLASSIFICATION - COLLEGE CREDIT. A person may apply for admission to Community College District VIII, 3000 - 145th Place S. E., Bellevue, Washington 98007, as a beginning freshman or as a transfer student depending on his academic background and current educational goal. (1) Entering freshmen have completed their secondary education at an accredited high school or are at least 18 years of age and intend to enroll in a program of study leading to an Associate of Arts degree and/or a Certificate of Achievement.

(2) Transfer students have earned previous credit at another collegiate institution and intend to enroll in a program of study leading to an Associate of Arts degree and/or a Certificate of Achievement.

new 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) Application Records Fee. This \$5.00 nonrefundable fee is paid only once by each entering student and should accompany the application for admission. It must be paid before the application can be processed.

(3) 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(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 applications required for summer quarter.

new 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 are to have on file an Application for Admission and the \$5.00 application records fee.

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

(3) 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 08540. E.T.S. will forward the test results to the college.

(4) 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.

(5) 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.

new WAC 132H-160-270 ADMISSION TO SPECIFIC DEGREE PROGRAMS. Applicants who are qualified for admission to Community College District VIII are required to enroll in one of the college's educational major programs. Upon receipt of a student's application to attend the college, the Admissions Office requests that the applicant file a Data Information Request Form stating his or her program major. However, all applicants who are qualified for admission to the college cannot always be accommodated 5

in the educational program of their choice because of space limitations or because some prerequisites for program acceptance have not been fulfilled. In such cases, applicants are offered admission to the college as a pre-program major. In order to be considered for admission in the educational major program of their choice, at a later date, such students will be required to submit a supplemental application and present additional information to the Admission Office. Examples of information which might be considered may include but are not necessarily limited to the following:

(1) grade point average.

(2) Successful completion of high school courses or elementary courses in the field.

(3) Recommendation and test scores.

Although criteria for program acceptance may vary from program to program, they are binding if all of the following conditions have been met: (1) they have been accepted by the Office of Admission and the instructional Program Chairmen.

(2) The criteria applies to all students seeking admission to the educational program major.

(3) The criteria has been made available through printed statements in the Office of Admissions and in the Advising Offices of the educational programs prior to the first day of the preceding quarter.

new

WAC 132H-160-280 REQUEST FOR RECONSIDERATION OF ADMISSION DECISION. Applicants who have been denied educational program admission may contact the Admissions Office for additional information relative to their program denial.

new

WAC 132H-160-290 ADMISSION OF FORMER STUDENTS. Students who formerly attended Community College District VIII and wish to resume study in their educational program are required to submit an "Application for Readmission" to the Admissions Office. Applications can be obtained by contacting the Admission Office. Upon receipt of their reapplication, the Admissions Office will forward a "Student Data Information Sheet" requesting the student to identify his educational program objective. The Admissions Office will then submit his application for program consideration.

new

WAC 132H-160-300 ADMISSION POLICY NONMATRICULATED STATUS - COLLEGE CREDIT. Community College District VIII Office of Admissions is responsible for the interpretation and administration of the regulations governing the admission of students who enroll in college credit classes as non-matriculated students.

new

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 non-matriculated and are admitted on a "first come, first served" basis. Non-matriculated students are not required to complete formal application or pay the \$5.00 application records fee.

new WAC 132H-160-320 CONTINUING EDUCATION POLICY. Community College District VIII provides Continuing Education which includes Adult Education, High School Completion and Community Service and is provided primarily for adults who wish to continue their education.

new WAC 132H-160-330 DEFINITION OF CONTINUING EDUCATION. Community College District VIII offers a wide variety of continuing education classes in order to meet the changing needs of the college clientele. These include high school completion courses, specialized employment skill classes and courses fulfilling a student's desire to broaden his cultural and social interests. Continuing education courses are scheduled in several locations within the college district in order to provide educational opportunities convenient for the adults of the community. Continuing education credit does not apply toward an Associate of Arts degree or Certificate of Achievement. Certain identified courses do satisfy high school credit requirements. Information concerning continuing education courses and registration instructions may be obtained by writing the Office of Admissions, 3000 - 145th Place S. E., Bellevue, Washington 98007 or by calling 641-2216.

new WAC 132H-160-340 RESIDENCY CLASSIFICATION PROCEDURES - STATEMENT OF PURPOSE. The purpose of these regulations are: (1) to provide student applicants with that information which will assist them in determining their residency status,  
(2) to assist nonresident student applicants who may qualify for residency tuition and fees regardless of age or domicile,  
(3) to provide student applicants information as it applies to veterans of Southeast Asia.

new WAC 132H-160-350 DEFINITION OF RESIDENT STUDENT. As defined in RCW 28B15.012 as amended by section 1, chapter 149, Laws of 1972, 1st ex. sess., the term "resident student" shall mean a student who has had a domicile in the state of Washington for the period of one year immediately prior to the time of commencement of the first day of the quarter for which he has registered at any institution and has in fact established a bona fide domicile in this state for other than educational purposes: PROVIDED, that a nonresident student enrolled for more than six hours per semester or quarter shall be considered as attending for educational purposes only and, for tuition and fee-paying purposes only, such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that he has in fact established a bona fide domicile in this state for other than educational purposes.



new WAC 132H-160-360 RESIDENCY APPLICATION FORM. Nonresident students who desire to apply for change of residency status must complete and submit an "Application for Change in Residency Status" to the residency assistant, Registration Center AllI, 3000 - 145th Place S. E., Bellevue, Washington 98007. Application and instructions are available at the above stated Registration Center.

new WAC 132H-160-370 NONRESIDENTS ENTITLED TO PAY RESIDENT TUITION AND FEES. As found in RCW 28B.15.014 as last amended by section 4, chapter 273, Laws of 1971, 1st ex. sess., the following are entitled to classification as resident students regardless of age or domicile: (1) Any person who is employed not less than twenty hours per week at an institution, and the children and spouses of such person.

(2) Military personnel and federal employees residing or stationed in the state of Washington, and the children and spouses of such military personnel and federal employees.

(3) All veterans, as defined in RCW 41.04.005, whose final permanent duty station was in the state of Washington so long as such veteran is receiving federal vocational or educational benefits conferred by virtue of his military service.

new WAC 132H-160-380 VERIFICATION CLASSIFICATION. Employees of Washington institutions of higher education, military personnel, federal employees and veterans receiving educational benefits whose last permanent duty station was in the state must verify their enrollment status quarterly. Appropriate forms are available at the Registration Center.

new WAC 132H-160-390 SOUTHEAST ASIAN VETERANS. Veterans of the Vietnam conflict who have served in southeast Asia and who are claiming exemption pursuant to RCW 28B.15.620 from tuition and fee increase must submit an "Application for Change of Residency Status" and furnish proof (DD214) of their military service to the residency assistant, Registration Center AllI, 3000 - 145th Place S. E., Bellevue, Washington 98007.

new WAC 132H-160-400 APPEAL OF DETERMINATION OF RESIDENCY DECISION. Any student wishing to appeal a determination of resident classification may appeal by completing and submitting an "Appeal of Decision for Residency Classification" to the Office of Admissions, Community College District VIII, 3000 - 145th Place S. E., Bellevue, Washington 98007 provided such appeals are made within thirty (30) days from the date that the original determination was rendered.

new WAC 132H-160-410 REGISTRATION PROCEDURES - STATEMENT OF PURPOSE. The purpose of these regulations is to provide new, returning, former, and presently continuing students with information regarding registration procedures for Community College District VIII.

new            WAC 132H-160-420 DEFINITION OF STUDENT STATUS. For the purpose of these regulations the following definitions shall apply: (1) An admissible person is one who has applied for and been offered an opportunity to enroll in educational programs for a given quarter in Community College District VIII.

(2) A registered student is one who has enrolled in a program and has been assigned by the college Registrar to one or more courses in a given quarter.

(3) A new student is one who has been enrolled in the college for the first time.

(4) A returning former student is one who has attended the college but was not enrolled the previous quarter.

(5) A continuing presently enrolled student is one who was enrolled in the college the previous quarter.

(6) A matriculated student is one who is enrolled in a program of study which normally leads to an Associate of Arts degree or Certificate of Achievement.

(7) A nonmatriculated student is one who is enrolled and whose educational objective does not include a college Associate of Arts degree or Certificate of Achievement.

new            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. Winter and spring quarters, new matriculated students only are required to pay the \$20.00 advanced registration fee. The advanced registration fee payment is not required to enroll for summer 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.

new            WAC 132H-160-440 REFUND OF ADVANCED REGISTRATION FEE. The advanced registration fee payment generally is not refundable and not transferrable to another person or quarter. Refunds will be granted when: (1) a student submits proof of acceptance or enrollment at a four-year college or university,

(2) the student's failure to attend the college was the result of some unusual hardship in which the student was not able to control or to anticipate.

Petitions for refund of this payment should be addressed to the Registrar, Community College District VIII, 3000 - 145th Place S. E., Bellevue, Washington 98007.

new            WAC 132H-160-450 REGISTRATION PERIODS. There is one official registration period for each quarter of fall, winter, spring and summer quarters. Specific dates, criteria for eligibility and procedural steps for each registration period are published in the quarterly class schedule, the college Catalog and are posted about the campus by the college Registrar thirty (30) days prior to the registration period of any given quarter.

new WAC 132H-160-460 LATE REGISTRATION. Students may not register before their assigned appointments. Students unable to keep their appointments may register later the same day during the a.m. or p.m. of their assigned appointment or on a "first come, first served" basis without a late registration fee on any scheduled registration day thereafter (during scheduled registration hours) at the special late-appointment window. No student shall be permitted to register after the first eight calendar days of fall, winter or spring quarter or after the first five calendar days of summer quarter except with the written consent of the Dean of Instruction, Program or Division Chairman and the approval of the instructor of the class for which the student wishes to enroll.

new WAC 132H-160-470 CHANGE OF STUDENT REGISTRATION SCHEDULE. There are two official change of student registration schedule periods. Specific dates for change of schedule are published in the college Catalog, the quarterly class schedule and are posted about the campus by the college Registrar thirty (30) days prior to the beginning of each registration period. A student who has registered for a course(s) may withdraw from his schedule through the tenth week of instruction for fall, winter or spring quarter and through the sixth week of summer quarter. No grade will be entered on a student's permanent transcript record for course(s) dropped during the first eight (8) calendar days of fall, winter or spring quarter or during the first five (5) calendar days of summer quarter. No student shall be permitted to register after the first eight (8) calendar days of fall, winter or spring quarter or after the first five (5) calendar days of summer quarter except with the written consent of the Dean of Instruction, Program or Division Chairman and the approval of the instructor of the class for which the student wishes to enroll.

new WAC 132H-160-480 CHANGE OF REGISTRATION SCHEDULE SERVICE FEE. A service fee will be assessed when a student changes his registration after his initial registration.

new WAC 132H-160-490 WITHDRAWAL FROM THE COLLEGE. A student who finds it necessary to withdraw completely from the college due to illness or other bona fide reasons must complete and submit a withdrawal form to the Registrar's Office. Failure to do so will constitute an unofficial withdrawal and forfeiture of any refund and will be indicated on the student's permanent record as "no credit" for each course for which the student is enrolled. The criteria used for determining grading and recording procedures for official withdrawal are as follows: (1) Through the eighth calendar day of fall, winter or spring quarter and the fifth calendar of summer quarter, students should obtain a withdrawal petition form from the Registrar's Office. No grade will be entered on the student's permanent transcript record for course(s) dropped during the first eight calendar days of fall, winter or spring quarter or the first five calendar days of summer quarter.

(2) After the eighth calendar day and prior to the eleventh week of fall, winter or spring quarter and after the fifth calendar day and prior to the seventh week of summer quarter, students wishing to withdraw must complete and submit a withdrawal form to the Registrar's Office. The withdrawal grade of "W" will become a part of the student's permanent transcript

record regardless of his grade status at this time.

(3) No official withdrawal will be permitted after the tenth calendar week of fall, winter or spring quarter or after the sixth calendar week of summer quarter.

(4) Students who have completely withdrawn from school may not re-enroll or register for the same quarter without the approval of the Registrar.

new      WAC 132H-160-500 MILITARY WITHDRAWAL. Students submitting proof of being drafted or voluntary enlistment in the Armed Forces may receive credit and/or refund of fees as follows: (1) During first one-third of course, full refund of fees and no credit.

(2) During second one-third of course, one-half credit, without letter grade and with courses unspecified. Unspecified credit may later be converted to specific credit and grade by examination. One-half of fees refunded.

(3) Withdrawal during last one-third of course, full credit, no letter grade may be earned by examination upon recommendation of the instructor. No money refunded.

(4) A student who is drafted in the last one-half of his final quarter and who would obviously have earned his degree if he had not been drafted, whose earned grade average is "C" or better, and who is recommended by his department chairman and the dean, may be granted a degree prior to his induction into the Armed Forces by action of the Graduation Committee.

new      WAC 132H-160-510 CHANGE OF PROGRAM MAJOR. A matriculated student desiring to transfer from one program major to another must obtain approval from the program chairmen. Change of program major forms may be obtained from, and must be submitted to, the Office of Admissions.

new      WAC 132H-160-520 AUDITING A COURSE. A student may enroll in a course as an auditor, provided space is available, upon payment of the required enrollment fee. He is exempt from examinations and does not receive credit. An auditor's participation in class work shall be at the discretion of the instructor. Students are to declare their intent to audit at the time of registration or no later than the eighth day of the quarter. A student may not change from "credit" to "audit" or "audit" to "credit" after the eighth day of the quarter.

new      WAC 132H-160-530 SPECIAL INSTRUCTIONAL PROGRAMS. Community College District VIII offers special classes which may not coincide with the normal quarter and because of the nature and content of these programs, special rules and regulations may be developed to implement them. These rules and regulations are made available to students at such time as the class is scheduled. Students interested in special class offerings should contact the Registrar's Office.