

Title 106 WAC

CENTRAL WASHINGTON STATE COLLEGE

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Chapter 106-16

PARKING AND TRAFFIC REGULATIONS OF CENTRAL WASHINGTON STATE COLLEGE

106-16-010	General information. [Order 1, § 106-16-010, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-011.	106-16-202	No parking areas. [Order 1, § 106-16-202, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-202.
106-16-020	Objectives of parking and traffic rules and regulations. [Order 1, § 106-16-020, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-020.	106-16-203	Residence hall parking. [Order 6, § 106-16-203, filed 7/25/72; Order 1, § 106-16-203, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.
106-16-030	Applicable traffic rules and regulations. [Order 1, § 106-16-030, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-030.	106-16-204	Commuter students. [Order 1, § 106-16-204, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-204.
106-16-040	Authority of College Security Officers. [Order 1, § 106-16-040, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-040.	106-16-205	Apartment residents. [Order 6, § 106-16-205, filed 7/25/72; Order 1, § 106-16-205, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-205.
106-16-050	Modification of these regulations. [Order 1, § 106-16-050, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-050.	106-16-206	Locating legal parking space. [Order 1, § 106-16-206, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-206.
106-16-101	Motor vehicles. [Order 1, § 106-16-101, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.	106-16-207	Faculty-staff parking. [Order 1, § 106-16-207, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-207.
106-16-102	Faculty-staff and students. [Order 1, § 106-16-102, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-102.	106-16-208	Fire lanes and service drives. [Order 1, § 106-16-208, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-208.
106-16-103	Additional vehicles. [Order 1, § 106-16-103, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-103.	106-16-209	Repairs of vehicles. [Order 6, § 106-16-209, filed 7/25/72; Order 1, § 106-16-209, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.
106-16-104	Failure to register. [Order 1, § 106-16-104, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.	106-16-210	Parking within designated spaces. [Order 1, § 106-16-210, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-210.
106-16-200	Metered parking. [Order 7, § 106-16-200, filed 8/18/72, effective 9/20/72.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-200.	106-16-211	Small car parking. [Order 1, § 106-16-211, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-211.
106-16-201	Parking areas. [Order 6, § 106-16-201, filed 7/25/72; Order 1, § 106-16-201, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-201.	106-16-212	Liability. [Order 1, § 106-16-212, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-212.
		106-16-213	Parking trailers, campers, etc. on campus. [Order 6, § 106-16-213, filed 7/25/72.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-213.
		106-16-301	Purchasing parking permits. [Order 1, § 106-16-301, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-301.
		106-16-302	Purchasers responsibility. [Order 1, § 106-16-302, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-302.
		106-16-303	Display of permits. [Order 1, § 106-16-303, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-303.
		106-16-304	Disability permit. [Order 1, § 106-16-304, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-304.
		106-16-305	Special parking permits. [Order 6, § 106-16-305, filed 7/25/72; Order 1, § 106-16-305, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-305.
		106-16-306	Temporary parking permits. [Order 1, § 106-16-306, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-306.
		106-16-307	Parking fees per vehicle. [Order 1, § 106-16-307, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-307.
		106-16-308	Replacement of parking permit. [Order 1, § 106-16-308, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-308.
		106-16-309	Change of residence. [Order 1, § 106-16-309, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.

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- 106-16-310 Contractor and vendor parking permits. [Order 6, § 106-16-310, filed 7/25/72; Order 1, § 106-16-310, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-310.
- 106-16-311 Parking fee refunds. [Order 1, § 106-16-311, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-311.
- 106-16-312 Permit revocation. [Order 1, § 106-16-312, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-312.
- 106-16-401 Definition of a visitor. [Order 6, § 106-16-401, filed 7/25/72; Order 1, § 106-16-401, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-401.
- 106-16-402 Responsibility of a visitor. [Order 1, § 106-16-402, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-402.
- 106-16-403 Visitor parking permits. [Order 1, § 106-16-403, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-403.
- 106-16-404 Designated visitor parking areas. [Order 1, § 106-16-404, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-404.
- 106-16-501 Basic speed limit. [Order 1, § 106-16-501, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-501.
- 106-16-601 Citations. [Order 1, § 106-16-601, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-602 Suggested bail schedule for registration violations. [Order 1, § 106-16-602, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-603 Suggested bail for parking violations. [Order 1, § 106-16-603, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-604 Jurisdiction and penalties. [Order 1, § 106-16-604, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-521.
- 106-16-701 Impounding procedures. [Order 1, § 106-16-701, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-701.
- 106-16-702 Inoperative vehicles. [Order 1, § 106-16-702, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-702.
- 106-16-703 Liability. [Order 1, § 106-16-703, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-801 Motorbike regulations. [Order 1, § 106-16-801, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-802 Motorbike parking. [Order 1, § 106-16-802, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-803 Motorbike permits. [Order 1, § 106-16-803, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-901 Bicycle parking and traffic regulations. [Order 1, § 106-16-901, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-901.

Chapter 106-36

ENTERTAINMENT POLICIES

- 106-36-800 Entertainment policy. [Order 3244, § 106-36-800, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-801 Entertainment defined. [Order 7, § 106-36-801, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-801, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-802 Festivals. [Order 3244, § 106-36-802, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-805 Approval of entertainment required. [Order 7, § 106-36-805, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-805, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

- 106-36-820 Responsibilities of the Associated Students of Central. [Order 3244, § 106-36-820, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-825 Prohibited activities at entertainment presentation. [Order 3244, § 106-36-825, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-830 Obligations of officially recognized student organizations and private entities. [Order 3244, § 106-36-830, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-831 Obligations of officially recognized student organizations and private entities—Deposit of rental fee. [Order 3244, § 106-36-831, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-832 Obligations of officially recognized student organizations and private entities—Damages bond. [Order 7, § 106-36-832, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-832, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-840 Scheduling responsibilities, requirements, priorities and procedure. [Order 3244, § 106-36-840, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-841 Scheduling responsibilities, requirements, priorities and procedure—Procedure for request. [Order 3244, § 106-36-841, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-842 Scheduling responsibilities, requirements, priorities and procedure—Prohibition of assignments. [Order 3244, § 106-36-842, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-843 Scheduling responsibilities, requirements, priorities and procedure—Requirements for scheduling. [Order 3244, § 106-36-843, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-844 Scheduling responsibilities, requirements, priorities and procedure—Limitation on use of facilities and authority of Scheduling Officer. [Order 7, § 106-36-844, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-844, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-845 Requirements for execution of contract and contents. [Order 3244, § 106-36-845, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-846 Requirements for execution of contract and contents—Contract provisions. [Order 3244, § 106-36-846, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-850 Responsibilities of the Director of Social Activities and Social Activities Board. [Order 3244, § 106-36-850, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-860 Authority of Athletic Director to administer athletic events. [Order 3244, § 106-36-860, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-870 Authority of Dean of Students to administer recreation program. [Order 3244, § 106-36-870, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-880 Authority of academic departments to administer their sponsored public events. [Order 3244, § 106-36-880, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

Chapter 106-08 WAC

PRACTICE AND PROCEDURE

WAC

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- 106-08-005 Definitions.
- 106-08-010 Appearance and practice before agency.
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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

106-08-500	Petitions for rule making, amendment or repeal—Who may petition. [Order 3244, § 106-08-500, filed 12/8/71.] Repealed by Order 5, filed 7/20/72.
106-08-510	Petitions for rule making, amendment or repeal—Requisites. [Order 3244, § 106-08-510, filed 12/8/71.] Repealed by Order 5, filed 7/20/72.
106-08-520	Petitions for rule making, amendment or repeal—Agency must consider. [Order 3244, § 106-08-520, filed 12/8/71.] Repealed by Order 5, filed 7/20/72.
106-08-530	Petitions for rule making, amendment or repeal—Notice of disposition. [Order 3244, § 106-08-530, filed 12/8/71.] Repealed by Order 5, filed 7/20/72.

WAC 106-08-001 Regular meeting time. The regular meetings of the Board of Trustees of Central Washington State College shall be held on the second Friday of each month at 8:00 p.m. in Rooms 204-205, Samuelson Union Building on the Central Washington State College Campus in Ellensburg, Washington. [Order 3244, § 106-08-001, filed 12/8/71.]

WAC 106-08-002 Formal hearing policy. In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, the provisions of WAC 106-08-002 through 106-08-999 shall be applicable. [Order 3244, § 106-08-002, filed 12/8/71.]

WAC 106-08-005 Definitions. As used herein, the term "agency" shall mean the Board of Trustees of

Central Washington State College or any duly appointed hearing officer or officers. [Order 3244, § 106-08-005, filed 12/8/71.]

WAC 106-08-010 Appearance and practice before agency. No person may appear in a representative capacity before the agency other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) Persons otherwise qualified as possessing the requisite skill to appear and expertly represent others who have applied to the agency and have been duly authorized by the agency to appear in a representative capacity before the agency.

(4) A bona fide officer, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership or corporation. [Order 3244, § 106-08-010, filed 12/8/71.]

WAC 106-08-080 Notice and opportunity for hearing in contested cases. In any contested case, all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall be signed by the President of Central Washington State College or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120. [Order 3244, § 106-08-080, filed 12/8/71.]

WAC 106-08-090 Service of process—By whom served. The agency shall cause to be served all orders, notices and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it. [Order 3244, § 106-08-090, filed 12/8/71.]

WAC 106-08-100 Service of process—Upon whom served. All papers served by either the agency or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact. [Order 3244, § 106-08-100, filed 12/8/71.]

WAC 106-08-110 Service of process—Service upon parties. The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or by law to receive service of such papers, and a copy shall be furnished to counsel of record. [Order 3244, § 106-08-110, filed 12/8/71.]

WAC 106-08-120 Service of process—Method of service. Service of papers shall be made personally or, unless otherwise provided by law, by first-class, registered, or certified mail; or by telegraph. [Order 3244, § 106-08-120, filed 12/8/71.]

WAC 106-08-130 Service of process—When service complete. Service upon parties shall be regarded as complete: By mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid. [Order 3244, § 106-08-130, filed 12/8/71.]

WAC 106-08-140 Service of process—Filing with agency. Papers required to be filed with the agency shall be deemed filed upon actual receipt by the secretary of the agency at Ellensburg, Washington, accompanied by proof of service upon parties required to be served. [Order 3244, § 106-08-140, filed 12/8/71.]

WAC 106-08-230 Depositions and interrogatories in contested cases—Right to take. Except as may be otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent within twenty days after the filing of a complaint, application or petition. Depositions shall be taken only in accordance with this rule. [Order 3244, § 106-08-230, filed 12/8/71.]

WAC 106-08-240 Depositions and interrogatories in contested cases—Scope. Unless otherwise ordered, the deponent may be examined regarding any matter not privileged, which is relevant to the subject matter involved in the proceeding. [Order 3244, § 106-08-240, filed 12/8/71.]

WAC 106-08-250 Depositions and interrogatories in contested cases—Officer before whom taken. Within the United States or within a territory or insular possession subject to the dominion of the United States depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the agency or agreed upon by the parties by stipulation in writing filed with the agency. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceedings. [Order 3244, § 106-08-250, filed 12/8/71.]

WAC 106-08-260 Depositions and interrogatories in contested cases—Authorization. A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in

writing to the agency and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the agency may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice and in any manner and when so taken may be used as other depositions. [Order 3244, § 106-08-260, filed 12/8/71.]

WAC 106-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents. After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order. [Order 3244, § 106-08-270, filed 12/8/71.]

WAC 106-08-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination. Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded verbatim. [Order 3244, § 106-08-280, filed 12/8/71.]

WAC 106-08-290 Depositions and interrogatories in contested cases—Recordation. The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under his direction and in his presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived. [Order 3244, § 106-08-290, filed 12/8/71.]

WAC 106-08-300 Depositions and interrogatories in contested cases—Signing attestation and return. (1) When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless on a motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope endorsed with the title of proceeding and marked "Deposition of (here insert name of witness)" and shall promptly send it by registered or certified mail to the agency for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefor, the officer shall furnish a copy of the deposition to any party or to the deponent. [Order 3244, § 106-08-300, filed 12/8/71.]

WAC 106-08-310 Depositions and interrogatories in contested cases—Use and effect. Subject to rulings by the agency upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the agency upon its own motion or the motion of any party. Except by agreement of the parties or ruling of the agency, a deposition will be received only in its entirety. A party does not make a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or

any other party. [Order 3244, § 106-08-310, filed 12/8/71.]

WAC 106-08-320 Depositions and interrogatories in contested cases—Fees of officers and deponents. Deponents whose depositions are taken and the officers taking the same shall be entitled to the same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken. [Order 3244, § 106-08-320, filed 12/8/71.]

WAC 106-08-330 Depositions upon interrogatories—Submission of interrogatories. Where the deposition is taken upon written interrogatories, the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter a party so served may serve cross-interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve redirect interrogatories upon the party who served cross-interrogatories. [Order 3244, § 106-08-330, filed 12/8/71.]

WAC 106-08-340 Depositions upon interrogatories—Interrogation. Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 106-08-250 the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer and the court reporter or stenographer recording and transcribing it shall be present during the interrogation. [Order 3244, § 106-08-340, filed 12/8/71.]

WAC 106-08-350 Depositions upon interrogatories—Attestation and return. The officer before whom interrogatories are verified or answered shall:

(1) certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer and the stenographer were present during the taking, and that neither he nor the stenographer, to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and

(2) promptly send by registered or certified mail the original copy of the deposition and exhibits with his attestation to the agency, one copy to the counsel who submitted the interrogatories and another copy to the deponent. [Order 3244, § 106-08-350, filed 12/8/71.]

WAC 106-08-360 Depositions upon interrogatories—Provisions of deposition rule. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [Order 3244, § 106-08-360, filed 12/8/71.]

WAC 106-08-400 Hearing officers. In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, and upon receipt of a request for a formal hearing filed in accordance with chapter 28B.19 RCW, the Chairman, Vice Chairman, or another member of the Board of Trustees, on the basis of longevity and in the preceding order, may appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law, in each instance, and shall afford an opportunity for a formal hearing after not less than ten days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of chapter 28B.19 RCW. [Order 3244, § 106-08-400, filed 12/8/71.]

WAC 106-08-410 Hearing procedures. Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW. [Order 3244, § 106-08-410, filed 12/8/71.]

WAC 106-08-420 Duties of hearing officers. (1) All hearing officers appointed in accordance with WAC 106-08-400 shall conduct hearings in the same manner and shall have the same authority as provided in hearings by the Board of Trustees as set forth in these rules and in chapter 28B.19 RCW: *Provided*, That hearing officers shall only make proposals for decisions.

(2) The proposals for decisions and findings of fact and conclusions of law shall be forthwith served upon the parties and transmitted to the Board of Trustees, together with a record of the proceeding. Within thirty days of service of such proposal for decisions, any party adversely affected may file exceptions, and thereafter all parties may present written argument to the Board of Trustees, which shall consider the whole record or such portions as may be cited by the parties, and after such review the Board shall announce its decision and final action to be taken. [Order 3244, § 106-08-420, filed 12/8/71.]

WAC 106-08-430 Stipulations and admissions of record. The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

(1) Upon Whom Binding. Such a stipulation or admission is binding upon the parties by whom it is made, their privies and upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated, upon the making thereof, if made on the record at a pre-hearing conference, oral hearing, oral argument or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) Withdrawal. Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in

part by showing to the satisfaction of the agency that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding. [Order 3244, § 106-08-430, filed 12/8/71.]

WAC 106-08-440 Definition of issues before hearing. In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matter only. [Order 3244, § 106-08-440, filed 12/8/71.]

WAC 106-08-450 Continuances. Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the agency of said desire, stating in detail the reasons why such continuance is necessary. The agency, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency may grant such a continuance and may at any time order a continuance upon its motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the agency may in its discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing. [Order 3244, § 106-08-450, filed 12/8/71.]

WAC 106-08-460 Rules of evidence—Admissibility criteria. Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the agency is the best evidence reasonably obtainable, having due regard for its necessity, availability and trustworthiness. In passing upon the admissibility of evidence, the agency shall 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. [Order 3244, § 106-08-460, filed 12/8/71.]

WAC 106-08-470 Tentative admission—Exclusion—Discontinuance—Objections. When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The agency may, in its discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered. [Order 3244, § 106-08-470, filed 12/8/71.]

WAC 106-08-480 Form and content of decisions in contested cases. Every decision and order, whether proposed, initial, or final, shall:

(1) Be correctly captioned as to name of agency and name of proceeding;

(2) Designate all parties and counsel to the proceeding;

(3) Include a concise statement of the nature and background of the proceeding;

(4) Be accompanied by appropriate numbered findings of fact and conclusions of law;

(5) Whenever practical, the conclusions of law shall include the reason or reasons for the particular order or remedy afforded;

(6) Wherever practical, the conclusions and/or order shall be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same. [Order 3244, § 106-08-480, filed 12/8/71.]

Chapter 106-72 WAC HUMAN RIGHTS POLICY

WAC

106-72-010	General policy.
106-72-100	Procedures, rules, and regulations—Employment, job placement, and promotion.
106-72-110	Procedures, rules, and regulations—Academic personnel.
106-72-120	Procedures, rules, and regulations—Nonacademic personnel.
106-72-130	Procedures, rules, and regulations—Contractors.
106-72-140	Procedures, rules, and regulations—Suppliers.
106-72-150	Procedures, rules, and regulations—Student employment.
106-72-200	Procedures, rules, and regulations—Student services.
106-72-220	Procedures, rules, and regulations—Academic program.
106-72-230	Procedures, rules, and regulations—Community relations.
106-72-250	Procedures, rules, and regulations—Government contracts.
106-72-260	Procedures, rules, and regulations—Implementation and administration—Human Rights Commission.
106-72-270	Procedures, rules, and regulations—Grievance procedure.

WAC 106-72-010 General policy. It shall be the policy of the Board of Trustees of Central Washington State College, within the realm of their authority and in keeping with their responsibility to the public, to prohibit discrimination based on race, creed, ethnic origin, or sex. This prohibition applies to all aspects of the college's functions, program and activities, the utilization of its facilities and the official use of the college's name; the employment, housing, financial aid, and educational opportunities it provides.

The Board of Trustees, furthermore, affirms its intent and desire to establish practices consistent with those prescribed for other agencies of the state of Washington through the governor of the state and through this policy expresses its intent to modify any present practices of the college to accomplish this end.

The Board of Trustees hereby directs the President of Central Washington State College to establish administrative procedures, rules, and regulations which will fulfill this policy and which will provide him with means to monitor and maintain such rules and regulations. Furthermore, the president is directed to report, from time

to time, to the Board of Trustees progress and problems related to the execution of this policy. [Order 3274, § 106-72-010, filed 12/6/71.]

WAC 106-72-100 Procedures, rules, and regulations—Employment, job placement, and promotion. It shall be the goal of this college to employ all personnel solely on the basis of merit and without regard for race, religion, color, national origin, sex, age, or physical disability, except where sex, age or physical disability are bona fide occupational qualifications. Job placement, retention, and opportunities for promotion shall be based on such factors as relate to the demands of the position. It is, furthermore, a goal of this college to establish contracts and supply agreements only with firms and individuals who support and implement the above stated goal. [Order 3274, § 106-72-100, filed 12/6/71.]

WAC 106-72-110 Procedures, rules, and regulations—Academic personnel. All administrators who have authority to employ academic personnel shall work toward establishing a diverse faculty capable of providing for excellence in education and for the enrichment of the college community. No appointment will be made until all candidates have been encouraged to apply. [Order 3274, § 106-72-110, filed 12/6/71.]

WAC 106-72-120 Procedures, rules, and regulations—Nonacademic personnel. All those who have authority to employ nonacademic personnel (including part-time personnel and students) shall work toward establishing a diverse work force capable of providing excellence in service to the college. No appointment will be made until all candidates have been encouraged to apply. [Order 3274, § 106-72-120, filed 12/6/71.]

WAC 106-72-130 Procedures, rules, and regulations—Contractors. Every department of the college which awards contracts for the construction, alteration or repair of any building or other public work shall utilize procedures which will ensure that minority group persons are employed on all public works projects of the college. This goal is to be sought whenever college funds, from any source, are expended.

The college shall include in the bid specifications for a public works contract a requirement that the prospective contractor and his subcontractors must agree to take affirmative action to employ minority group workers in the performance of the contract. The bid specifications shall express as precisely as possible what affirmative action a contractor will be obligated to take. [Order 3274, § 106-72-130, filed 12/6/71.]

WAC 106-72-140 Procedures, rules, and regulations—Suppliers. This college is obligated as a bona fide state agency to abide by RCW 43.19.190 which is the statute describing state purchasing laws. This statute, in general, requires the college to seek competitive bids for all purchases and requires the institution to accept the lowest bid which meets stated specifications. In

addition, Central Washington State College will stipulate in writing on all Invitations to Bid and on all Purchase Orders and anti-discrimination clause. Such clauses will obligate any supplier to practice equal opportunity employment, and shall bind him to abide by an anti-discrimination action adopted by the Division of Purchasing for the state of Washington.

It shall not be obligatory for the college to investigate each of its suppliers for conformity to the regulations but the college will be obliged to investigate any supplier against whom a complaint has been filed related to discrimination. [Order 3274, § 106-72-140, filed 12/6/71.]

WAC 106-72-150 Procedures, rules, and regulations—Student employment. Students employed by the college on a part-time basis shall be hired first on the basis of qualifications to accomplish job specifications and secondly on the basis of need. A sincere effort, however, must be made by those employing such students that the student work force be composed of a significant number of minority students and members of both sexes. Job placement and opportunity for promotion shall be no different for one student than for another but shall be solely a matter of competence. [Order 3274, § 106-72-150, filed 12/6/71.]

WAC 106-72-200 Procedures, rules, and regulations—Student services. It is the goal of this college to create and maintain all student services which are responsible to the needs and desires of all students and which reflect a policy of nondiscrimination. In all areas of student services, students are to be treated as individuals without regard for race, religion, color, national origin, sex, age, or physical disability. [Order 3274, § 106-72-200, filed 12/6/71.]

WAC 106-72-220 Procedures, rules, and regulations—Academic program. It shall be the goal of this college to recruit and enroll a student body which reflects a significant number of minority group members. The test for significance shall be determined by the percentage of such minority groups in the population of the state. The college shall, in the fulfillment of this goal, make special efforts within its financial resources to bring about this desired student mix.

No students are to be given special consideration in fulfilling graduation requirements at the college, except as may be available for all students through established college policy. [Order 3274, § 106-72-220, filed 12/6/71.]

WAC 106-72-230 Procedures, rules, and regulations—Community relations. The college will work closely with, coordinate activities with, and cooperate with any governmental body established in the community or state whose purpose is to discourage and eliminate discrimination. (1) **Community Services.** The college is cognizant that the student body and employees of the college must use the multiple services of the community. It is also cognizant that in the private sector of the community policy cannot be dictated or controlled.

However, the college shall, in keeping with its own policy of nondiscrimination, attempt in every way possible to maintain service arrangements only with those organizations and individuals who operate in a nondiscriminatory fashion.

(2) **Community Housing.** The College Housing Office will seek and maintain community housing listings for the use of students. However, it shall not knowingly list any apartment, dormitory, or house for rent for students and employees if it is known that the owner or landlord has previously acted in any discriminatory fashion in renting or leasing such facility. In addition, the College Housing Office shall establish such procedures as to promote nondiscrimination in rental housing by private persons to college students.

(3) **Vendors.** To the extent that it is able under state law, the college shall not knowingly patronize or recommend any vendor or supplier in the community who has demonstrated or announced a policy of discrimination in employment or service.

(4) **Government Agencies.** The college will strive to create and maintain good relations with official governmental agencies in the Central Washington region so that both employees and students will be welcomed to use governmental services. Wherever it can be shown that such governmental services are in any way discriminatory, the college will strive to correct this situation.

(5) **Community Organizations.** The college will not allow any of its divisions, departments, or special units, when such units represent themselves as affiliates of the college, to rent or use free of charge the facilities of any organization which states a policy of discrimination or demonstrates discrimination through its procedures of operation. [Order 3274, § 106-72-230, filed 12/6/71.]

WAC 106-72-250 Procedures, rules, and regulations—Government contracts. The college will establish and maintain nondiscriminatory practices in the fulfillment of all its contracts with any governmental agency. It will fully comply with any federal, state, or local governmental regulations which request a policy or procedural statement on nondiscrimination.

In the case of federal contracts for research grants and awards, the Office of Research and Development will be charged with development and inclusion in any contract a statement of nondiscrimination in the fulfillment of such contract. [Order 3274, § 106-72-250, filed 12/6/71.]

WAC 106-72-260 Procedures, rules, and regulations—Implementation and administration—Human Rights Commission. The college will establish and maintain for as long as is necessary a Human Rights Commission whose responsibilities will be to execute the Human Rights Policy. Details of the commission are as follows:

(1) **Membership.** The membership of the commission shall include persons officially members of the college community—faculty personnel, nonfaculty personnel, and students. The commission's membership shall total six members. Two members shall be appointed from the faculty personnel, two from nonfaculty personnel, and

two from the student body. Faculty members shall be appointed by the Faculty Senate Chairman, nonfaculty members by the college president, and student members by the ASC president.

(2) **Chairman.** The chairman of the commission shall be designated by the members and shall be one of the members appointed.

(3) **Responsibilities.** The commission shall have responsibility to:

(a) Distribute and interpret the Human Rights Policy to all segments of the campus and to community agencies and individuals as may be necessary.

(b) Review regularly (at least annually) all procedures established and executed by deans, department chairmen, and other administrators of operating units of the college which have a relationship to the college policy on nondiscrimination.

(c) Review and recommend procedural and regulatory statements as may be needed to update the college policy on nondiscrimination.

(d) Become familiar with any new or modified governmental policy or procedure on nondiscrimination which may affect college policy or procedure.

(e) Approve any proposed procedure or rule on nondiscrimination which may be written and distributed by anyone on campus for consumption by a college-wide audience.

(f) Construct and maintain a procedure whereby complaints from individuals and/or groups may be heard if such complaints may be in violation of college policy.

(g) Construct procedures which may be taken to investigate alleged or suspected discriminatory practices.

(h) Recommend to the president of the college actions which may be taken to correct violations of this policy.

(i) Submit an annual, comprehensive report to the president of the college. The report shall include:

(i) Recommendations for modification of policy statements.

(ii) Review and recommendations surrounding steps taken by various administrators to fulfill written procedure.

(iii) Summary of complaints together with subsequent action concerning such complaints.

(iv) Recommendations for further modification or strengthening of procedures to ensure nondiscrimination. [Order 3274, § 106-72-260, filed 12/6/71.]

WAC 106-72-270 Procedures, rules, and regulations—Grievance procedure. The following procedures will be used in making a complaint about discrimination in violation of the Human Rights Policy:

(1) **Faculty and Civil Service Exempt Members.** The complainant should discuss his grievance with his department chairman or immediate supervisor and attempt to gain mutual satisfaction through this process. If unsatisfied with the results of this procedure, the complainant may then present written complaint to the appropriate dean or administrator for consideration. Within 15 days after receiving the written complaint, the dean or administrator shall reply to the complainant in writing recommending a resolution of the matter. If still unsatisfied, the complainant may redirect a written

complaint to the Vice President for Academic Affairs or the Vice President for Business Affairs, whichever is appropriate. Within 15 days after receipt of the written appeal, the appropriate Vice President will present to the complainant and his dean or administrator, a written recommendation to resolve the problem. If the matter is then not resolved to the satisfaction of the complainant, he may write a further appeal to the Chairman of the Human Rights Commission. The commission, within 15 days after receipt of the appeal, will meet with the complainant and make a written recommendation to the president of the college, with a copy sent to the complainant, who will take whatever action he deems necessary.

(2) **Staff Member (Civil Service).** The Board of Trustees of the college adopted on May 1, 1970, the Central Washington State College Board of Trustees Grievance Procedure For Classified, Civil Service Employees. Within this set of procedures is a process for grievances. Grievance procedures related to discrimination shall follow this established policy as written except that Step 4 shall be rewritten as follows:

(a) If the grievance is unsatisfactorily resolved by the Director of Staff Personnel within the seven working day period as outlined in Step 3, the employee may within three working days of such a decision request in writing that the College Vice President for Business Affairs coordinate the initiation of a hearing as a final grievance step. This hearing shall be conducted by the Human Rights Commission.

(b) If anyone on the Human Rights Commission is employed in the same office, department, or sub-department as the aggrieved employee, that person shall excuse himself from the commission for that particular hearing.

The commission shall hear the grievance under procedures established by the chairman and will render a written recommendation to the president after the hearing is closed. Copies of the recommendation, including any dissenting opinions, if any, of members of the commission will go to both the president and the complainant. The president will take whatever action he deems necessary.

(3) **Student.** The complainant will discuss his complaint with the appropriate administrator or supervisor most closely related to the issue involved: (i.e., a housing problem should be discussed with the Director of Housing, a food problem with the Director of Food Services, an academic problem with the chairman of the appropriate department, etc.). The student should attempt to resolve his problem in this fashion. If unsatisfied with the results, the student may send a written complaint to the Dean of Students. Within 15 days after receiving the written complaint, the Dean of Students shall reply to the student in writing and recommend a resolution of the problem. If still unsatisfied, the complainant may redirect a written appeal to the Chairman of the Human Rights commission. The commission within 15 days after receipt of the appeal, will meet with the student and make a written recommendation to the president of the college, with a copy sent to the complainant. The president will take whatever action he deems necessary.

(4) **Groups.** Any group with a complaint should choose one of its number to represent its grievance and proceed as for a single individual.

(5) **Complaints Related to Community.** Any member of the college community who has a complaint against any private individual, private establishment, public individual, or public agency, may present a written complaint directly to the Chairman of the Human Rights Commission. Within 15 days after receipt of the complaint, the commission will meet with the complainant and attempt to recommend a resolution of the problem. If the problem warrants investigation, the commission may decide to pursue such investigation on its own discretion and subsequently will present to the president recommendations for action. If legal matters pertaining to a violation of individual rights are involved, the commission will seek to apprise the complainant of his rights and to make recommendations as to how he may proceed to satisfy his complaint through legal channels.

In any complaint against the community, the commission will attempt to act in such a way as to maintain good communications with the government and the people. In any recommendations for resolution of a problem in the community, the commission shall meet with members of the Ellensburg Human Relations Commission and seek their cooperation and assistance in correcting any wrong which may have occurred. [Order 3274, § 106-72-270, filed 12/6/71.]

Chapter 106-112 WAC PERSONNEL RULES

WAC

106-112-001	Personnel rules.
106-112-010	Student employment procedures—Regular student employment.
106-112-011	Student employment procedures—Work-Study employment.
106-112-100	Policy on nepotism.
106-112-101	Policy on nepotism—Exceptions.
106-112-105	Decisions on relatives.
106-112-200	Equal employment opportunity policy.
106-112-210	Establish goals and timetables.
106-112-220	Complaints of discrimination.
106-112-230	Commitment to affirmative action.
106-112-240	Nondiscrimination in delivery of services.
106-112-300	Pregnancy and maternity leave policy— Introduction.
106-112-301	Purposes.
106-112-310	Hiring pregnant women.
106-112-320	Condition of employment for pregnant women.
106-112-330	Leave for pregnancy.
106-112-340	Leave benefits for pregnant women.
106-112-350	Insurance benefits for pregnant women.
106-112-360	Marital status as related to pregnancy.

WAC 106-112-001 Personnel rules. The provisions of WAC 106-112-001 through WAC 106-112-999 shall be reserved for the personnel rules of the agency. [Order 4, § 106-112-001, filed 6/16/72, effective 7/20/72.]

WAC 106-112-010 Student employment procedures—Regular student employment. To be eligible for college student employment a person shall be enrolled in seven or more credit hours during the academic period

he wishes to work at the College, and subject to the following regulations:

(1) A student shall be admitted to Central Washington State College before employment will be given to him. Admittance is determined by the CWSC Admissions Office.

(2) Persons enrolled in six or less credit hours of classes in any given quarter will not be classified as student employees and will fall under the jurisdiction of the Staff Personnel Office.

(3) No student will be allowed to work more than an average of 15 hours per week when classes are in session.

(4) For employment purposes a student employee is limited to an average of 15 hours per week starting the first day of classes each quarter and until the last day of final tests.

(5) Vacations and registration are periods of time when a student may work up to 8 hours a day, 40 hours a week.

(6) No student employee shall work in more than one department on campus unless clearance is obtained through the Financial Aid Office.

(7) All job openings reported to the Office of Financial Aid will be posted on the bulletin board outside the Financial Aid Office. Students interested in inquiring about any job posted will inquire with the secretary in charge of student employment in the Financial Aid Office. Applicants are considered on a first-come, first-served basis.

(8) The Financial Aid Office acts as a referral agency only. Final selection and hiring of any student employee on this campus will be made by the employing office.

(9) Student employment rating forms are furnished to each department. These forms may be sent to the Financial Aid Office for any of the following reasons:

(a) To denote outstanding work.

(b) When a student is doing below average or poor work (or no work at all).

(c) When a student completes, is fired from, or quits a job. [Order 4, § 106-112-010, filed 6/16/72, effective 7/20/72.]

WAC 106-112-011 Student employment procedures—Work-Study employment. Work-Study employment guidelines are determined by the Federal government and are listed in the Work-Study manual furnished the Financial Aid Office. [Order 4, § 106-112-011, filed 6/16/72, effective 7/20/72.]

WAC 106-112-100 Policy on nepotism. In the appointment of its faculty, administrative officers and Civil Service staff, Central Washington State College seeks to employ the best qualified men and women available. Therefore, members of the same family may be appointed to faculty and staff positions, and all appointments will be made without regard to race, creed, color, sex, age, national origin, marital status, or the presence of any sensory, physical or mental handicap, unless based upon a bona fide positional qualification.

The College also extends equal employment opportunity to persons possessing criminal convictions, however, employment of a person possessing a criminal conviction

will be contingent upon a thorough review of specific convictions and their relationship to the welfare of the College. The College precludes employment of persons possessing criminal convictions in the Campus Police Department. Employees will receive all benefits associated with positions in which they are employed. [Order 4073, § 106-112-100, filed 8/23/74.]

WAC 106-112-101 Policy on nepotism—Exceptions. Exceptions to this policy may be established by the President of the College for specific positions where employment of consanguineal or affinal persons in these specific positions would compromise the College's obligation to maintain separation of responsibilities as required by sound financial management principles. [Order 4073, § 106-112-101, filed 8/23/74.]

WAC 106-112-105 Decisions on relatives. No member of the College's faculty, administrative or Civil Service staff shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, or other status or interest of such person's parent, child, spouse, sibling or in-law. [Order 4073, § 106-112-105, filed 8/23/74.]

WAC 106-112-200 Equal employment opportunity policy. Central Washington University provides equal employment opportunity to all persons on the basis of merit without regard to race, creed, color, religion, sex, marital status, age, national origin, or the presence of any sensory, physical, or mental handicap unless based upon a bona fide positional requirement. The university also provides equal employment opportunity to persons who have had criminal convictions; however, the employment of such persons will be contingent upon a thorough review of specific offenses and their relationship to the welfare of the university. The university precludes the employment of persons having had criminal convictions in the Campus Police Department.

The university will take affirmative action to ensure equal employment opportunity for all qualified minorities, women, Vietnam era veterans, handicapped persons and persons between the ages of 40 and 65 in all personnel actions pursuant to Federal Executive Orders 11246, 11375 and 11141, U.S. Department of Labor's Revised Order No. 4, Sections 501-504 of the Vocational Rehabilitation Act of 1973 and Chapter 42, Section 2012 of the Vietnam Era Veterans' Readjustment Act of 1974. Further, the university will ensure that all personnel actions are administered without regard to race, creed, color, religion, sex, marital status, age, national origin, or the presence of any sensory, physical, or mental handicap pursuant to the Governor's Executive Order 72-07 and chapter 49.60 RCW.

No department, organizational unit, employing authority or employee will be excluded from compliance with the provisions of this policy. [Order 36, § 106-112-200, filed 11/14/77; Order 4074, § 106-112-200, filed 8/23/74.]

WAC 106-112-210 Establish goals and timetables. Each department and organizational unit of the university will determine, with the assistance of the Affirmative Action Director, whether women and minorities are underutilized in its employee work force; and, if deficiencies are found, separate goals and timetables will be developed to overcome that underutilization. Underutilization is defined in the regulations as "having fewer women or minorities in a particular job than would reasonably be expected by their availability." (Higher Education Guidelines - Executive Order 11246, p. 3.)

The university and each organizational unit will make every possible effort to recruit and employ qualified minorities and women to fill current and future vacancies in order to achieve its goals, searching for personnel in areas and channels previously unexplored to the extent necessary to overcome underutilization. Before each vacancy can be officially filled, the Affirmative Action Director must certify that every possible effort has been made to recruit, employ or promote women and minorities to ensure that the university is constantly and in good faith moving towards the goals of increased employment for women and minority persons.

Nothing in this policy shall be construed to establish employment quotas of any kind. Nor does this policy require departments and organizational units to hire unqualified women and minorities or to abandon its long standing policy of hiring and promoting only the best qualified persons. Neither the Federal nor State Executive Orders require the university to "... eliminate or dilute standards which are necessary to the successful performance of the institution's educational and research functions." (Higher Education Guidelines - Executive Order 11246, p. 4.) However, the Federal Executive Orders do require "that any standards or criteria which have had the effect of excluding women and minorities be eliminated unless the contractor can demonstrate that such criteria are conditions of successful performance in the particular position involved." (Higher Education Guidelines - Executive Order 11246, p. 4.) [Order 36, § 106-112-210, filed 11/14/77; Order 4074, § 106-112-210, filed 8/23/74.]

WAC 106-112-220 Complaints of discrimination. The Affirmative Action Program provides for the prompt, fair and impartial consideration of all complaints of discrimination against the university because of race, creed, color, religion, sex, marital status, age, national origin, criminal conviction, the presence of any sensory, physical or mental handicap. Employees, students, or their representatives filing a discrimination complaint will not be subject to harassment, intimidation or disciplinary action based upon filing such complaint. Procedures for considering complaints of discrimination are established as a part of the university's Affirmative Action Program. [Order 36, § 106-112-220, filed 11/14/77; Order 4074, § 106-112-220, filed 8/23/74.]

WAC 106-112-230 Commitment to affirmative action. Affirmative action demands a conscious and deliberate commitment by the university to change attitudes and to seek for employment all available qualified

women and minorities within the relevant job categories in the appropriate recruiting area. The university's commitment to equal employment opportunity will be based upon recruiting, hiring and promoting the best qualified applicants for all vacant positions. Such a commitment is required under the aforementioned State and Federal Executive Orders (See WAC 106-112-200). Failure to comply is a violation of the law. [Order 36, § 106-112-230, filed 11/14/77; Order 4074, § 106-112-230, filed 8/23/74.]

WAC 106-112-240 Nondiscrimination in delivery of services. Central Washington University will provide equal access to all programs for all students on the basis of merit without regard to race, color, religion, sex, age, national origin, marital status or the presence of any sensory, physical or mental handicap.

No person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the university, pursuant to Title VI of the Civil Rights Act of 1964, Section 303 of the Age Discrimination Act of 1975, Section 504 of the Vocational Rehabilitation Act of 1973 and Title IX of the Educational Amendments of 1972. Further, the university will ensure that no person will be denied access for participation in or be discriminated against under any program or activity sponsored by the university on the basis of race, creed, color, sex, age, national origin, marital status or the presence of any sensory, physical or mental handicap pursuant to the Governor's Executive Order issued August 2, 1966 and chapter 49.60 RCW. [Order 36, § 106-112-240, filed 11/14/77.]

WAC 106-112-300 Pregnancy and maternity leave policy—Introduction. Many women of childbearing age depend on their job for economic support. Practices such as terminating the employment of pregnant women without cause, refusing to grant leave or accrued sick pay for disabilities relating to pregnancy, or refusing to hire women for responsible jobs because they are, or may become, pregnant, impair the opportunity of women to obtain employment and to advance on the same basis as men. Such practices discriminate against women because of their sex and are prohibited at Central Washington State College. [Order 4075, § 106-112-300, filed 8/23/74.]

WAC 106-112-301 Purposes. Federal and State laws against discrimination in employment because of sex are intended to equalize employment opportunity for men and women. This policy defines how the law applies to practices which disadvantage women because of pregnancy or childbirth. [Order 4075, § 106-112-301, filed 8/23/74.]

WAC 106-112-310 Hiring pregnant women. Appointing authorities will not refuse to hire a qualified woman because of pregnancy unless the refusal would be reasonable in view of the necessity to conduct business in an orderly manner. If an appointing authority elects not to hire a qualified woman because of pregnancy, the

burden shall be on that appointing authority to demonstrate that the decision was based upon justifiable facts concerning her individual ability to perform the job or upon justifiable facts concerning business requirements.

Arguments that may not be used to disqualify pregnant women from employment include, but are not limited to:

(1) pregnant women may not return to their former job after childbirth;

(2) time away from work required for childbearing may increase the College's cost;

(3) the leave period for childbirth may be unreasonably long;

(4) pregnant women may be frequently absent from work due to illness; and

(5) clients, co-workers, or customers may object to having pregnant women on the job. [Order 4075, § 106-112-310, filed 8/23/74.]

WAC 106-112-320 Condition of employment for pregnant women. Appointing authorities may not penalize a woman in terms or conditions of employment, or in any way limit the job opportunities of a woman because she is pregnant or may require time away from work. [Order 4075, § 106-112-320, filed 8/23/74.]

WAC 106-112-330 Leave for pregnancy. Appointing authorities must provide a pregnant woman leaves of absence for sickness or incapacity associated with pregnancy and for childbirth.

Leave of absence for pregnant women may include both paid and unpaid leave. Leave of absence for maternity will commence upon the request of the employee and extend until the employee is able to return to work. In all instances in which an employee requests maternity leave, the appointing authority may require the employee to provide a statement from a second physician of the College's choice attesting to the need for, and duration of the leave. The College will bear the cost of an examination by a college-designated physician.

An employee is eligible to use earned sick leave credits during maternity leave. In those instances in which an employee's sick leave credits are exhausted prior to her return to work, the employee's status will automatically revert from sick leave to leave of absence without pay.

Employees returning from an authorized maternity leave of absence must be employed in the same position or in another position in the same class, in the same geographic area and organizational unit providing that such re-employment is not in conflict with rules relating to reduction in force. [Order 4075, § 106-112-330, filed 8/23/74.]

WAC 106-112-340 Leave benefits for pregnant women. Illness or absence from work caused or contributed to by pregnancy, miscarriage, spontaneous, therapeutic or voluntary abortion, childbirth, and recovery therefrom are temporary disabilities and are treated as such under the College's sick leave policies provided that in the case of voluntary abortion care is administered

prior to, during and after the abortion by a licensed physician. [Order 4075, § 106-112-340, filed 8/23/74.]

WAC 106-112-350 Insurance benefits for pregnant women. Insurance contributions provided by the College shall be equal for male and female employees. [Order 4075, § 106-112-350, filed 8/23/74.]

WAC 106-112-360 Marital status as related to pregnancy. Discrimination against pregnant women because of marital status is prohibited. The College's sick leave and disability policies including health insurance contributions, apply equally to married and unmarried pregnant women. [Order 4075, § 106-112-360, filed 8/23/74.]

**Chapter 106-116 WAC
PARKING AND TRAFFIC REGULATIONS**

WAC

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- 106-116-010 General information. [Order 15, § 106-116-010, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
- 106-116-041 Delegation of authority. [Order 15, § 106-116-041, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
- 106-116-101 Motor vehicles. [Order 15, § 106-116-101, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-104 Failure to register. [Order 15, § 106-116-104, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-209 Repairs of vehicles. [Order 19, § 106-116-209, filed 8/22/74; Order 15, § 106-116-209, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
- 106-116-309 Change of residence. [Order 15, § 106-116-309, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-510 Establishment of court and appointment of judges. [Order 15, § 106-116-510, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-511 Compensation for judges. [Order 15, § 106-116-511, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-512 Jurisdiction of the CWSC parking court. [Order 15, § 106-116-512, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-516 Procedure—Pleas at hearing. [Order 16, § 106-116-516, filed 10/19/73; Order 15, § 106-116-516, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-517 Procedure—Oath or solemn affirmation. [Order 15, § 106-116-517, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-518 Procedure—Rules of evidence. [Order 15, § 106-116-518, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-519 Procedure—Examination of witnesses. [Order 15, § 106-116-519, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-520 Procedure—Judgment. [Order 15, § 106-116-520, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-522 Mitigation and suspension of penalties. [Order 15, § 106-116-522, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-523 Enforcement of judgments of the college parking court. [Order 15, § 106-116-523, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-524 Enforcement of violations of college parking rules and regulations. [Order 15, § 106-116-524, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-600 Citations. [Order 15, § 106-116-600, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
- 106-116-604 Certain violations—When complete. [Order 15, § 106-116-604, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
- 106-116-802 Motorcycle parking. [Order 19, § 106-116-802, filed 8/22/74; Order 15, § 106-116-802, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
- 106-116-803 Motorcycle permits. [Order 19, § 106-116-803, filed 8/22/74; Order 15, § 106-116-803, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.

WAC 106-116-011 Preamble. Drivers of vehicles on the property of Central Washington State College are responsible for their safe and lawful operation. Individuals operating or parking vehicles on College owned property must do so in compliance with these regulations, and ordinances and laws of the City of Ellensburg, County of Kittitas, and State of Washington. [Order 24, § 106-116-011, filed 7/30/75.]

WAC 106-116-020 Objectives of parking and traffic rules and regulations. (1) To protect and control pedestrian and vehicular traffic.

(2) To assure access at all times for emergency equipment.

(3) To minimize traffic disturbance during class ours.

(4) To facilitate the work of the College by assuring access to its vehicles and by assigning the limited parking space for the most efficient use. [Order 15, § 106-116-020, filed 8/17/73.]

WAC 106-116-030 Applicable traffic rules and regulations. (1) The Motor Vehicle Code and other traffic laws of the State of Washington shall be applicable upon all lands located within the State of Washington.

(2) The traffic code of the City of Ellensburg shall be applicable upon all lands located within the City of Ellensburg.

(3) These regulations shall be applicable to all lands owned and leased by Central Washington State College. [Order 15, § 106-116-030, filed 8/17/73.]

WAC 106-116-040 Authority of Campus Police Officers. Campus Police Officers, duly appointed and sworn pursuant to RCW 28B.10.555 are peace officers of the state and have such police powers as are vested in sheriffs and peace officers generally under the laws of the State of Washington. [Order 24, § 106-116-040, filed 7/30/75; Order 15, § 106-116-040, filed 8/17/73.]

WAC 106-116-042 Citations. (1) The entire campus, including parking and traffic areas, is patrolled by the Campus Police Department with authority to issue citations for on-campus violations. This authority is further shown in WAC 106-116-040 of this policy.

(2) The Campus Police Department and its duly sworn officers have authority to issue citations for violations of Washington Administrative Codes and ordinances and laws of the City of Ellensburg, County of Kittitas, and State of Washington, which violations occur on College owned property. [Order 24, § 106-116-042, filed 7/30/75.]

WAC 106-116-050 Modification of these regulations. The Board of Trustees reserves the right to add, delete or modify portions of these regulations including the appended fee and fine and penalty schedules in accordance with regulations and applicable laws. [Order 24, § 106-116-050, filed 7/30/75; Order 15, § 106-116-050, filed 8/17/73.]

WAC 106-116-102 Faculty-staff and students. (1) Faculty, staff and students, regardless of classification, shall obtain a permit for all motor vehicles they park or expect to park on the College grounds at any time. Fees may be charged and parking permits issued, which will allow vehicles to be parked in specific parking areas.

(2) A faculty, staff, or student owner, operator, and/or permit holder for a motor vehicle shall be held responsible for any violation involving that vehicle. [Order 19, § 106-116-102, filed 8/22/74; Order 15, § 106-116-102, filed 8/17/73.]

WAC 106-116-103 Additional vehicles. When a new or different motor vehicle is acquired, it shall be necessary to obtain a new permit for that vehicle. When such a change of vehicles has been accomplished, the old permit will be surrendered to the Cashier's Office, and a new permit with the same expiration date assigned will be issued at no charge. [Order 19, § 106-116-103, filed 8/22/74; Order 15, § 106-116-103, filed 8/17/73.]

WAC 106-116-10401 Animal traffic. It shall be unlawful for any person to drive, lead, walk or ride any cattle, horse or beast of burden upon any of the lawns, beds, sidewalks, malls, service drives or parking lots of Central Washington State College except as authorized by permit by the Campus Police Chief for parades and college sponsored activities. [Order 32, § 106-116-10401, filed 3/1/77.]

WAC 106-116-200 Metered parking. Any vehicle occupying a metered space is subject to payment of the meter fee indicated in accordance with the hours posted, even though the vehicle displays a valid parking permit. [Order 24, § 106-116-200, filed 7/30/75; Order 16, § 106-116-200, filed 10/19/73; Order 15, § 106-116-200, filed 8/17/73.]

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

(1) Vehicles parked in the C-1 Pavilion parking area without a valid parking permit will be ticketed from 7:30 a.m. to 4:00 p.m., Monday through Friday.

(a) No person may park a vehicle in any portion of the C-1 Pavilion parking area between the hours of 2:00 a.m. and 6:00 a.m. daily[.]

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

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

(a) Head Resident parking areas,

(b) Buttons Apartments,

(c) Hickey Apartments,

(d) Thirty minute parking zones.

(4) Vehicles parked in "B", Hertz Music Building parking area without a valid parking permit will be ticketed from 7:30 a.m. to 4:00 p.m., Monday through Friday. [Order 32, § 106-116-201, filed 3/1/77; Order 28, § 106-116-201, filed 8/2/76; Order 24, § 106-116-201, filed 7/30/75; Order 15, § 106-116-201, filed 8/17/73.]

WAC 106-116-202 No parking areas. Parking is permitted only in areas designated and marked for parking and in accordance with all signs posted in the designated parking area.

For example, prohibited areas include fire hydrants, yellow curb zones, crosswalks, driveways, service drives or any area not expressly permitted by sign or these regulations. Vehicles are not permitted to be parked on

any undeveloped college property without the approval of the Campus Police Department. [Order 24, § 106-116-202, filed 7/30/75; Order 19, § 106-116-202, filed 8/22/74; Order 15, § 106-116-202, filed 8/17/73.]

WAC 106-116-203 Specific prohibitions. (1) Parking in areas and places normally used for moving traffic is a specific violation of these Regulations.

(2) Parking in such a position with relation to other parked cars or marked parking spaces as to impede, restrict, or prevent free ingress or egress by other automobiles violates these Regulations.

(3) Parking in areas marked for a special permit or clearly designated by signing for special use not available to the general public or regular permit holders is prohibited. Examples: parking in a space marked Disability Permits Only, or in spaces reserved for residence hall personnel.

(4) Parking and/or driving on sidewalks adjacent to streets is prohibited. [Order 16, § 106-116-203, filed 10/19/73.]

WAC 106-116-204 Commuter students. Students who commute and park in College parking areas must purchase and display a valid parking permit. Commuter parking permits are valid in all student parking areas. [Order 24, § 106-116-204, filed 7/30/75; Order 15, § 106-116-204, filed 8/17/73.]

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

(2) Brooklane Village residents may purchase a commuter parking permit.

(3) Residents of Student Village may park in Lots G-1 and G-2 without a permit. [Order 24, § 106-116-205, filed 7/30/75; Order 15, § 106-116-205, filed 8/17/73.]

WAC 106-116-206 Locating legal parking space. (1) The responsibility for locating legal parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulation.

(2) The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect. [Order 15, § 106-116-206, filed 8/17/73.]

WAC 106-116-207 Faculty-staff parking. During the entire 12 months from 7:30 a.m. to 5:30 p.m., Monday through Friday, student parking is not permitted in any designated Faculty and Staff Parking Area. Faculty and staff parking areas are posted with signs reading, "Faculty and Staff Parking Only." [Order 15, § 106-116-207, filed 8/17/73.]

WAC 106-116-208 Fire lanes and service drives. Parking and traffic are not allowed at any time in the

service drives or fire lanes of all campus buildings, except for service and emergency vehicles, and for loading and unloading personal items. A permit for vehicle must be obtained from Campus Police. [Order 24, § 106-116-208, filed 7/30/75; Order 15, § 106-116-208, filed 8/17/73.]

WAC 106-116-210 Parking within designated spaces. All vehicles shall be parked perpendicular to the bumper blocks and/or within the painted lines. The front of the vehicle shall be facing toward and against the bumper blocks. [Order 15, § 106-116-210, filed 8/17/73.]

WAC 106-116-211 Small car parking. Parking areas on campus posted for "Small Cars Only" shall be restricted to vehicles with a 100 inch wheelbase or less. Example, Datsun—all models, Fiat—all models, Opel, Colt, Vega, Corvette, etc. A list of vehicles with 100 inch wheelbase or less is on file in the Campus Police Department. [Order 24, § 106-116-211, filed 7/30/75; Order 15, § 106-116-211, filed 8/17/73.]

WAC 106-116-212 Liability. The College shall not be liable for damages to or theft from a vehicle while parked in college parking lots. [Order 15, § 106-116-212, filed 8/17/73.]

WAC 106-116-213 Parking of trailers, campers and similar purpose vehicles on campus. It shall be unlawful for any individual, firm or corporation to park any type of vehicle on the grounds of Central Washington State College, for the purpose of using such vehicle as a living unit.

Any exception must be approved by the Chief of Campus Police, in writing. [Order 28, § 106-116-213, filed 8/2/76; Order 24, § 106-116-213, filed 7/30/75; Order 15, § 106-116-213, filed 8/17/73.]

WAC 106-116-214 Mall traffic. (1) Only service vehicles are permitted on pedestrian malls.

(2) Only three-wheel vans are permitted to travel on the malls past the octagonal red "stop" signs, and then only at speeds less than five miles per hour, and at times of very light pedestrian traffic.

(3) Vehicles on clear emergency business with warning equipment operating, if so equipped, are an exception to the provisions of this paragraph. Examples: fire trucks, ambulances, equipment for emergency repair. [Order 16, § 106-116-214, filed 10/19/73.]

WAC 106-116-301 Purchasing parking permits. (1) Parking permits are purchased from the Cashier during Registration or at the Cashier's Office, Mitchell Hall.

(2) Persons who own more than one vehicle that may be parked on College owned parking facilities may purchase permits for such additional vehicles, as shown in paragraph 307 of this policy [WAC 106-116-307]: *Provided*, that this type of additional permit does not constitute the right to park more than one vehicle at a time on campus. [Order 28, § 106-116-301, filed 8/2/76; Order 24, § 106-116-301, filed 7/30/75; Order 16, §

106-116-301, filed 10/19/73; Order 15, § 106-116-301, filed 8/17/73.]

WAC 106-116-302 Purchaser's responsibility. The person to whom a permit is issued pursuant to these regulations shall be responsible for all violations of these rules and regulations involving the vehicle for which the permit was issued and to which it was affixed; provided, however, that such responsibility shall not relieve other persons who violate these rules and regulations. [Order 15, § 106-116-302, filed 8/17/73.]

WAC 106-116-303 Display of permits—Vehicle—Motorcycle. (1) Parking permits shall be displayed conspicuously on the right side, passenger side, of the rear bumper of the vehicle.

(2) Any special permit must be displayed by placing it on the dash in such a position as to be readable from outside the vehicle.

(3) Motorcycle parking permits are to be placed in a conspicuous location on the front fork, handlebar, or fender of the motorcycle. [Order 24, § 106-116-303, filed 7/30/75; Order 15, § 106-116-303, filed 8/17/73.]

WAC 106-116-304 Disability permit. Any college employee or student who can show physical disability may apply to the Traffic Committee for a disability parking permit. Certification by a physician may be required by the Traffic Committee. [Order 19, § 106-116-304, filed 8/22/74; Order 15, § 106-116-304, filed 8/17/73.]

WAC 106-116-305 Special parking permits. Special parking permits are available for faculty, staff and students from the Campus Police Department or automatic ticket dispensers. Special parking permits shall be available at the rates specified on the special parking permit fee schedule as published and made available in the Campus Police Department. They are available for the following reasons:

- (1) When a permitted vehicle is inoperative.
- (2) When a vehicle for which a permit has not been purchased is being used for a short period of time.
- (3) When a vehicle is being used for purposes of loading or unloading. [Order 24, § 106-116-305, filed 7/30/75; Order 15, § 106-116-305, filed 8/17/73.]

WAC 106-116-3051 Pool permits. (1) All Faculty-Staff and students who commute to campus by vehicle are eligible to purchase a pool permit.

(2) Pool permits may be purchased by eligible persons for two or more vehicles and all such vehicles shall constitute a single pool.

(3) Each pool permit shall be in the form of a transferable pool permit card. In addition, a parking permit, either Faculty-Staff or student shall be affixed to the card. The pool permit card must be displayed so that it is clearly visible from outside of the vehicle. [Order 24, § 106-116-3051, filed 7/30/75.]

WAC 106-116-306 Temporary parking permits. (1) Temporary parking permits may be purchased on a daily basis.

(2) Temporary parking permits may be obtained in the Cashier's Office in Mitchell Hall, or from automatic ticket dispensing machines located in parking lots B and C-1 (Nicholson Pavilion).

(3) Loading-Unloading permits are obtained at the Campus Police Office.

(4) Sponsors of conferences on the campus may obtain special parking permits for persons attending a conference by arrangement with the Scheduling Center in the Samuelson Union Building. [Order 24, § 106-116-306, filed 7/30/75; Order 15, § 106-116-306, filed 8/17/73.]

WAC 106-116-307 Parking fees per vehicle.

(1) Faculty-Staff, 12 months, automobile	\$20.00
(2) Faculty-Staff, 9 months, automobile	\$15.00
(3) Student, 12 months, automobile	\$20.00
(4) Student, 9 months, automobile	\$15.00
(5) Faculty-Staff, per academic quarter, automobile	\$ 6.00
(6) Student, per academic quarter, automobile	\$ 6.00
(7) Additional vehicle permits, same owner, 12 months	\$ 8.00
(8) Additional vehicle permits, same owner, per academic quarter	\$ 2.50
(9) Mechanically dispensed permits, any vehicle, per day	\$.25
(10) Motorcycle permits, 12 months	\$ 8.00
(11) Motorcycle permits, 9 months	\$ 6.00
(12) Motorcycle permits, per academic quarter	\$ 2.50
(13) Impound fee	At Cost

[Order 28, § 106-116-307, filed 8/2/76; Order 24, § 106-116-307, filed 7/30/75; Order 19, § 106-116-307, filed 8/22/74; Order 16, § 106-116-307, filed 10/19/73; Order 15, § 106-116-307, filed 8/17/73.]

WAC 106-116-308 Replacement of parking permit.

(1) Parking permits will be issued at no cost for a newly acquired vehicle if that vehicle replaces one which had a permit.

(2) Remains of the original parking permit must be presented to the Campus Police Department.

(3) Lost or stolen parking permits will be replaced without cost upon presentation of satisfactory proof of loss. [Order 24, § 106-116-308, filed 7/30/75; Order 15, § 106-116-308, filed 8/17/73.]

WAC 106-116-310 Contractor and vendor parking permits.

(1) All contractors responsible for construction of new buildings on the campus or for repair and maintenance contracts and those who make continuous deliveries of supplies must contact the Campus Police Department prior to starting work to obtain permits for the parking of those vehicles necessary to carry on the work.

(2) Vendors who conduct business with the College on a regular basis must obtain Vendor Parking Permits in the Campus Police Department or permits from the permit dispensing machines. [Order 24, § 106-116-310, filed 7/30/75; Order 15, § 106-116-310, filed 8/17/73.]

WAC 106-116-311 Parking fee refunds. (1) Application for parking permit fee refunds are to be made at the Campus Police Department. The parking permit must be surrendered upon application for a refund.

(2) A full parking fee refund is obtainable only within the first seven calendar days of any academic quarter in which the permit is issued.

(3) Refunds are only permitted under the following conditions:

- (a) Student teaching, or other off-campus program;
- (b) Withdrawal from the College;
- (c) Termination of employment.

(4) Refunds will not be made for daily permits. [Order 24, § 106-116-311, filed 7/30/75; Order 15, § 106-116-311, filed 8/17/73.]

WAC 106-116-312 Permit revocation. Parking permits are the property of the College and will be recalled for any of the following reasons:

(1) When the purpose for which the permit was issued, changes or no longer exists.

(2) When a permit is used on an unregistered vehicle or by an unauthorized individual.

(3) When there is falsification of the vehicle ownership statement.

(4) When there is counterfeiting or altering of a parking permit. [Order 24, § 106-116-312, filed 7/30/75; Order 15, § 106-116-312, filed 8/17/73.]

WAC 106-116-401 Definition of a visitor. For the purpose of issuance of parking permits, a visitor is considered to be any person who is on Central Washington State College property for business or professional reasons and is not a member of the faculty, staff, or a student. The definition of a visitor also includes parents and other individuals specifically invited to the campus by faculty, staff, or students for a specific period of time. [Order 24, § 106-116-401, filed 7/30/75; Order 15, § 106-116-401, filed 8/17/73.]

WAC 106-116-402 Responsibility of a visitor. Visitors shall comply with all college parking and traffic regulations and shall be held responsible for such compliance by all users of their vehicles. [Order 24, § 106-116-402, filed 7/30/75; Order 15, § 106-116-402, filed 8/17/73.]

WAC 106-116-403 Visitor parking permits. Visitors may obtain parking permits from the Campus Police Department or from the automatic permit dispensers. The Campus Police Department is located at 11th and D Streets, near the entrance to parking area "B". The automatic permit dispenser is near the entrance in "B" Lot, and in C-1 Lot in front of Nicholson Pavilion.

[Order 24, § 106-116-403, filed 7/30/75; Order 15, § 106-116-403, filed 8/17/73.]

WAC 106-116-404 Visitor parking areas. Visitors may park in any College owned and designated parking area except Lot J, if a proper permit has been obtained. [Order 24, § 106-116-404, filed 7/30/75; Order 15, § 106-116-404, filed 8/17/73.]

WAC 106-116-501 Basic speed limit. (1) Speed limit on the College campus is 20 MPH.

(2) The speed limit in the parking areas is 5 MPH.

(3) No person shall operate a motor vehicle on the campus at a speed greater than is reasonable and prudent for existing conditions.

(4) Speed limit for service vehicles on malls and serve drives is 5 MPH. [Order 24, § 106-116-501, filed 7/30/75; Order 15, § 106-116-501, filed 8/17/73.]

WAC 106-116-513 Procedure—Summons and service thereof. Upon probable cause to believe that a violation of these regulations has occurred, an appropriate summons or parking/traffic violation notice may be issued setting forth the date, the approximate time, the locality, and the nature of the violation. Such summons may be served by delivering or mailing a copy thereof to the alleged violator, or by placing a copy thereof in some prominent place within, upon or attached to such vehicle. Service by mail shall be accomplished by placing a copy of the summons in the mail addressed to the alleged violator at the address shown on the records of the Office of the Registrar or the Staff Personnel Office for that person or any other last known address of that person. [Order 24, § 106-116-513, filed 7/30/75; Order 16, § 106-116-513, filed 10/19/73; Order 15, § 106-116-513, filed 8/17/73.]

WAC 106-116-514 Election to forfeit or contest. The summons or parking violation notice issued pursuant to WAC 106-116-513 of these regulations shall direct the alleged violator that he/she may elect to either forfeit the fine applicable to the violation(s) charged or to contest the matter(s) in the Court of the Justice of the Peace for Kittitas County, otherwise known as the Lower Kittitas County District Court.

(1) If the alleged violator chooses to forfeit the fine(s), he/she may do so by paying the appropriate amount to the Justice of the Peace for Kittitas County. Payment will be in cash, by certified check, or by money order. Such payment may also be made by mail. Such forfeiture shall constitute a waiver of a right to a hearing.

(2) If the alleged violator chooses to contest, he/she may do so by contacting the office of the Justice of the Peace for Kittitas County and requesting a date to appear in court. [Order 19, § 106-116-514, filed 8/22/74; Order 16, § 106-116-514, filed 10/19/73; Order 15, § 106-116-514, filed 8/17/73.]

WAC 106-116-515 Procedure—Complaint and information. (1) A summons served in accordance with

the provisions of WAC 106-116-513 of these regulations shall constitute the complaint or information against the person to whom delivered or mailed, the person to whom a permit was issued for the vehicle in which it was placed or to which it was attached, or if no permit for the vehicle has been issued, the owner of the vehicle in which it was placed or to which it was attached.

(2) The complaint or information may be amended at any time, either in writing delivered or mailed to the alleged violator or upon motion at trial in his presence, to include new charges of violations of these regulations. [Order 19, § 106-116-515, filed 8/22/74; Order 15, § 106-116-515, filed 8/17/73.]

WAC 106-116-521 Fines and penalties. (1) The fines or penalties to be assessed for violations of these regulations shall be those detailed in WAC 106-116-602.

(2) The Chief of Campus Police will cause these regulations or a reasonable condensation thereof to be:

(a) Prominently displayed in the Campus Police Department.

(b) The fine to be written on the parking violation notices served on alleged violators. [Order 24, § 106-116-521, filed 7/30/75; Order 19, § 106-116-521, filed 8/22/74; Order 15, § 106-116-521, filed 8/17/73.]

WAC 106-116-601 Regulatory signs, markings, barricades, etc. (1) The Campus Police Officers and Physical Plant Department are authorized to erect signs, barricades and other structures and to paint marks and other directions upon the streets and roadways for the regulation of traffic and parking upon state lands devoted mainly to the educational or research activities of Central Washington State College. Such signs, barricades, structures, markings and directions shall be so made and placed as in the opinion of the Campus Police Department and Physical Plant Department will best effectuate the objectives stated in WAC 106-116-020 of these regulations.

(2) No person without authorization from the Chief of Campus Police shall move, deface, or in any way change a sign, barricade, structure, marking, or direction so placed, or previously placed, for the purpose of regulating traffic or parking. [Order 24, § 106-116-601, filed 7/30/75; Order 15, § 106-116-601, filed 8/17/73.]

WAC 106-116-603 Fines schedule for court.

<u>Offense</u>	<u>Fine</u>
(1) Improper display of permit	\$1.00
(2) Parking faculty-staff area	\$1.00
(3) Parking yellow stripe or curb	\$2.00
(4) Parking outside designated parking area	\$2.00
(5) Live parking area	\$2.00
(6) Obstructing traffic	\$2.00
(7) Double Parking	\$2.00
(8) Parking at improper angle or using more than one stall, or backing into parking stall	\$2.00

Offense

Fine

(9) Violating of the bicycle parking rules in WAC 106-116-901	\$1.00
(10) Reserved parking area	\$2.00
(11) No parking area	\$2.00
(12) Failure to remove keys from ignition	\$2.00
(13) Overtime parking	\$1.00
(14) Vehicle not registered	\$2.00
(15) Falsification of vehicle registration	\$5.00
(16) Using counterfeit, falsely made or altered permit	\$10.00
(17) Illegal use of permit	\$10.00
(18) No current permit	\$2.00
(19) Parking service drive	\$2.00
(20) Parking/driving sidewalks, malls	\$5.00
(21) Parking/driving lawns	\$10.00
(22) Parking fire lane	\$10.00
(23) Parking fire hydrant	\$10.00
(24) Possession of prohibited animals on campus without permit	\$10.00
(25) Other violations of the objectives of the CWSC Parking and Traffic Regulations	\$1.00 to 10.00

(26) (a) When a ticket or summons for offenses (1), (2), (3), (10), and (14) is issued, any violator may, within one (1) full business day of the issuance thereof, present such ticket or summons to the District Court office in the Kittitas County Courthouse and therewith pay \$.75 and no additional fine or penalty shall be imposed for such violation.

(b) When such ticket or summons is issued for a violation of (1), (2), (3), (10), and (14) and the violator fails to present same within one (1) full business day thereafter, any such violator may within ten (10) calendar days of the issuance thereof present such ticket at the District Court office and pay the sum of \$2.00 and no additional fine or penalty shall be imposed for such violation.

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

(d) This schedule of fines and provisions for payment corresponds with rules laid down by the Lower Kittitas County District Court, the Justice of the Peace for Kittitas County. This Court will issue arrest warrants for fines not paid within ten (10) days. [Order 34, § 106-116-603, filed 4/21/77; Order 32, § 106-116-603, filed 3/1/77; Order 24, § 106-116-603, filed 7/30/75; Order 19, § 106-116-603, filed 8/22/74; Order 15, § 106-116-603, filed 8/17/73.]

WAC 106-116-701 Impounding procedures. (1) Any vehicle parked upon the Central Washington State College campus lands in violation of these regulations, including the motor vehicle and other traffic laws of the State of Washington and the Traffic Code of the City of Ellensburg, may be impounded and taken to such place for storage as the Chief of Campus Police selects.

(2) The expense of such impoundings and storage shall be charged to the owner or operator of the vehicle and paid by him prior to the release of the vehicle.

(3) CWSC and its employees shall not be liable for loss or damage of any kind resulting from such immobilization, impounding and storage. [Order 24, § 106-116-701, filed 7/30/75; Order 15, § 106-116-701, filed 8/17/73.]

WAC 106-116-702 Inoperative vehicles. Disabled or inoperative vehicles shall be removed from the campus within 72 hours (3 days). Vehicles which have been parked in excess of 72 hours (3 days) and which appear to be inoperative or unmovable may be impounded and stored at the expense of the owner and/or operator. [Order 19, § 106-116-702, filed 8/22/74; Order 15, § 106-116-702, filed 8/17/73.]

WAC 106-116-801 Motorcycle regulations. Motorcycle operators will be expected to obey the same traffic, parking, and registration regulations as automobile operators on campus. [Order 19, § 106-116-801, filed 8/22/74; Order 15, § 106-116-801, filed 8/17/73.]

WAC 106-116-901 Bicycle parking and traffic regulations. (1) The primary aim of the bicycle control program is safety, and this aim will be achieved by keeping bicycles out of buildings, away from building exits, and parking them off paths and sidewalks. Bicycles must never be parked in stairwells, hallways, or any place which will be a safety hazard or hinder exit from buildings.

(2) All bicycles operated on campus shall have a City of Ellensburg bicycle license.

(3) Bicycles must be parked in racks. At times, rack space may not be available and parking near the racks is permitted provided the parked bicycle does not interfere with pedestrian traffic.

(4) The following specific regulations must be observed while operating bicycles on campus:

(a) Do not ride or park bicycles inside buildings at any time.

(b) Do not lean or park bicycles near or against windows.

(c) At times and places of congested pedestrian traffic, the bicycle rider must walk the bicycle. A violation of this provision shall constitute a moving violation and shall be referred directly to the Court of the Justice of the Peace for Kittitas County.

(d) Bicyclists must observe the 5 MPH speed limits on malls and service drives.

(e) Bicyclists must ride in designated lanes where they exist and on the rider's right hand side of any mall or traffic way.

(5) Impounding for illegal parking:

(a) Bicycles parked on paths, sidewalks, in buildings or near building exits may be impounded. Except in areas adjacent to residence halls, bicycles left over 72 hours may be impounded.

(b) Impounded bicycles will be stored in a location determined by the Chief of Campus Police. Bicycles will

be released at specific times and upon presentation of proof of ownership. Owners of impounded bicycles, if identifiable, will be notified immediately upon impoundment and must reclaim the bicycle within seven days.

(c) Abandoned, lost or found bicycles shall be subject to sale in accordance with the laws of the State of Washington applicable to such sales conducted by law enforcement authorities. [Order 24, § 106-116-901, filed 7/30/75; Order 15, § 106-116-901, filed 8/17/73.]

WAC 106-116-902 Severability. If any provision of these regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application, and to this end the separate paragraphs and provisions of these regulations are severable. [Order 24, § 106-116-902, filed 7/30/75.]

Chapter 106-120 WAC STUDENT RIGHTS AND RESPONSIBILITIES POLICY

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

106-120-012	Rights and responsibilities of students—Student representation in College governance. [Order 7, § 106-120-012, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75.
106-120-052	Campus Judicial Council—Term of office. [Order 7, § 106-120-052, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75.
106-120-919	Constitution of the Associated Students of Central—Publications. [Order 7, § 106-120-919, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75.

WAC 106-120-001 Rights and responsibilities. The provisions WAC 106-120-001 through 106-120-999 shall constitute the Student Rights and Responsibilities Policy of Central Washington State College. [Order 7, § 106-120-001, filed 8/18/72, effective 9/20/72.]

WAC 106-120-010 Rights and responsibilities of students. (1) Students at the College neither lose the rights nor escape the obligations of citizenship. Students retain and enjoy all rights secured to citizens by the Constitution and laws of the United States, and the Constitution and laws of the State of Washington, and ordinances and laws of the County of Kittitas and City of Ellensburg. Students are obliged to obey these laws.

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

courts, and any other agencies in programs for rehabilitation of students.

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

(4) The College does not have the responsibilities of a parent for the conduct of students, and is not responsible for law enforcement off campus. [Order 22, § 106-120-010, filed 7/29/75; Order 7, § 106-120-010, filed 8/18/72, effective 9/20/72.]

WAC 106-120-011 Internal solution of problems. It shall be a policy of the College to solve problems internally when possible. Students and College officials should attempt counseling and mediation procedures, using internal College resources as far as possible in the resolution of problems and grievances. [Order 22, § 106-120-011, filed 7/29/75; Order 7, § 106-120-011, filed 8/18/72, effective 9/20/72.]

WAC 106-120-013 Definitions. When used in WAC 106-120-010 through 106-120-999:

(1) "College" shall mean Central Washington State College.

(2) "President" shall mean the President of the College.

(3) "Dean" shall mean the Dean of Student Development of the College, his delegates, or his representative.

(4) "Student" shall mean a person enrolled at the College either full or part time, pursuing undergraduate, graduate, or extension studies, or a person accepted for admission or readmission to the College.

(5) "Instructor" shall mean any person employed by the College to conduct classes as set forth in the Faculty Code of Personnel Policy and Procedure. In certain circumstances a person may be both a "student" and an "instructor". Determination of whether such a person's status as student is involved in particular situations shall be determined by the Campus Judicial Council based upon the circumstances.

(6) "Legal Compulsion" shall mean a judicial or legislative order which requires some action by the person to whom it is directed.

(7) "ASC" shall mean the Associated Students of Central.

(8) "Violation of Law" shall mean a violation of any state or political subdivision thereof having jurisdiction over the place in which the violation occurs. [Order 22, § 106-120-013, filed 7/29/75; Order 7, § 106-120-013, filed 8/18/72, effective 9/20/72.]

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

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

(2) Cheating on tests.

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

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

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

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

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

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

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

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

(11) Filing a formal complaint with the Dean of Student Development or his designee falsely accusing another with having violated a provision of this code.

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

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

(14) Forgery, alteration, or misuse of College documents, records, or identification cards.

(15) Physically abusing or intentionally inflicting severe emotional distress upon another member of the College community whether occurring on or off campus; or physically abusing or intentionally inflicting severe emotional distress upon a nonmember of the College community on the campus.

(16) Theft or malicious destruction, damage or misuse of College property or private property of another member of the College community whether occurring on or off campus; or theft or malicious destruction, damage or misuse on campus of property of a nonmember of the College community.

(17) Unauthorized seizure or occupation or unauthorized presence in any College building or facility.

(18) Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the College to be conducted on campus.

(19) Intentional participation in a demonstration which is in violation of rules and regulations governing demonstrations promulgated by the College pursuant to the provisions of WAC 106-120-700 through 106-120-799.

(20) Unauthorized entry upon the property of the College or into a College facility or any portion thereof which has been reserved, restricted in use, or placed off

limits; unauthorized presence in any College facility after closing hours; or unauthorized possession or use of a key to any College facility.

(21) Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.

(22) Possession, use, or distribution on campus of any narcotic or dangerous or unlawful drug as defined by the laws of the United States or the State of Washington except as expressly permitted by law.

(23) Violation of CWSC Board of Trustees policy on alcoholic beverage which states:

(a) Persons twenty-one years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms, apartments, or college owned married-student housing subject to the following regulations:

(i) Consumption of alcoholic beverages may take place only at private gatherings with a reasonable number of persons.

(ii) Quantities of alcoholic beverages must not exceed reasonable amounts: Kegs and keg quantities are not reasonable.

(iii) Alcoholic beverages in any form may not be sold in College owned housing; money may not change hands nor may hidden charges provide for alcoholic beverages.

(b) The College does not condone the consumption of alcoholic beverages at functions sponsored by Central Washington State College organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington State Law.

(c) The Campus Judicial Council may place on probation any organization or specific social function when the consumption of alcoholic beverages has become a problem of concern to the College.

(d) Washington State Law provides severe penalties for the possession or consumption of alcoholic beverages by persons under twenty-one years of age and for persons who furnish alcoholic beverages to minors. All College students should be aware of these laws and the possible consequences of violations.

(24) Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee or commission or council acting within the scope of its authority.

(25) Violation on campus of any state or federal law or violation of any state or federal law off campus while participating in any College-sponsored activity. [Order 22, § 106-120-020, filed 7/29/75; Order 7, § 106-120-020, filed 8/18/72, effective 9/20/72.]

WAC 106-120-030 Disciplinary sanctions. The following definitions of disciplinary terms have been established and may be the sanctions imposed upon violators of chapter 106-120 WAC by the Dean of Student Development or his designee, the Campus Judicial Council, the President, and/or the Board of Trustees:

(1) **Warning.** Notice to a student in writing that he has been in violation of College rules or regulations or has otherwise failed to meet the College's standard of

conduct. Such warnings will contain the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(2) **Disciplinary Probation.** Formal action specifying the conditions under which a student may continue to be a student at the College. The conditions specified may be in effect for a period of time or for the duration of the student's attendance at the College.

(3) **Restitution.** An individual student may be required to make restitution for damage or loss to College or other property and for injury to persons. Failure to make restitution within thirty (30) days will result in suspension for an indefinite period of time as set forth in subsection (4) below provided that a student may be reinstated upon payment.

(4) **Suspension.** Temporary dismissal from the College and from status as a student, for violation of College rules or regulations or for failure to meet College standards of conduct. The notice suspending the student will state in writing the term of the suspension and any condition(s) that must be met before readmission is granted. The student so suspended must demonstrate in writing that the conditions for readmission have been met. In the case of an unemancipated minor who is suspended, a copy of the notification of suspension will be sent to the parents or the guardians of the student. There is to be no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

(5) The time limits that may be imposed in (2), (3), and/or (4) may be modified because of conditions of provable duress on the affected student, including but not limited to illness and injury. [Order 22, § 106-120-030, filed 7/29/75; Order 7, § 106-120-030, filed 8/18/72, effective 9/20/72.]

WAC 106-120-031 Readmission after suspension.

Any student suspended from the College for disciplinary reasons may be readmitted upon expiration of the time period specified in the document of original suspension. If the affected student feels that circumstances warrant reconsideration of his suspension prior to its time of expiration, he may be readmitted following approval of a written petition submitted to the Dean of Student Development or his designee. Such petitions must state reasons which either provide new evidence concerning the situation which resulted in the suspension, or demonstrate that earlier readmission is in the best interest of the student and the College. Approval for such readmission must be given by the person or agency who issued the original suspension, and by any person or agency who reviewed the suspension. [Order 22, § 106-120-031, filed 7/29/75; Order 7, § 106-120-031, filed 8/18/72, effective 9/20/72.]

WAC 106-120-032 Readmission after suspension—Reestablishment of academic standing. Students who have been suspended pursuant to disciplinary procedures set forth in this chapter and whose suspension upon appeal is found to have been unwarranted shall be provided full opportunity to reestablish their academic

and student standing to the extent possible within the abilities of the College, including an opportunity to re-take examinations or otherwise complete course offerings missed by reason of such action. [Order 7, § 106-120-032, filed 8/18/72, effective 9/20/72.]

WAC 106-120-040 Complaints—Disposition. (1)

A complaint alleging misconduct against any student at the College may be filed by anyone at the office of the dean of student development. Students, faculty members, administrators and other employees of the College shall have concurrent authority to request the commencement of the disciplinary proceedings provided for in this chapter. Persons filing complaints shall be complainant of record.

(2) The dean shall make preliminary investigation to determine whether the charges are significant or whether they may be disposed of informally by the dean without the initiation of disciplinary proceedings.

(3) After investigation, the dean may:

(a) drop the charges, when they appear to be invalid or without substance or capricious;

(b) discuss the situation informally with the student charged, and negotiate a suitable penalty with any student who wishes to plead guilty and/or accept such sanction as the dean may propose;

(c) refer the case to the Campus Judicial Council, in those situations when further examination of evidence is required, or when the dean and the student cannot agree on guilt or suitable penalty.

(4) When cases are referred to the Campus Judicial Council, the information to the council shall include the nature of the alleged misconduct, name and address of the complainant, name and address of the student(s) charged, and all relevant facts and witness statements.

(5) The individuals involved shall be given a copy of the Student Rights and Responsibilities Policy. This includes but is not limited to: the subject in question (defendant), the person making the complaint, and the subject's counsel, if known. [Order 22, § 106-120-040, filed 7/29/75; Order 7, § 106-120-040, filed 8/18/72, effective 9/20/72.]

WAC 106-120-041 Complaints—Disposition—

Pending criminal proceedings for the Campus Judicial Council. If a student charged with misconduct under this code has been charged with a crime for the same act or closely-related acts by federal, state, or local authorities, or if it appears that such criminal charge is under consideration by said authorities, the Campus Judicial Council should ordinarily postpone action on the complaint until there has been a disposition of the criminal charge or of the consideration of filing such charge. However, the Council may proceed to hear and decide the case prior to the disposition of pending or threatened criminal charges in either of the following instances:

(1) If the student so requests in writing.

(2) If the nature of the alleged misconduct and the circumstances surrounding it pose a serious risk to the health or well being of the student himself or of other members of the College community.

If in any such proceeding before the Campus Judicial Council there is determination of guilt, and if the subsequent criminal proceeding results in a judgment of acquittal, the student may petition the Campus Judicial Council for a rehearing. [Order 7, § 106-120-041, filed 8/18/72, effective 9/20/72.]

WAC 106-120-042 Notice requirements. Any student charged in a report filed pursuant to WAC 106-120-040, with a violation of WAC 106-120-020, shall be notified by the Dean of Student Development or his designated representative within three work days after the filing of such a report, if possible. The notice shall be effective if presented later due to the student's absence. Such notice shall:

- (1) Inform the student that a report has been filed alleging that the student violated specific provisions and the date of the violation; and
- (2) Set forth those provisions allegedly violated; and
- (3) Specify the exact time and date the student is required to meet with the Dean of Student Development or his designee; and
- (4) Specify the exact time, date and location of the informal hearing, if one is required; and
- (5) Inform the student that he may question witnesses, that he may have anyone appear in his behalf to defend him, that he may have a maximum of three character witnesses appear in his behalf; and
- (6) Inform the student that failure to appear at either of the appointed times at the Dean of Student Development's office or at the hearing may subject him to suspension from the institution for a stated or indefinite period of time. [Order 22, 106-120-042, filed 7/29/75; Order 7, § 106-120-042, filed 8/18/72, effective 9/20/72.]

WAC 106-120-043 Meeting with the Dean of Student Development. (1) At the meeting with the Dean of Student Development or his designee, the student shall be informed of provisions of the Code of Student Rights and Responsibilities that are involved, that he may appeal any sanction imposed by the Dean of Student Development or his designee and that if a hearing is required, he may have that hearing open to the public. If the student requests a formal hearing, the Dean of Student Development or his designee shall take no action nor make any determination in the matter other than to inform the student again of the time, date, and location of the formal hearing.

(2) A student accused of violating any provisions of the Code of Student Rights and Responsibilities shall be given immediate notification of any disciplinary action taken by the Dean of Student Development or his designated representative. In case of an unemancipated minor, notification of the disciplinary action taken by the Dean of Student Development or his designated representative shall also be sent to the parents or guardians of the student.

(3) No disciplinary action taken by or at the recommendation of the Dean of Student Development or his designated representative is final unless the student fails

to exercise his right of appeal as provided for in these rules. The president or his designated representative after reviewing the case, including any statement the student may file with the president, shall either give written approval of the action taken by or at the recommendation of the Dean of Student Development or his designee, or given written direction as to what lesser disciplinary action, if any, is to be taken. [Order 22, § 106-120-043, filed 7/29/75; Order 7, § 106-120-043, filed 8/18/72, effective 9/20/72.]

WAC 106-120-050 Campus Judicial Council. (1) The Campus Judicial Council shall be the principal campus wide judicial body with jurisdiction and authority to hear all charges of misconduct against individuals, whether graduate or undergraduate, except as hereinafter provided, and except for those offenses and situations jurisdiction over which may be delegated to other hearing agencies: When jurisdiction over certain cases is delegated to other hearing agencies, the Campus Judicial Council shall have appellate jurisdiction. The Campus Judicial Council has authority to impose sanctions for those acts of misconduct specified in WAC 106-120-020, with sanctions as described in WAC 106-120-030. Sanctions imposed are not final unless the student elects to waive the rights of appeal as provided in these rules. The President or a person designated by the President shall review the case, together with all materials forwarded by the Campus Judicial Council and by the defendant student, and shall give written approval or disapproval of the Council's actions. If disapproval, then the President or designee shall give written instructions regarding any changes.

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

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

Subsidiary judicial agencies may be established by carrying out the prescribed process for adopting rules, regulations, and policies, as authorized by chapter 34.04 RCW, the Administrative Procedure Act, and will be made a part of these rules, the Policy on Student Rights and Responsibilities chapter 106-120 WAC.

Appeals from decisions made by the Campus Judicial Council will be made to the President. Such appeals must be filed in writing within five working days from

the time of publication of findings by the Campus Judicial Council. Failure to file an appeal within the specified time shall constitute and be construed as acceptance by all parties of the findings as published.

The President will respond to appeals made from decisions made by the Campus Judicial Council, or by the Dean. Appeals from decisions rendered by the President in such cases may also be appealed, with this appeal being directed to the Board of Trustees of the College. Such appeals must be submitted in writing to the Office of the President within five working days from the time the President has published findings. Failure to file such an appeal within the specified time shall constitute and be construed as acceptance of the findings by all concerned.

(4) Persons and agencies to whom appeals are directed will produce findings and render a decision within five working days of receipt of the appeal, except for the Board of Trustees. The Board of Trustees will produce findings and render a decision within ten working days after its next regular meeting.

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

(6) Due process of law is recognized as essential to the proper enforcement of College rules. No charges may be heard or sanctions levied in the name of the College except in accordance with these rules. [Order 22, § 106-120-050, filed 7/29/75; Order 7, § 106-120-050, filed 8/18/72, effective 9/20/72.]

WAC 106-120-051 Membership in Campus Judicial Council. (1) The Council shall consist of three faculty members holding the rank of assistant professor or above, and six students, at least one of whom would be a graduate student if a graduate student files for election to the Council. At least three of the student members are to be undergraduate students.

(2) The faculty members of the Council shall be designated by the Faculty Senate. The student members of the Council shall be elected according to procedures indicated by the Constitution of the Associated Students of Central. The faculty members will be designated at the beginning of each academic year. Student members shall be elected three in the Fall Quarter and three in the Winter Quarter, each student being elected for a term of one calendar year, in accordance with the ASC Constitution, Article VII. Terms of office for students begin with the first day of instruction of the Quarter following election to office.

(3) A Chairperson of the Campus Judicial Council shall be elected at the first meeting of the Fall Quarter, and shall continue in office until the person's term expires, the person resigns, or is recalled according to provisions of the ASC Constitution. The duties of the Chairperson are as follows:

(a) To call regular and special meetings of the Council by notification to members at least 24 hours in advance of the meeting time, except in bona fide emergency situations.

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

(c) To act as hearing officer at all meetings of the Hearing Board. [Order 22, § 106-120-051, filed 7/29/75; Order 7, § 106-120-051, filed 8/18/72, effective 9/20/72.]

WAC 106-120-053 Quorum. Four student members and one faculty member shall constitute a quorum for the conduct of Council business. [Order 22, § 106-120-053, filed 7/29/75; Order 7, § 106-120-053, filed 8/18/72, effective 9/20/72.]

WAC 106-120-054 Extraordinary Hearing Boards.

(1) If the Campus Judicial Council or the Dean of Student Development determines that the Judicial Council cannot deal adequately and promptly with a number of violations arising from a single incident or series of incidents involving alleged student misconduct, the Council may petition the Dean of Student Development or his designee, or the Dean may on his own initiative, establish one or more Extraordinary Hearing Boards.

(2) Upon receipt of a petition, the Dean may establish such hearing councils consisting of four members, one faculty member and three students, following the procedures applicable to establishment of the Council. Each Extraordinary Board shall elect its own Chairperson.

(3) Extraordinary Hearing Boards shall have jurisdiction to those cases assigned to them by the Council. Hearings shall be conducted under the rules of procedure applicable to hearings before the Campus Judicial Council. After hearing the evidence, the Extraordinary Hearing Boards shall submit to the Campus Judicial Council proposed findings of fact concerning the alleged misconduct and the sanction recommended to be imposed.

(4) On consideration of the proposed findings and recommendations and upon such further hearing and argument as the Campus Judicial Council may allow including a complete rehearing if the Campus Judicial Council in its discretion deems such rehearing appropriate, the Campus Judicial Council shall impose appropriate sanctions. Such sanctions shall be final except as they may be modified upon appropriate appeal as in all other cases within the jurisdiction of the Campus Judicial Council. [Order 22, § 106-120-054, filed 7/29/75; Order 7, § 106-120-054, filed 8/18/72, effective 9/20/72.]

WAC 106-120-055 Procedures for hearing. (1) When disciplinary cases have been referred for hearing, the Chairperson shall call a special meeting of the Council and arrange for such hearing in the following manner:

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

(b) The Council shall draw lots to determine a Hearing Board consisting of four student members and two faculty members of the Council, and the Chairperson of the Council acting as Hearing Officer.

(c) A quorum of the Hearing Board shall be all four student members and both faculty members, as selected by lot at a special meeting of the Campus Judicial Council. No case shall be heard unless the full membership of the Hearing Board is present.

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

(2) The chairperson of the Council and Hearing Officer shall insure that:

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

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

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

(d) that the Hearing Board, after all parties have been heard, shall then deliberate in closed session until a decision is reached. After the decision is reached, it shall be announced in open session of the Hearing Board, and then communicated in writing to the President of the College for his approval, as elsewhere provided in these rules.

(3) Hearings will ordinarily be held in closed session, unless the Hearing Board shall determine that there is compelling reason for the hearing to be open to all those interested. A closed hearing shall include only members of the Hearing Board, the Dean of Student Development or his designee acting *ex officio* as advisor on procedure, parties directly interested in the hearing as accuser and accused, and such witnesses as these regulations provide elsewhere.

If at any time during the conduct of a hearing any person is disruptive of the proceedings and cannot be persuaded to observe the necessary decorum for an appropriate hearing, the Hearing Officer is empowered to exclude such person from the hearing room, using such means as are necessary to insure an orderly hearing.

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

(5) The student shall be given written notice by mail to the student's last known address of the time and place of his hearing before the Board. Said notice shall contain:

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

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

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

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

Notwithstanding the provisions of the paragraph immediately above, the College shall not be liable for information requested by the student or the presence of witnesses when circumstances beyond the control of the College prevent the obtaining of such information or the attendance of such witnesses at the hearing.

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

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

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

(9) The Hearing Board may set another time and place of hearing for sufficient cause. [Order 22, § 106-120-055, filed 7/29/75; Order 7, § 106-120-055, filed 8/18/72, effective 9/20/72.]

WAC 106-120-056 Procedures for hearing—Admissible evidence. (1) Only those matters presented at the hearing, in the presence of the accused student, will be considered in determining whether the student hearing committee has sufficient cause to believe that the accused student is guilty of violating the rules he is charged with having violated.

(2) In determining whether sufficient cause does exist, members of the Campus Judicial Council shall give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs.

(3) The chairman of the Campus Judicial Council shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence. [Order 7, § 106-120-056, filed 8/18/72, effective 9/20/72.]

WAC 106-120-057 Procedures for hearing—Interference with proceedings. Any student interfering with the proceedings of the meeting, with the Dean of Student Development or his designee or the formal hearing or any subsequent hearing shall be in contempt of the proceedings and may be summarily suspended from the College by the Dean of Student Development or his designee or the Campus Judicial Council or the President or the Board of Trustees at the time the interference takes place and shall be subject to suspension or any lesser sanction as may be determined by the Campus Judicial Council or President or the Board of Trustees at the time the interference takes place or within fifteen academic calendar days thereafter. [Order 7, § 106-120-057, filed 8/18/72, effective 9/20/72.]

WAC 106-120-058 Decision by the Hearing Board.

(1) Upon conclusion of the disciplinary hearing, the Hearing Board may consider all the evidence therein presented in closed session and decide by majority vote whether to recommend to the President any of the following actions:

(a) That the College terminate the proceedings and exonerate the student or students.

(b) That the College impose minor sanctions directly, such as a warning, reprimand, fine, restitution, or disciplinary probation.

(c) That the student be suspended from College including a recommendation of the duration of such suspension.

(2) The student shall be provided with a copy of the Board's recommended findings of fact and conclusions regarding whether the student did violate any rule or rules of the Code of Student Rights and Responsibilities and the recommendation to the President. The Campus Judicial Council shall also advise the student in writing of his rights to present a written statement to the President appealing the recommendation of the committee. [Order 22, § 106-120-058, filed 7/29/75; Order 7, § 106-120-058, filed 8/18/72, effective 9/20/72.]

WAC 106-120-059 Decision by the Hearing Board—Final decision regarding disciplinary sanction.

(1) The President or his designee except the Dean of Student Development or his designee shall, after reviewing the record of the case prepared by the Campus Judicial Council together with any statement filed by the student, include therein either his written acceptance of the recommendations of the committee, or his written directions as to what lesser disciplinary sanction shall be taken.

(2) If the President or his designee decides that discipline is to be imposed after the review provided by the preceding paragraph, subsection (1), he shall notify the student in writing of the discipline imposed. In case of

an unemancipated minor written notice of any action involving disciplinary action shall also be sent to the parents or guardians of the student.

(3) In all cases of disciplinary action the decision of the President or his designee shall be final except where a proper appeal has been made to the Board of Trustees. [Order 7, § 106-120-059, filed 8/18/72, effective 9/20/72.]

WAC 106-120-060 Initiation of summary suspension proceedings. The President or his designee or the Dean of Student Development may suspend any student of the College for not more than ten academic calendar days pending investigation, action or prosecution of charges of an alleged chapter 106-120 WAC violation or violations, and if the President or his designee or the Dean of Student Development has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of the other College community members, or the safety and well-being of the College property command such suspension. [Order 22, § 106-120-060, filed 7/29/75; Order 7, § 106-120-060, filed 8/18/72, effective 9/20/72.]

WAC 106-120-061 Permission to enter or remain on campus. During the period of summary suspension, the student shall not enter the campus of the College other than to meet with the Dean or to attend the hearing. However, the Dean may grant the student special permission to enter for the express purpose of meeting with faculty, staff, or students in preparation for the hearing. [Order 22, § 106-120-061, filed 7/29/75; Order 7, § 106-120-061, filed 8/18/72, effective 9/20/72.]

WAC 106-120-062 Notice of summary suspension proceedings. (1) If the President or his designee or the Dean desires to exercise the authority to summarily suspend a student, he shall cause notice thereof to be served upon that student by registered or certified mail to the student's last known address, or by causing personal service of such notice upon that student. [Order 22, § 106-120-062, filed 7/29/75; Order 7, § 106-120-062, filed 8/18/72, effective 9/20/72.]

WAC 106-120-063 Notice of summary suspension proceedings—Procedures of summary suspension hearing.

(1) At the summary suspension hearing, the student against whom the violation or violations are alleged shall have the opportunity of proving to the Dean that there is no cause to believe that the violation stated on the notice of summary suspension proceedings did occur, and that immediate suspension is not necessary nor justifiable pursuant to WAC 106-120-060 through 106-120-068.

(2) The student may offer oral testimony of himself or of any person, submit any statement or affidavit on his own behalf, examine any affidavit or cross-examine any witness who may appear against him, and submit any matter in extenuation or mitigation of the violation or violations charged.

(3) The Dean shall at the time of the summary suspension proceedings determine whether there is probably

cause to believe that a violation of law or of provisions of chapter 106-120 WAC has occurred, and whether there is reason to believe that immediate suspension is necessary. In the course of making such a decision, the Dean may consider the sworn affidavits or oral testimonies of persons who have alleged that the student charged has committed a violation of law or of provisions of chapter 106-120 WAC and the oral testimony and affidavits submitted by the student charged. [Order 7, § 106-120-063, filed 8/18/72, effective 9/20/72.]

WAC 106-120-064 Decision by the Dean. If the Dean following the conclusion of the summary suspension proceedings, finds that there is probably cause to believe that:

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

(2) That summary suspension of said student is necessary under the provisions of WAC 106-120-060 through 106-120-068.

(3) Such violation or violations of the law or of provisions of chapter 106-120 WAC constitute grounds for disciplinary action, then the Dean may, with the written approval of the President, suspend such student from the College. [Order 7, § 106-120-064, filed 8/18/72, effective 9/20/72.]

WAC 106-120-065 Notice of summary suspension proceedings—Notice of suspension. (1) If a student is suspended pursuant to the above rules, he shall be provided with a written copy of the Dean's findings of fact and conclusions, as expressly concurred in by the President, which constituted probable cause to believe that the conditions for summary suspension existed.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to said student's last known address. The suspension shall be effective from the day the notice of suspension is mailed or personal service accomplished, whichever shall occur first. [Order 7, § 106-120-065, filed 8/18/72, effective 9/20/72.]

WAC 106-120-066 Suspension for failure to appear. If the student against whom specific violations of provisions of chapter 106-120 WAC have been alleged has been served pursuant to the notice required and then fails to appear at the time designated for the summary suspension proceedings, the Dean may, with the written concurrence of the President, suspend the student from College. [Order 7, § 106-120-066, filed 8/18/72, effective 9/20/72.]

WAC 106-120-067 Notice of summary suspension proceedings—Appeal. (1) Any student aggrieved by an order issued at the summary suspension proceedings may appeal the same to the Board of Trustees. No such appeal shall be entertained, however, unless written notice of appeal, specifically describing alleged errors in the proceedings of findings of the Dean and the President, is

tendered at the Office of the President within seventy-two hours following the date notice of summary suspension was served or mailed to the student, whichever occurred first.

(2) The Board of Trustees or their designee shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the Dean and President, the record of the summary suspension proceedings, and determine therefrom whether the summary suspension order is justified. Following such examination, the Board may, at its discretion, stay the summary suspension pending determination of the merits of the disciplinary proceedings pursuant to the provisions of chapter 106-120 WAC.

(3) The Board shall notify the appealing student within forty-eight (48) hours following its consideration of the notice of appeal, as to whether the summary suspension shall be maintained or stayed pending disposition of the disciplinary proceedings pursuant to the provisions of chapter 106-120 WAC. [Order 7, § 106-120-067, filed 8/18/72, effective 9/20/72.]

WAC 106-120-068 Notice of summary suspension proceedings—Summary suspension proceedings not duplicious. (1) The summary suspension proceedings shall in no way substitute for the disciplinary proceedings provided for in provisions of chapter 106-120 WAC. At the end of the suspension, the student shall be reinstated to his full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed for violation of chapter 106-120 WAC.

(2) Any disciplinary proceeding initiated against the student because of violations alleged against any student in the course of the summary suspension proceedings provided for herein shall be heard de novo, provided, that the records made and evidence presented during the course of any facet of the summary suspension proceedings brought against the student shall be available for the use of the student and of the College in the disciplinary proceeding initiated under the provisions of chapter 106-120 WAC. [Order 7, § 106-120-068, filed 8/18/72, effective 9/20/72.]

WAC 106-120-070 Appeals. (1) Appeals contesting recommendations of disciplinary actions(s) shall be taken in the following order:

(a) Disciplinary action taken by or at the recommendation of the Dean of Student Development or his designee may be appealed to the Campus Judicial Council.

(b) Disciplinary recommendations made by the Campus Judicial Council may be appealed by the student to the President.

(c) Disciplinary action taken by the President and resulting in suspension exceeding in duration one college quarter may be appealed pursuant to chapter 106-08 WAC and chapter 28B.19 RCW by the student to the Board of Trustees and their decision shall be final.

(2) All appeals by a student must be made in writing to the Campus Judicial Council, President or the Board of Trustees and presented to the committee, President or Chairman of the Board of Trustees within ten days after

the action from which the student has a right of appeal. [Order 7, § 106-120-070, filed 8/18/72, effective 9/20/72.]

WAC 106-120-200 Purpose of the Residence Hall Arbitration Council. The Residence Hall Arbitration Council exists to provide members of the Central Washington State College residence hall community with a means for resolving problems through an educational and objective process. Cases may be brought to this council by any member of the campus community. The Residence Hall Arbitration Council shall negotiate a settlement of the case with the involved parties and/or make a recommendation for action to proper administration or judicial authorities. [Order 22, § 106-120-200, filed 7/29/75.]

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

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

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

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

(c) Noise disturbances.

(d) Disorderly conduct.

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

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

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

(h) Violations of college policy.

(i) Other related behavioral problems. [Order 22, § 106-120-210, filed 7/29/75.]

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

(a) Two female residence hall students.

(b) Two male residence hall students.

(c) One student residence hall staff member, i.e., a Living Group Advisor or Building Manager.

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

(e) The Residence Hall Arbitration Council Coordinator.

(2) All the Council members (except the Coordinator) will be selected by the Coordinator on a random, rotating basis from a list of volunteers in each category. This

list will be updated quarterly and maintained on file by the Coordinator.

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

(4) A quorum of five of the seven Council members must be present in order to hold a hearing. All seven members hold equal positions on the Council; and each member has an equal vote regarding any recommendations the Council shall make. In order to be approved, all actions must be supported by a majority of the Council members in attendance. [Order 22, § 106-120-220, filed 7/29/75.]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) Members of the Council;

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

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

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

(6) Discussions are to be directed toward:

(a) Discovering the complete nature of the problem;

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

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

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

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

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

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

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

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

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

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

(g) Transfer the case to the Campus Police.

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

(a) The hearing will proceed as scheduled;

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

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

(10) If the Council members hearing a case later find that a person(s) has not abided by the negotiated contract, the Council then shall recommend and take appropriate action as provided in WAC 106-120-230(8). [Order 22, § 106-120-230, filed 7/29/75.]

WAC 106-120-240 Disruptions of a council hearing. (1) If, at any time in a Council hearing, a person becomes disorderly or disruptive, the Council Coordinator may remove (or cause to be removed) that person from the hearing room.

(2) A person(s) being disruptive at a Council hearing may be subject of a complaint to be brought before the Residence Hall Arbitration Council by the Council Coordinator. [Order 22, § 106-120-240, filed 7/29/75.]

WAC 106-120-250 Annual review of the Residence Hall Arbitration Council. (1) The effectiveness of the Residence Hall Arbitration Council will be reviewed each Spring Quarter by a panel composed of:

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

(b) Representatives from Residence Hall Council;

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

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

The Director and Assistant Director of Residence Living and the Director of Housing Services will meet with the panel to listen to feedback, ask pertinent questions, and review all recommendations that may be made. Any resulting changes or modifications will be written into the Residence Hall Arbitration Council code during the Summer Quarter of each year. [Order 22, § 106-120-250, filed 7/29/75.]

WAC 106-120-700 Demonstrations on campus. Because the rights of free speech and peaceable assembly are fundamental to the democratic process, Central Washington State College supports rights of students and other members of the College community to express

their views or peacefully protest against actions and opinions with which they disagree. The College also recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work; to preserve the dignity and seriousness of the College ceremonies and public exercises; and to respect the private rights of all individuals. The following regulations are intended to reconcile these objectives: Campus demonstrations may be conducted in areas which are generally available to the public, provided such demonstrations:

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

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

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

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

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

(6) Are not conducted within the residence and dining halls of the campus. [Order 7, § 106-120-700, filed 8/18/72, effective 9/20/72.]

WAC 106-120-800 Right to form organizations. Student organizations may be established within the College for any lawful purpose. Affiliation of any student organization with lawful off campus groups shall not, in itself, disqualify that organization from enjoying the benefits and privileges which the College affords to student organizations. Organizations shall have the right to keep membership lists confidential and solely for their own use. The name and address of officers or representatives shall be required by the College as a condition of cognition and of College privileges. [Order 7, § 106-120-800, filed 8/18/72, effective 9/20/72.]

WAC 106-120-900 Student government. The ASC constitution establishes the governing bodies for students of the College. Amendments to the Constitution require approval by the Board of Trustees. [Order 7, § 106-120-900, filed 8/18/72, effective 9/20/72.]

WAC 106-120-910 Constitution of the Associated Students of Central—Preamble. The students of Central Washington State College hereby establish this Constitution of the Associated Students of Central. The purpose of this Association shall be to promote and coordinate student social activities and to provide opportunities for student involvement in the college government and the many aspects of student life at the College.

The Constitution and Bylaws are subject to the approval of the college Board of Trustees, operating Central Washington State College under the provisions of chapters 28B.10 and 28B.40 RCW. [Order 20, § 106-120-910, filed 3/24/75; Order 7, § 106-120-910, filed 8/18/72, effective 9/20/72.]

WAC 106-120-911 Constitution of the Associated Students of Central—Name. The name of this association shall be the Associated Students of Central Washington State College. [Order 20, § 106-120-911, filed 3/24/75; Order 7, § 106-120-911, filed 8/18/72, effective 9/20/72.]

WAC 106-120-912 Constitution of the Associated Students of Central—Membership. Membership of this association shall consist of all currently enrolled students of Central Washington State College. [Order 20, § 106-120-912, filed 3/24/75; Order 7, § 106-120-912, filed 8/18/72, effective 9/20/72.]

WAC 106-120-913 Constitution of the Associated Students of Central—Organization. The organization of this association shall be divided between its two branches: The Board of Control, and the Judicial Council. [Order 20, § 106-120-913, filed 3/24/75; Order 7, § 106-120-913, filed 8/18/72, effective 9/20/72.]

WAC 106-120-914 Constitution of the Associated Students of Central—The Board of Control. (1) The Board of Control of this association shall consist of five members elected according to popular vote from among the members of this association as outlined in Article VI, Section 2 of the Bylaws.

(2) Qualifications of the Members and Candidates. All candidates for the Board of Control shall be members of this association. They shall have completed forty-five quarter credit hours of college academic studies or its equivalent, maintaining an accumulative grade point average of at least 2.0, provided that each candidate shall have attended Central Washington State College in residence for at least one full quarter and shall have completed fifteen of the forty-five credit hours required while enrolled at Central Washington State College and shall be in good academic standing in those fifteen credit hours.

All Board of Control members must maintain a minimum of a 2.0 accumulated grade point average. If a member fails to maintain this average he/she will be given a twenty calendar days grace period in which to appeal his/her case to the Board of Academic Appeals, during which time he/she will remain a member in good standing. At the end of this twenty day period if the member's grade point average remains below a 2.0 immediate termination will take place and the member's position will be filled as outlined in Section 5. If a member fails to notify the Board of Control within five calendar days with his intention to appeal, immediate termination will occur at the end of that five day period.

(3) Term of Office.

(a) Elections shall take place on registration day, one quarter before the member is to take office.

(b) The term of office will be for one year, with the provision that incumbents may be re-elected for one additional year.

(c) New members shall take office on the first day of instruction of the following quarter in which they were elected, with the exception of summer quarter.

(d) Incumbents shall be members of this association throughout their term of office with the exception of summer quarter.

(e) Members of the Board of Control shall be elected to the positions numbered one through five, inclusively.

(f) Positions one, two, and three, shall be elected during spring registration to serve from fall quarter to fall quarter. Positions four and five, shall be elected at winter registration to serve from spring quarter to spring quarter.

(g) Upon the approval of this Constitution and Bylaws by the Associated Students of Central and the Board of Trustees, all business conducted by the Board of Control shall be done under this Constitution.

(4) Duties, Quorum, Chairman, Meetings.

(a) The Board shall have full and item veto power over actions and/or motions approved by the Executive Manager and any agencies or task forces reporting to him/her, subject to 80% vote of the members of the Board of Control.

(b) A chairperson and a vice-chairperson shall be elected at the beginning of each academic quarter except summer quarter by the members of the Board of Control. The chairperson shall call meetings and preside. In the absence of the chairperson, the vice-chairperson shall preside. The secretary and treasurer shall be the Executive Manager.

(c) The Board of Control shall not set up task forces but shall have the Executive Manager set up such bodies.

(d) A quorum shall consist of 80% of the members of the Board of Control.

(e) The Board shall propose a yearly budget which shall be subject to the approval of the Board of Trustees of the college and/or its designated representatives.

(f) The Board of Control shall establish a schedule of regular meetings, and this schedule shall be kept in the Student Government office and shall be available to the public. Special or emergency meetings may be called by the chairperson or by three members of the Board of Control, giving one day notice.

(g) All Board of Control meetings shall be open to the public except Executive Sessions which shall be limited to personal matters. The agenda shall be established by the Executive Manager, subject to approval of the Board at each meeting. For regular meetings, a written agenda with supporting materials shall be made available to members approximately three days in advance. Except by action of the Board, matters not included on the agenda to the meeting will not be acted on in that meeting, but may be presented for action in a future meeting.

(h) The Board of Control acts as a unit. It represents the students as a body and individual members have no authority singly. No member can bind the Board of Control by word or action, unless it has designated him as its agent for some specific purpose, and then he can go no further than he has been empowered. Board control during a regular meeting is exercised as a body and individual members have no right beyond their own voice in any matter.

(i) The Board of Control does not concern itself with administrative action, but acts upon the recommendations and data presented by the Executive Manager and proposals presented by others; it establishes policies and leaves it to the Executive Manager to apply the policies decided upon.

(j) The Board of Control does not deal with financial matters other than to provide the legislative process and authority for the Executive Manager to spend a given amount of money on an event or other student service.

(5) Vacancies. In the event that any member of the Board of Control must vacate his or her position, a new member shall be selected to fill the position according to Article I, Section 2, of the A.S.C. Bylaws.

(6) Removal of members of the Board of Control.

(a) The Judicial Council shall provide for the recall of any Board of Control member(s) whenever petitioned by ten percent of the members of the association. [Order 31, § 106-120-914, filed 8/17/76; Order 20, § 106-120-914, filed 3/24/75; Order 14, § 106-120-914, filed 7/23/73; Order 7, § 106-120-914, filed 8/18/72, effective 9/20/72.]

WAC 106-120-915 Constitution of the Associated Students of Central—Executive Manager. (1) The Board of Control shall select an Executive Manager and establish his annual salary and operations budget from student special fees, subject to the authority of the college president and the Board of Trustees. The Executive Manager shall be under yearly or ten month contract and will be subject to the same dismissal provisions and benefits as college Civil Service exempt, nonranked employees.

The Board of Control may terminate the term of the Executive Manager subject to 80 percent approval of the Board membership and provided further that college administrative notice of nonrenewal provisions are observed and that termination is approved by the Board of Trustees.

The Board of Control shall conduct an evaluation of the Executive Manager each year in spring and present the results to him in writing by May 15.

The Board of Control shall present to the Executive Manager a statement of objectives or tasks to be completed each academic year, such statement to be in writing and delivered by October 1.

(2) Duties.

(a) The Executive Manager shall implement all policy decisions of the Board of Control, provided that such policies are within the limits of college policy and regulations and conform to state and federal laws.

(b) He shall be the liaison between the Board of Control and the college administration.

(c) He shall be responsible for establishing any and all task forces, and charging said task forces with specific goals and duties.

(d) He shall submit a monthly report to the Board of Control of any and all actions he has taken in relation to the position and the association.

(e) He shall submit the agenda for all Board of Control meetings and serve as Secretary and Treasurer of the Board of Control.

(f) He shall submit proposals to the Board of Control for any and all programs and social activity policies. Once he has received authority for these programs and social activity policies, he shall be responsible for acting on these programs and social activity policies, staying within the authorized financial allotment designated by the Board of Control.

(g) When hiring new members of his staff, or in creating new positions within his/her staff, he/she shall prepare the particulars of the position and approach the Board of Control for the funding of the position. [Order 31, § 106-120-915, filed 8/17/76; Order 20, § 106-120-915, filed 3/24/75; Order 14, § 106-120-915, filed 7/23/73; Order 7, § 106-120-915, filed 8/18/72, effective 9/20/72.]

WAC 106-120-916 Constitution of the Associated Students of Central—The Judicial Branch. (1) The Judicial Branch of this association shall consist of the Campus Judicial Council.

(2) The Student Rights and Responsibilities Code, chapter 106-120 WAC, shall be the basic regulations governing student conduct at Central Washington State College.

(3) Campus Judicial Council.

(a) This Campus Judicial Council shall have two functions as follows:

(i) As a court of original jurisdiction.

(ii) To interpret provisions of this Constitution and Bylaws of this association.

(b) Membership.

(i) The student composition of the campus Judicial Board shall consist of six members, elected for a term of one year, of which three shall be elected winter quarter, in accordance with Article VII of the Constitution, and three shall be elected spring quarter, in accordance with Article VII of the Constitution. Terms of office shall begin on the first day of instruction of the quarter following election to the office, except summer quarter. [Order 31, § 106-120-916, filed 8/17/76; Order 20, § 106-120-916, filed 3/24/75; Order 14, § 106-120-916, filed 7/23/73; Order 7, § 106-120-916, filed 8/18/72, effective 9/20/72.]

WAC 106-120-917 Constitution of the Associated Students of Central—Elections. Election procedures shall be established by the Executive Manager and the Election Agency in accordance with Article VI, Section 2 of the Bylaws. [Order 20, § 106-120-917, filed 3/24/75; Order 7, § 106-120-917, filed 8/18/72, effective 9/20/72.]

WAC 106-120-918 Constitution of the Associated Students of Central—Organization. (1) The Executive Manager shall establish committees, agencies, and/or task forces which he deems to be necessary, in accordance with Board of Control policy, and Articles IV, V, and VI, of the Bylaws.

(2) All student organizations which are not part of this association may be recognized upon compliance with WAC 106-124-130.

(3) College committees not part of this association, which are established by the administration of Central Washington State College, shall be recognized by this association upon the appointment of student members by the Joint Committee on Committees to the said committee(s).

(4) This association does not recognize any organization which practices discriminatory policies which are contrary to the policies as stated by Central Washington State College. [Order 20, § 106-120-918, filed 3/24/75; Order 14, § 106-120-918, filed 7/23/73; Order 7, § 106-120-918, filed 8/18/72, effective 9/20/72.]

WAC 106-120-920 Constitution of the Associated Students of Central—Initiative and referendums. (1) Whenever petitioned by ten percent of the members of this association, the Executive Manager and the Elections Task Force shall provide for an initiative election.

(2) Whenever petitioned by ten percent of the members of this association, the Executive Manager and the elections task force, shall provide for a referendum election. Said referendum shall be a petition from the students opposing legislation or actions proposed or already placed in effect by the Board of Control. [Order 20, § 106-120-919 (codified and amended as WAC 106-120-920), filed 3/24/75; Order 7, § 106-120-920, filed 8/18/72, effective 9/20/72.]

WAC 106-120-921 Constitution of the Associated Students of Central—Amendments. (1) Amendments of this Constitution may be proposed to the members of this association by the majority of the Board of Control or by the petition of ten percent of the members of this association.

(2) Amendments of this Constitution shall require simple majority (50% plus one vote) approval by the members of this association voting on each specific amendment, provided that such amendments are approved by the college Board of Trustees. [Order 20, § 106-120-920 (codified and amended as WAC 106-120-921), filed 3/24/75; Order 7, § 106-120-921, filed 8/18/72, effective 9/20/72.]

WAC 106-120-922 Constitution of the Associated Students of Central—The enabling act. (1) This Constitution shall become effective immediately upon ratification and approval of the Board of Trustees. [Order 20, § 106-120-921 (codified and amended as WAC 106-120-922), filed 3/24/75; Order 7, § 106-120-922, filed 8/18/72, effective 9/20/72.]

WAC 106-120-923 Constitution of the Associated Students of Central—Verification. This Constitution supersedes previous constitutions of this association. Any provision of any organization recognized by this association which conflicts with this Constitution is hereby declared null and void. [Order 20, § 106-120-922 (codified as WAC 106-120-923), filed 3/24/75.]

Chapter 106-124 WAC
GENERAL CONDUCT—RIGHTS AND
RESPONSIBILITIES OF COLLEGE COMMUNITY
MEMBERS

WAC	
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WAC 106-124-010 Financial obligations of students. Admission to or registration with the college, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college. [Order 4, § 106-124-010, filed 6/16/72, effective 7/20/72.]

WAC 106-124-011 Financial obligations of students—Appeal procedure. Every student has the right to appeal a decision of any college department or division to assess a fee, fine, charge, debt, or other financial obligation of his or hers to the college in writing, stating the reasons for the appeal to the division or department head for a determination of the validity and legitimacy of that obligation within ten days after notice of the assessment was sent to the student. If the student has not resolved his or her financial obligation to the college and has not requested a formal hearing pursuant to chapter 28B.19 RCW within ten days after his last appeal action, the college may take any action authorized under WAC 106-124-010. [Order 4, § 106-124-011, filed 6/16/72, effective 7/20/72.]

WAC 106-124-100 Speakers and programs. Central Washington State College confirms its commitment to academic freedom, to the concept of a college that encourages the free flow of ideas on all subjects, including controversial issues, and to the opportunity of subjecting all ideas to objective, critical analysis. The college shall not adopt any policy or practice of censorship and shall protect the rights of all speakers and programs guaranteed under the first and fourteenth amendments of the United States Constitution, and the court decisions interpreting these provisions of the United States Constitution.

Academic freedom, the free flow of ideas, the right to speak and the right to hear must be protected not only from censorship but also from those of disruption. It is

the responsibility of all members of the academic community to refrain from such conduct and the college should apply appropriate sanctions under proper procedural safeguards to those who violate this obligation.

Therefore, in accordance with the basic principle of freedom of inquiry, the Central Washington State College makes this specific statement of policy with respect to the appearance of campus speakers and programs that are not part of the college community:

(1) Any faculty or recognized student group may invite to the campus any speaker or program the group would like to hear or see.

(2) The appearance of an invited speaker or program on the campus does not involve an endorsement, either implicit or explicit, of views expressed by this college, its faculty, its administration or its Board of Trustees.

(3) All persons on the campus of the college, whether administrators, faculty, students, employees or guests, are subject to the law. Those who violate the law while on the campus do so at the risk of prosecution in the courts by appropriate government officials. [Order 7, § 106-124-100, filed 8/18/72, effective 9/20/72.]

WAC 106-124-101 Speakers and programs—Scope of regulations—Exceptions. The provisions of WAC 106-124-100 through 106-124-199 shall apply to those speakers and programs which are invited by college organizations to address groups on the campus of Central Washington State College and shall not apply to the following:

(1) Speakers and programs which come within the definition of "Entertainment" as set forth in WAC 106-36-801; and

(2) Guest lecturers addressing classes at the invitation of the respective faculty member; and

(3) Speakers at commencement, college graduation convocations, or college convocations authorized by the president. [Order 7, § 106-124-101, filed 8/18/72, effective 9/20/72.]

WAC 106-124-102 Speakers and programs—Convention restrictions. Nothing in WAC 106-124-100 shall be construed to authorize the hosting of any convention on the campus by any organization, budgeted or nonbudgeted, without prior consent of the President of Central Washington State College or his designee. [Order 7, § 106-124-102, filed 8/18/72, effective 9/20/72.]

WAC 106-124-105 Definitions. (1) "College divisions" shall mean only those committees or entities established under college policies and procedures to select and invite speakers and/or programs as set forth in WAC 106-124-101, and for which college funds have been duly budgeted under college procedures for that purpose.

(2) "Organization" shall mean all recognized groups of individuals with membership principally comprised of Central Washington State College students, faculty or employees, with officers who are exclusively Central Washington State College students, faculty or employees and for which college funds are not budgeted for the

purpose of inviting speakers and/or programs to the campus. For the purpose of this definition the word "principally" shall mean that at least ninety percent of the members of the organization are Central Washington State College students, faculty or employees and that no more than ten percent of the membership are persons who are not students, faculty or employees of Central Washington State College. Such recognized groups are not a part of Central Washington State College and are not arms, agents or representatives of the college or the state, but rather private associations recognized by the institution as being principally composed of college community members.

(3) "Departments" shall mean those academic units of Central Washington State College that are from time to time authorized and established by the President of Central Washington State College.

(4) "Department or College Student Organizations" shall mean those organizations of students authorized and established by the faculty of any department of the college, which are responsible to the faculty and administrative head of that department and in which all students majoring in the department are eligible for membership. [Order 7, § 106-124-105, filed 8/18/72, effective 9/20/72.]

WAC 106-124-110 College divisions—Right to invite speakers and/or programs. (1) College divisions as defined in WAC 106-124-105 may invite speakers to the campus of Central Washington State College under the aegis of the college and use the name of the college in the invitations, advertising or presentation of the program when that division is acting within the authority granted the division by the college policies and procedures and the budget appropriated to the division.

(2) Budgeted funds to such divisions may be used only by the division to which they are budgeted and for the purpose for which they are budgeted. Such funds cannot be diverted to other purposes through regular budget approval procedures. The authority to expend funds or the authority to invite speakers and/or programs (see WAC 106-124-101) under the aegis of the college and to use the college's name granted by this section shall not be delegated by a division to any other group or organization.

(3) Nothing in WAC 106-124-110(2) above, however, shall prohibit a division from cosponsoring a speaker program and using funds budgeted for support of speaker programs in cosponsoring such an event with any other division or an organization: *Provided*, The name of the division appears in all invitations and advertising of the program and in the presentation of the program as a cosponsor: *And provided further*, That the division participates fully and meaningfully in the planning and presentation of the program or after full disclosure approves previously made plans for the presentation of the program. [Order 7, § 106-124-110, filed 8/18/72, effective 9/20/72.]

WAC 106-124-120 Organizations—Right to invite speakers or programs. (1) Organizations as defined in WAC 106-124-105 which are listed on the official

college register may invite speakers to the campus and use college facilities under the provisions of WAC 106-124-130: *Provided*, That such functions shall be carried out at the expense of the organization and as a function solely of that organization, except when WAC 106-124-110(3) is applicable.

(2) Except to identify the location of the meeting, the name of Central Washington State College shall not be used in the invitations, the publicity or the presentation of the program.

(3) Any organization, club or individual with an outstanding balance in the Scheduling Center shall not be allowed to schedule until all bills are paid. [Order 7, § 106-124-120, filed 8/18/72, effective 9/20/72.]

WAC 106-124-121 Organizations—No assumption of obligation. The college assumes no obligation to provide an audience for speakers and programs by organizations on its campus. All invitations and engagements of speakers and programs must be initiated by members of the college community. [Order 7, § 106-124-121, filed 8/18/72, effective 9/20/72.]

WAC 106-124-122 Organizations—Procedures. The following conditions and procedures are to be followed in speaker and program scheduling:

(1) The college grants to the individual faculty member the right to arrange any speaker or program he chooses in his classes. This right carries with it the assumption of individual faculty responsibility.

(2) The scheduling of speakers or programs shall be subject to the availability of appropriate space and to the needs of the regularly scheduled college activities. The Scheduling Office shall make all reasonable efforts to arrange suitable space.

(3) All speakers and programs from off campus must be scheduled with the Scheduling Office. To insure adequate preparations, all scheduling of outside speakers and programs shall be completed seven days prior to the engagement. Exceptions to these regulations can be made through the Student Activities Office.

(4) Before final arrangements are made or any speaker or program contract is signed, sponsoring organizations shall fill out the proper scheduling forms and have them signed by a faculty advisor and the Associate Dean of Student Union and Activities.

(5) It is suggested that groups obtain written permission from the speaker before any tape recordings are made.

(6) Speakers and programs are subject to the normal considerations for law and order and to the specific limitations imposed by the state Constitution and statutory law relating to religion.

(7) The college may close the meeting if lack of order and proper restraint creates an emergency which destroys the conditions of free speech and inquiry. The college shall have the authority to insure that no act is committed during a speaker's presentation or a program which would violate the laws of the state of Washington. [Order 7, § 106-124-122, filed 8/18/72, effective 9/20/72.]

WAC 106-124-123 Organizations—Scheduling limitations on use of facilities for speakers and programs. Facilities for presentation of speakers or programs invited or sponsored by individual faculty or organizations as defined in WAC 106-124-105(2) may be scheduled, rented, or used on a regular series basis, daily, weekly, monthly, or in a manner that establishes a consistent pattern of usage or commitment of college facilities only when established usage patterns for such facilities indicate their probable continued availability, and with the consent of the principal schedulers for such facilities (e.g., Music Department in Hertz Auditorium, Drama Department in McConnel Auditorium, and Associate Dean for Student Union and Activities in the Samuelson Union Building). [Order 7, § 106-124-123, filed 8/18/72, effective 9/20/72.]

WAC 106-124-130 Organizations—Registry. (1) Organizations shall be listed on the college register of organizations by complying with WAC 106-124-130(3). Such listing shall not imply any sponsorship or patronage of the organization by Central Washington State College.

(2) Organizations listed on the official college register shall have the privilege of using college facilities under WAC 106-124-120 and 106-124-130 of these regulations.

(3) Any organization wishing to use college facilities may be added to the register by filing with the office of the Associate Dean of Student Union and Activities the following information:

(a) The name of the organization: *Provided*, That for the purposes of the invitations, publicity and presentation of programs involving guest speakers, the name of Central Washington State College shall not be included in the name of the organization.

(b) A constitution, charter or official statement of the organization that:

(i) Sets forth the lawful purposes and organizations of the group.

(ii) Defines the qualifications of the membership in terms that require membership to be principally comprised of students, faculty, and/or employees of Central Washington State College as such terms are defined herein.

(iii) Provides for a method of choosing the official representatives of the organization, all of whom shall be students, faculty, and/or employees of Central Washington State College.

(c) All amendments to its constitution since its last filing.

(d) A list of the names and addresses of its current official representatives who are authorized to request the use of college facilities or deal with the college or others on matters concerning the organization.

(e) A statement of intent to become listed on the register of college organizations.

(4) Upon meeting these requirements, the organization shall be forthwith listed upon the college register of college organizations in the Office of the Dean of Student Development and the officer responsible for scheduling extracurricular programs. If any issue or dispute

concerning qualification or revocation of privileges under this section arises, the matter shall be referred to and decided by the Associate Dean of Student Union and Activities.

(5) The registry shall be maintained only for one year at a time, beginning September 1 and terminating on August 31 of each year. [Order 7, § 106-124-130, filed 8/18/72, effective 9/20/72.]

WAC 106-124-131 Organizations—Organizational conduct—General policy. The college, in granting recognition to organizations, expects conduct and activities which are in conformity with applicable law. [Order 7, § 106-124-131, filed 8/18/72, effective 9/20/72.]

WAC 106-124-801 Animals prohibited. (1) No animals, including dogs and cats, will be allowed, under any circumstances, in any college operated building.

(2) All dogs on campus shall be under direct physical control, leashed, of their owner or custodian.

(3) Dogs not under direct physical control of their owner or custodian, i.e., unleashed or tied and owner or custodian not present, shall be subject to impoundment and their owners subject to fines as determined under city ordinances. [Order 7, § 106-124-801, filed 8/18/72, effective 9/20/72.]

WAC 106-124-802 Animals prohibited—Exception. The provisions of WAC 106-124-801(1) shall not apply to animals utilized in laboratory research or entertainment events. [Order 7, § 106-124-802, filed 8/18/72, effective 9/20/72.]

Chapter 106-136 WAC

USE OF COLLEGE FACILITIES

WAC

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WAC 106-136-100 Student publications. Student publication advertising rules and regulations shall be as follows:

(1) Display advertising rates shall be appropriately and publicly announced prior to each year's publication period.

(2) Rates shall bear reasonable relationship to prevailing commercial standards and shall be based upon current economic conditions, publication financial requirements, and competitive situations.

(3) Differentials in display advertising rates shall be permitted based upon frequency and amount of advertising by advertisers and upon classification of advertisements, such as "local" or "national."

(4) Classified advertising rates, appropriately set and properly announced, shall be on the basis of cost per line.

(5) Closing dates for receipt of advertising material shall be set according to current mechanical publication requirements.

(6) Acceptability of advertisements shall be determined prior to each year's publication period and based upon current state law, other college rules and regulations and commonly accepted practices and mores. [Order 4, § 106-136-100, filed 6/16/72, effective 7/20/72.]

WAC 106-136-101 Student publications—Letters to the editor. Letters to the editor are welcomed and printed as space allows. Except under special circumstances, the name of the writer shall appear in the paper (standard procedure in U.S. papers), provided that student editors shall have the authority to accept or reject all letters to the editor and to decide the actual treatment of same as to space allotment, page placement, headsizes, time of publication, etc. [Order 4, § 106-136-101, filed 6/16/72, effective 7/20/72.]

WAC 106-136-110 Gallery art display policy. Displays of art in the Fine Arts Building Gallery shall be subject to the following conditions:

(1) All work displayed in the Gallery shall be invited, authorized and scheduled by the Gallery Director and/or department chairman and shall comply with United States Supreme Court rulings on the display of works of art.

(2) All campus displays of art authorized by the Gallery Director and/or department chairman shall comply with this policy and be subject to the supervision of the Gallery Director and/or department chairman. [Order 4, § 106-136-110, filed 6/16/72, effective 7/20/72.]

WAC 106-136-200 Placement service—Employers recruiting on campus. All arrangements for campus recruiting shall be coordinated by the Placement Service and are subject to the following conditions:

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

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

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

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

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

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

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

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

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

(6) Arranging for the appearance of a prospective employer on the Central Washington State College campus is not an endorsement of the employer, or his organization's policies, by the college. [Order 4, § 106-136-200, filed 6/16/72, effective 7/20/72.]

WAC 106-136-201 Placement service—Eligibility to register for placement service. The following individuals may register for placement service:

(1) CWSC students of senior standing.

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

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

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

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

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

(a) Career planning and development.

(b) Employment information relevant to their academic interests.

(c) Career information center.

(d) Summer jobs related to career positions. [Order 4, § 106-136-201, filed 6/16/72, effective 7/20/72.]

WAC 106-136-202 Placement service—Placement file. Each individual's placement file shall be completed in the following manner:

(1) Registration forms shall be typed by candidate; and

(2) It shall be the responsibility of the candidate to deliver or send the recommendation forms to the persons from whom he desires statements; and

(3) A minimum of two recommendations must be in the candidate's file before it can be sent to prospective employers.

(4) One of these recommendations shall be written by a CWSC faculty member or administrator.

(5) A personal or small group interview with a placement officer shall be a part of registration, provided that this provision may be waived for alumni and seniors who do not register until after they graduate and leave campus.

(6) Registration shall be *completed* by the candidate before requesting file to be sent to prospective employers.

(7) Incomplete files or portions of files shall not be released. [Order 4, § 106-136-202, filed 6/16/72, effective 7/20/72.]

WAC 106-136-203 Placement service—Interviews—Priorities. Interview priorities shall be as follows:

(1) Students currently enrolled for ten or more credit hours shall be given priority on sign-up schedules; alumni may schedule interviews only after student demand has been satisfied; and

(2) Students who have completed registration shall be given priority over students who haven't registered; and

(3) Students shall only be allowed to interview with one employer prior to completing registration; and

(4) To be eligible to sign on an interview schedule, the candidate must meet minimum qualifications stipulated by the employer (degree, major, work experience, mobility, etc.)

(5) All employment opportunities and campus recruiting visits shall be openly listed in the placement office for all to see. Those students who meet the qualifications stated by the individual employer are referred to the employer or sign up for an interview on a first-come, first-served basis, or other methods as determined by the Director, such as by lot, until the employer's needs are met or the available schedules are full.

(6) Candidates who miss two or more scheduled interviews with employers may be subject to having their names removed for all schedules, without notice, until cleared with placement officer. [Order 4, § 106-136-203, filed 6/16/72, effective 7/20/72.]

WAC 106-136-204 Placement service—Renewal service for alumni. Credential service will be extended to alumni who have updated their files and paid the activation fee. (1) If the candidate's file has been updated within a five-year period prior to request, file will be sent to prospective employer, as requested. Candidate shall be notified that he must update file and pay fee before requesting additional credential services. All future requests may be held.

(2) Credential files that haven't been updated for five or more years will not be sent until updated.

(3) It is the candidate's responsibility to keep his file up to date. There shall be no fee required for updating. [Order 4, § 106-136-204, filed 6/16/72, effective 7/20/72.]

WAC 106-136-205 Placement service—Job notification. Direct notification of positions listed with the placement office shall be available only to:

(1) Registered seniors who have graduated during the current placement year and have left Ellensburg.

(2) Registered seniors doing individual field study or practicums away from Ellensburg.

(3) Seniors at student teaching centers are notified through college supervisors.

(4) Registered alumni who have updated and activated their placement files.

(5) Graduates of other colleges or universities who have established reciprocity. [Order 26, § 106-136-205,

filed 8/1/75; Order 4, § 106-136-205, filed 6/16/72, effective 7/20/72.]

WAC 106-136-206 Placement service—Reciprocal service. Requests from CWSC candidates for service from another institution must be by the placement director. Candidate's file must be updated and active. [Order 4, § 106-136-206, filed 6/16/72, effective 7/20/72.]

WAC 106-136-207 Placement service—Confidentiality. All student records on file at Central Washington State College shall be the property of the College, including, but not limited to, the following information:

(1) Recommendations from teachers, former employers, and others acquainted with the student or former student.

(2) Reports on student teaching, internship, and other special professional laboratory experiences.

(3) Personal data concerning the student or former student.

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

(5) Other pertinent information.

Placement files are subject to the following terms and conditions:

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

Option for an "open" file:

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

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

(c) Candidates are responsible for acquiring copies of "open" recommendations from the writer. Copies of recommendations will not be duplicated and given to candidates by the Career Planning and Placement Center. An exception to this policy may be allowed if a hardship case is established. In an accepted hardship case, the candidate must request that the writer send us written instructions to provide the candidate with a copy of the recommendation. A minimum of one dollar (\$1.00) service fee will be charged for each request.

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

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

Option for a "confidential" file:

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

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

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

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

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

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

(5) Any state with laws prohibiting handling placement files in a confidential manner so that the candidate's rights of privacy are protected are to return the file to the Career Planning and Placement Center. [Order 26, § 106-136-207, filed 8/1/75; Order 4, § 106-136-207, filed 6/16/72, effective 7/20/72.]

WAC 106-136-208 Placement service—Releasing of information. Placement credentials and other information on file may be released according to the following guidelines:

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

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

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

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

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

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

(7) Recommendations may be removed from candidate's file by written request of the author, or by written request of the candidate without evaluation. This does not include the college student teaching evaluation. [Order 4, § 106-136-208, filed 6/16/72, effective 7/20/72.]

WAC 106-136-209 Fee policy. The Board of Trustees shall establish fees which shall be based upon the placement year, October 1 to September 30, and shall be used to establish or bring a file up to date, assign it to a placement officer for service, and make it readily available for office use or mailing to prospective employers. The fee also includes duplicating and sending credentials

to prospective employers. Mailing list service is covered by a separate fee. The types of fees and conditions for fees are as follows:

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

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

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

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

(5) Alumni Mailing List Fee. This fee enables the candidate to receive notification of job opportunities. Vacancies are listed by level: (1) elementary, (2) secondary, (3) school administration, (4) college, and (5) government/business. Candidates are charged for each level of listings desired.

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

(7) The Board of Trustees shall establish the fee categories and dollar amounts, and the Career Planning and Placement Center shall publish notice of such fees. [Order 26, § 106-136-209, filed 8/1/75; Order 4, § 106-136-209, filed 6/16/72, effective 7/20/72.]

WAC 106-136-300 KCWS-AM radio station—Advertising rates. Whenever possible, the advertising rates of KCWS-AM shall be in accordance with the standards set by the Intercollegiate Broadcasting System. [Order 4, § 106-136-300, filed 6/16/72, effective 7/20/72.]

SCHEDULING OFFICE

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

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

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

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

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

(c) Campus Maps.

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

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

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

(5) Scheduling requests shall include the following information:

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

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

(c) The number of persons expected to attend.

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

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

(6) Upon receiving such information the Scheduling Center shall within 48 hours assign in writing an appropriate room or space for the meeting and shall assist the sponsoring organization or organizations in arranging for the special equipment that may be required. In assigning space the scheduling Center shall consider the size of the facility required, other events scheduled by prior request, and the preferences of the requesting organization, unless the Scheduling Center deems the requested facilities to be inappropriate for the proposed use, or otherwise unavailable. The Scheduling Center shall not be limited to space in the Samuelson Union Building, but shall consider all facilities, and after consultation with the office authorized to schedule space in the particular facility, may assign any appropriate facility in the College for speakers or programs.

(7) If the sponsoring organization objects to the space or date assigned, it may appeal the Scheduling Center

decision to the Dean of Student Development, who shall render a decision within five business days.

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

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

(10) Individual students, faculty members, and staff may form ad hoc organizations for the express purpose of inviting a particular speaker or program to address them and others on a specific occasion by filing with the Scheduling Center a statement of intention and sponsorship. The statement of intention and sponsorship shall be signed by at least three students, faculty members, or staff members and shall state the name of the speaker, the subject of his talk, and the purpose of the sponsors in inviting him. The statement shall also contain a certificate signed by the three sponsors stating that they are acting as individuals and not on behalf of any division or organization. The statement of intention and sponsorship shall be accompanied, when required, by payment in advance of the fee for use of the facility. Each signator is individually liable for any damages, costs, or charges incurred as a result of the scheduled event. [Order 8, § 106-136-400, filed 9/7/72.]

WAC 106-136-410 Use of facilities for campaign purposes. No political candidate or group supporting specific candidates for political office, or persons or groups campaigning for specific political issues, or political candidates can use college space or facilities free of charge, such as the campus newspaper, campus radio or TV station, or receive college support for those political activities. Furthermore, no college equipment, including duplicating machines, computers, telephones, mailing services or supplies may be used free of charge for political or other noncollege purposes. (See WAC 106-140-160) [Order 8, § 106-136-410, filed 9/7/72.]

WAC 106-136-411 Use of facilities for campaign purposes—Requirements. The purpose of Central Washington State College is to provide a liberal education in a number of academic fields; it has been established for public benefit rather than for the benefit of any private endeavors. Consequently, private organizations composed solely of students, faculty members, and staff members of Central Washington State College, and others may use college facilities and services for political and other community-oriented activities, subject to applicable scheduled rental charges and college rules, regulations and procedures. Conditions for all such use include, in addition to previously mentioned rental

charges, reimbursement for the use of telephones and other utilities or services, maintenance and security, campus mail services, postage, vehicles, computer time and other incidental costs. In no case may college facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause. Rules, regulations, policies, procedures and practices regarding the use of college facilities shall not discriminate or promote discrimination among political parties or groups solely on the basis of their particular political viewpoint. [Order 8, § 106-136-411, filed 9/7/72.]

WAC 106-136-501 Facilities scheduling and use policy. The provisions of WAC 106-136-501 through 106-136-599 shall constitute the Facilities Scheduling and Use Policy of Central Washington State College. [Order 12, § 106-136-501, filed 4/11/73.]

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

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

(a) Course offerings which appear in current class schedule booklets, or

(b) Workshops, or

(c) Credit and noncredit courses offered through the division of Continuing Education.

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

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

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

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

(7) "Scheduling Coordinator" shall mean the individual responsible for implementing the Facilities Scheduling and Use Policy: *Provided*, That only the Associate Dean for Student Union and Activities or his designee shall be the Scheduling Coordinator for SUB facilities.

(8) "SUB Facilities" shall mean the certain specified Samuelsen Union Building rooms and patios immediately adjacent thereto, excluding the College Bookstore. [Order 12, § 106-136-510, filed 4/11/73.]

WAC 106-136-520 Available space. The college property available for scheduling and use in accordance with the provisions of this policy shall be limited to:

- (1) Classrooms (lecture and seminar) and certain specified conference rooms within academic facilities;
- (2) SUB facilities; and
- (3) Limited housing and dining hall facilities, except that such facilities are only made available through the Director of Auxiliary Services or his designee as provided in chapter 106-156 WAC.

Assignment of space shall be at the sole discretion of the Scheduling Coordinator. [Order 12, § 106-136-520, filed 4/11/73.]

WAC 106-136-521 Available space—Listing of space or premises available for leasing or renting. All college space or premises available for leasing or renting under the authority of the Facilities Scheduling and Use Policy shall be listed in the Scheduling Coordinator's Office, together with the corresponding lease fee or rental rate. [Order 12, § 106-136-521, filed 4/11/73.]

WAC 106-136-522 Available space—Priority for use. Scheduling of academic facilities space shall be on a first in time of application basis: *Provided*, That where a lease has not been executed, college organizations shall have priority over noncollege organizations: *And provided further*, That the academic needs of the institution shall have first priority where a lease has not been executed. [Order 12, § 106-136-522, filed 4/11/73.]

WAC 106-136-523 Available space—Classrooms. Classrooms may be made available for scheduling and use between the hours of 7:00 a.m. and 10:00 p.m. when not in use by accredited classes: *Provided*, The college has sufficient personnel available. The guidelines for scheduling accredited classes into classrooms are defined in the Faculty Handbook. [Order 12, § 106-136-523, filed 4/11/73.]

WAC 106-136-524 Available space—Lease requirement. All noncollege persons and organizations desiring to use space in accordance with this Facilities Scheduling and Use Policy shall execute a lease with the Scheduling Coordinator for temporary or short-term use of college space. The lease may include a description of the premises or space leased, the rental rate, the names of the individuals responsible for the debts of the lessee, the nature and purpose of the intended use, time of use, number of people expected, price of admission, if any, amount of deposit, if any, food service charges, special use or set up charges, statement of responsibility for damages, verification of insurance coverage and other pertinent information, including but not limited to, a statement that the lessee agrees to adhere to and abide by all rules and regulations of Central Washington State College. [Order 12, § 106-136-524, filed 4/11/73.]

WAC 106-136-525 Available space—Leasing fee or rental rate. The leasing fee or rental rate for use of college space available in accordance with the Facilities

Scheduling and Use Policy shall be available in the office of the college Scheduling Coordinator. Lease fees or rental rates may be different for college organizations than for noncollege organizations, and for usage which involves fund raising either through solicitation of donations or by admission charge. The lease fee or rental rate shall be established by the Vice President for Business and Financial Affairs. The College reserves the right to change the rates without notice: *Provided*, That such changes shall also be available in the office of the Scheduling Coordinator. [Order 12, § 106-136-525, filed 4/11/73.]

WAC 106-136-526 Available space—Scheduling deadlines. All applications for the leasing or rental of space shall be submitted in writing, together with a written food service guarantee, if any, not less than ten (10) calendar days in advance of the date requested and a lease or rental agreement shall be executed not less than ten (10) calendar days prior to the date requested. [Order 12, § 106-136-526, filed 4/11/73.]

WAC 106-136-527 Available space—Prohibition. College organizations or members of the staff, faculty, students or administration of Central Washington State College shall not be permitted to assume co-sponsorship for another group or individual in order to favorably affect scheduling priority or to reduce the costs otherwise chargeable to such other group or individual. [Order 12, § 106-136-527, filed 4/11/73.]

WAC 106-136-528 Available space—Limitations. College facilities available to noncollege organizations through the Scheduling Office may be used for religious worship, training, instruction, or prayer meetings when available and at full rental charge rates: *Provided*, That such facilities may not be scheduled, leased, rented, or used on a regular series basis, daily, weekly, monthly, etc., or in any manner that establishes a consistent pattern of the aforementioned religious usage of college facilities. [Order 12, § 106-136-528, filed 4/11/73.]

WAC 106-136-529 Available space—Authority of scheduling coordinator. The Scheduling Coordinator of Central Washington State College may impose special conditions or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with college rules, upon any organization as a condition precedent to the scheduling, leasing or renting of college facilities under the provisions of WAC 106-136-501 through 106-136-599. The Scheduling Coordinator may in his or her discretion make exceptions to the provisions of WAC 106-136-501 through 106-136-599 where extraordinary circumstances exist. [Order 12, § 106-136-529, filed 4/11/73.]

WAC 106-136-590 Resolution of conflicts with other college policies. The provisions of the Entertainment Policy, WAC 106-36-800 through 106-36-880, the provisions of the Speaker Policy, WAC 106-136-400 through 106-136-411, the provisions of the College Housing and Dining Hall Services Policy, WAC 106-

156-010 through 106-156-082 and the provisions of the Human Rights Policy, WAC 106-72-010 through 106-72-270, shall prevail over the provisions of the Facilities Scheduling and Use Policy wherever any conflicts arise. [Order 13, § 106-136-590, filed 5/4/73; Order 12, § 106-136-590, filed 4/11/73.]

WAC 106-136-591 Resolution of conflicts with other college policies—Commercial enterprise. Whenever the purpose of the organization in leasing or renting college facilities is to conduct a commercial enterprise other than the presentation of entertainment, the provisions of WAC 106-140-001 through 106-140-099 shall apply. [Order 12, § 106-136-591, filed 4/11/73.]

WAC 106-136-600 Entertainment policy. The provisions of WAC 106-136-600 through 106-136-699 shall constitute the entertainment policy of Central Washington State College. [Order 17, § 106-136-600, filed 7/2/74.]

WAC 106-136-601 Entertainment defined. "Entertainment" wherever used in WAC 106-136-600 through 106-136-699 shall be defined as follows: "Any performance, dance, concert, attraction, fund-raising event, etc. presented on campus that shall require the use of Central Washington State College facilities and is sponsored by either the Associated Students of Central, an officially recognized student organization, or private entity." [Order 17, § 106-136-601, filed 7/2/74.]

WAC 106-136-602 Festivals. The presentation of festivals (as defined by chapter 302, Laws of 1971 ex. sess.) will not be permitted due to lack of adequate facilities. [Order 17, § 106-136-602, filed 7/2/74.]

WAC 106-136-605 Approval of entertainment required. All entertainment, except those offered through the administering of WAC 106-136-660, 106-136-670, and 106-136-680, to be presented on the Central Washington State College campus must have the written approval of the Entertainment Commission. The Student Accountant will study the financial feasibility reports of the entertainment in question, and will make a written recommendation concerning such financial feasibility to the Entertainment Commission. [Order 17, § 106-136-605, filed 7/2/74.]

WAC 106-136-620 Responsibilities of the Associated Students of Central. The Associated Students of Central shall provide crowd control personnel for all entertainment that the Associated Students of Central sponsor. The Associated Students of Central and the student fees budget areas may be required to assume financial responsibility and liability for any claims that may arise against the college for damage or injuries occurring as a result of an Associated Students of Central sponsored entertainment event. [Order 17, § 106-136-620, filed 7/2/74.]

WAC 106-136-625 Prohibited activities at entertainment presentation. The following activities shall be

prohibited at any presentation of entertainment: smoking, drinking, usage of drugs, any act which is destructive in nature, behavior infringing upon the dignity, well-being or the rights of another individual, as well as all other acts prohibited by institutional policy, State and Federal law. [Order 17, § 106-136-625, filed 7/2/74.]

WAC 106-136-630 Obligations of officially recognized student organizations and private entities. All officially recognized student organizations and private entities presenting entertainment as determined and approved by the Entertainment Commission are subject to the provisions of WAC 106-136-600 through 106-136-699 and shall be subject to the same regulations concerning responsibilities and liabilities as the Entertainment Commission as set forth in WAC 106-136-620 and 106-136-625. [Order 17, § 106-136-630, filed 7/2/74.]

WAC 106-136-631 Obligations of officially recognized student organizations and private entities—Deposit of rental fee. All recognized student organizations and private entities shall deposit, in advance, with the college scheduling office in cash, certified check or money order only, the rental fee for the facilities to include set-up and clean-up charges. [Order 17, § 106-136-631, filed 7/2/74.]

WAC 106-136-632 Obligations of officially recognized student organizations and private entities—Damages bond. All organizations as defined in WAC 106-124-105(2) and private entities may be required to furnish Central Washington State College with a certificate of insurance or other satisfactory proof that such organization or private entity has purchased reasonable broad form insurance coverage (e.g., \$1,000,000 liability coverage and \$250,000 property damage coverage for use of Nicholson Pavilion) for the entertainment event presented by such organization or private entity, of which Central Washington State College is the sole beneficiary. (1) The following shall be required of all organizations and private entities presenting entertainment:

(a) Each organization or private entity shall provide the scheduling office with a complete list of all the officers, agents and representatives of the organization, including full names, local addresses and permanent addresses of each.

(b) Each organization or private entity shall be responsible for the admissions, attendance and crowd control in the college facilities during the time reserved for their organization.

(c) Each organization or private entity assumes responsibility for all violations of college regulations and policies, State law, and Federal law which occur in connection with the use of the facilities and shall hold the college harmless from any claims or liability for any act or failure to act on the part of the organization. [Order 17, § 106-136-632, filed 7/2/74.]

WAC 106-136-640 Scheduling responsibilities, requirements, priorities and procedure. Consistent with the scheduling policy, the Entertainment Commission will be responsible for securing a facility and a date subject to calendar approval by the scheduling office. If the Pavilion is the facility that is being requested, approval will have to be sought first by the scheduling office, and then by the chairman of the Department of Physical Education. The priority of the Pavilion is first in terms of class space, second for college sponsored athletics, third for intramurals, fourth for Co-Recreation, and fifth for entertainment sponsored by or recognized by the Entertainment Commission. [Order 17, § 106-136-640, filed 7/2/74.]

WAC 106-136-641 Scheduling responsibilities, requirements, priorities and procedure—Procedure for request. Initial requests for a scheduling date and approval of an entertainment event and the use of a college facility for that event shall be made through the scheduling office twenty business days prior to the date requested (not including the day of the event) before the contract will be executed on the part of the college. [Order 17, § 106-136-641, filed 7/2/74.]

WAC 106-136-642 Scheduling responsibilities, requirements, priorities and procedure—Prohibition of assignments. The privilege to use college facilities for entertainment is subject to the provisions of WAC 106-136-600 through 106-136-699 and may not be assigned; if any assignment is made, the college reserves the right to cancel the scheduling of the assigned entertainment event. [Order 17, § 106-136-642, filed 7/2/74.]

WAC 106-136-643 Scheduling responsibilities, requirements, priorities and procedure—Requirements for scheduling. No facility will be scheduled for use by recognized student organizations or private entities until a duly authorized representative of that organization has:

- (1) signed a contract for the rental of the facility;
- (2) paid the rental fee for the use of that facility; and
- (3) furnished satisfactory proof of the acquisition of the insurance coverage required by this policy, ten business days prior to the date requested. [Order 17, § 106-136-643, filed 7/2/74.]

WAC 106-136-644 Scheduling responsibilities, requirements, priorities and procedure—Limitations on use of facilities and authority of scheduling officer. (1) Facilities for presentation of entertainment by organizations as defined in WAC 106-124-105(2) may not be scheduled, rented, or used on any regular series basis, daily, weekly, monthly, or in any manner that establishes a consistent pattern of usage or commitment of college facilities.

(2) The Scheduling Officer of Central Washington State College may impose special conditions or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with

college rules, upon any organization or private entity as a condition precedent to the presentation of entertainment. The Scheduling Officer may in his or her discretion make exceptions to the provisions of WAC 106-136-600 through 106-136-699 where extraordinary circumstances exist. [Order 17, § 106-136-644, filed 7/2/74.]

WAC 106-136-645 Scheduling responsibilities, requirements, priorities and procedure—Requirements for execution of contract and contents. At such time as the requirements of WAC 106-136-600 through 106-136-699 are fulfilled, a contract may be executed with the college. [Order 17, § 106-136-645, filed 7/2/74.]

WAC 106-136-646 Scheduling responsibilities, requirements, priorities and procedure—Contract provisions. Such contract shall contain a statement of the intent of the sponsoring organization in presenting the entertainment, the date, time, place, type of entertainment, name of performer(s), sufficient biographical data to identify the performer(s), name of the agent or representative duly authorized as responsible for the presentation of the event, and other pertinent information as required. [Order 17, § 106-136-646, filed 7/2/74.]

WAC 106-136-650 Responsibilities of the Entertainment Commission. The Entertainment Commission shall coordinate and administer the provisions of WAC 106-136-600 through 106-136-699, process forms, and advise the Scheduling Officer on situations where special conditions should be imposed or exceptions to the provisions of WAC 106-136-600 through 106-136-699 should be made. [Order 17, § 106-136-650, filed 7/2/74.]

WAC 106-136-660 Authority of Athletic Director to administer athletic events. The Athletic Director of Central Washington State College shall establish reasonable admission fees, rules and regulations regarding attendance and crowd control at athletic events at Central Washington State College. Advance notice of such admission fees, rules and regulations regarding attendance and crowd control at athletic events at Central Washington State College will be provided to interested parties, whenever possible, by the Athletic Director of Central Washington State College. [Order 17, § 106-136-660, filed 7/2/74.]

WAC 106-136-670 Authority of Dean of Students to administer recreation program. The Dean of Students may establish reasonable admission charges, schedules, rules and regulations regarding uses, attendance and crowd control during periods of the Associated Students of Central funded Recreation Program at Nicholson Pavilion and Pool, and admission charges will be assessed for college employees and their immediate families during such periods. Advance notice of such charges, schedules, rules and regulations shall be provided to interested parties, whenever possible, by the Dean of Students. [Order 17, § 106-136-670, filed 7/2/74.]

WAC 106-136-680 Authority of academic departments to administer their sponsored public events. Academic departments after approval by the appropriate Dean may establish reasonable admission fees, rules and regulations regarding attendance and crowd control for public events which they sponsor. Such admission charges may be assessed for college staff, faculty, student body, and the general public: *Provided*, That when Central Washington State College student fees are allocated for the direct support of an event, Central Washington State College students shall not be charged admission for such an event. Advance notice of such admission fees, rules and regulations shall be provided to interested parties as soon as possible after their adoption, by the respective academic departments. [Order 17, § 106-136-680, filed 7/2/74.]

WAC 106-136-900 Use of computer facilities policy. The provisions of WAC 106-136-900 through 106-136-949 shall constitute the Use of Computer Facilities Policies. [Order 2, § 106-136-900, filed 1/13/72.]

WAC 106-136-910 Use of computer facilities by students, faculty and staff. Self-service keypunching and programming room facilities at specified times are only available for faculty and students. These facilities as well as limited assistance and consultation in the areas of computing are available during these same periods. The specified times of availability of these facilities will be determined by the Director of Computer Services and posted in a conspicuous location in the Computer Center area. The times of availability may vary from time to time as necessary, and shall provide for an orderly progression of data processing by which the academic, administrative, and instructional requirements receive processing and such schedules may be developed and projected to provide maximum utilization for the many areas of the data processing facility to the students, faculty and administration. [Order 2, § 106-136-910, filed 1/13/72.]

WAC 106-136-911 Use of computer facilities by students, faculty and staff—Instructional requirements. Adequate instruction and training as determined by the Director of Computer Services is mandatory prior to any use of the self-service activities on any computer center facilities. The standards prescribed in the instruction and training program shall be adhered to prior to the center processing any job submitted. [Order 2, § 106-136-911, filed 1/13/72.]

WAC 106-136-912 Use of computer facilities by students, faculty and staff—Times of availability. The times available each business day for testing, access via terminals, input/output, faculty, student, administrative uses, center testing, etc. are as follows:

- (1) Regular hours — 8 - 5 daily
- (2) Specified times — pre-arranged times as requested by users and approved by the data processing director or his designee.
- (3) Consultation/programming area — 8 - 5 daily (except weekends and holidays). Key punch self-service

area — 7 AM - 9 PM daily (except Friday evenings, weekends and holidays).

(4) Computer operations — 7 AM - 12 midnight.

(5) Instructional/academic testing of programs submitted to the Center for processing shall be given priority from 7 a.m. - 4 p.m. A schedule of times for input and output of these programs will be posted in appropriate Computer Center areas.

(6) Administrative processing (i.e., registration, accounting, payroll, grade processing, etc.) receives priority from 4 p.m. - midnight. A schedule of process times will be provided to those departments involved. [Order 2, § 106-136-912, filed 1/13/72.]

WAC 106-136-915 Accessibility of computer facilities for use. Access to the Computer Center during the regular Computer Center hours may be requested by students through the Computer Center administration: *Provided*, That students shall not have access to the computer equipment without the permission and supervision of a faculty member approved by the Computer Center administration or the permission and supervision of a regular full-time employee of the Computer Center. [Order 2, § 106-136-915, filed 1/13/72.]

WAC 106-136-920 Type of use permitted. The Computer Center facilities shall be used only for purposes directly related to official state or college activities. No work shall be processed through or by the computer facilities which contributes to the personal gain of any individual, except for the personal gain experienced by students in their normal regularly scheduled classroom educational activities. [Order 2, § 106-136-920, filed 1/13/72.]

Chapter 106-140 WAC

USE OF COLLEGE FACILITIES—BUSINESS OFFICE

WAC

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WAC 106-140-001 Business enterprises policy. The provisions of WAC 106-140-001 through 106-140-099 shall constitute the Business Enterprises Policy of Central Washington State College. [Order 2, § 106-140-001, filed 1/13/72.]

WAC 106-140-010 Business sales. The soliciting, selling, exposing for sale, or offering to sell of any goods, services, articles, wares or merchandise of any nature whatsoever, within the boundaries of Central Washington State College property is prohibited except by written permission of the Board of Trustees, president or his designee: *Provided*, That this section shall not apply to private, personal, noncommercial sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved, or to the soliciting, selling, exposing for sale, or offering to sell of individual books, newspapers, magazines, pamphlets and similar published materials. [Order 2, § 106-140-010, filed 1/13/72.]

WAC 106-140-011 Business sales—Restrictions. Central Washington State College property and facilities may not be used for the activities set forth in WAC 106-140-010 unless such activities serve the purposes and needs of the college and are sponsored by a college department, agency, or recognized organizations. Such activities should only be permitted where they complement the services provided by local businesses. [Order 2, § 106-140-011, filed 1/13/72.]

WAC 106-140-020 Advertising—Advertising in recognized student and faculty publications. Advertising in the following listed publications of the college and its recognized student or faculty organizations is permitted within the requirements of journalistic policies, prices, rules and regulations established by each listed publication:

- (1) Campus Crier;
- (2) Hyakem;
- (3) Student and Faculty Directory;
- (4) Village Review;
- (5) KCWS;

(6) Athletic Programs.
[Order 2, § 106-140-020, filed 1/13/72.]

WAC 106-140-021 Advertising—Advertising on bulletin boards. Advertising in order of priority, by students, college employees and recognized organizations thereof on bulletin boards is approved but shall be subject to regulation by the Dean of Students or his designated representative with respect to priority when there is a lack of space, and to the size and duration of the posting. This section applies to bulletin boards located at the following places:

Location	Users
(1) Samuelson Union Building Nature of advertisements: Activities of the sponsoring organizations only.	Student government activities Campus sponsored groups Campus sponsored events
(2) Mitchell Hall Nature of advertisements: Activities of the sponsoring organization only.	Student government activities Campus sponsored groups Campus sponsored events
(3) Bookstore Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations and students.
(4) Any additional ASC bulletin board space which may be provided by the college or by a recognized organization. Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.
(5) Residence Halls Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.

Advertising by other than Central Washington State College affiliated or recognized groups is not permitted at any time on college property and will be removed upon discovery. [Order 2, § 106-140-021, filed 1/13/72.]

WAC 106-140-030 Publicity and literature. Use of college bulletin boards and college property for publicity activity and dissemination of literature shall be permitted in the manner set forth in the provisions of WAC 106-140-030 through 106-140-039. [Order 2, § 106-140-030, filed 1/13/72.]

WAC 106-140-031 Publicity and literature—Outdoor signs. These signs may include banners, posters, stick signs, sandwich boards, or other types of signs. Any sign causing destruction of property will be removed upon discovery. (1) Student activity signs approved by the scheduling office may be placed anywhere on the major walkways or malls immediately adjacent to the Samuelson Union Building.

(2) Stick signs and banners or posters may be posted in the immediate area of Commons and Holmes dining hall entrances. Signs in these areas will be limited to 2 feet by 3 feet in size. Pep banners or any other large signs to be posted in the immediate area of Commons or Holmes dining hall entrances must receive specific approval of the scheduling office and the Director of Food Services.

(3) For Central Washington State College student election campaigns, other areas such as the west end of Black Hall or the east end of Hertz Hall may be designated by the election committee subject to the approval of the college official responsible for that area.

(4) All signs, banners, and posters on the physical property immediately surrounding dormitories must be approved by the scheduling office and housing manager.

(5) Signs shall not be posted on trees or doors anywhere on campus; any so placed may be removed and destroyed by Central Washington State College and Central Washington State College may charge the group or individual responsible for such sign placement for the labor required to restore the premises.

(6) Outdoor signs shall be removed within 36 hours after an event.

(7) If signs and debris are not removed by the individuals or groups responsible for their erection within 36 hours after an event, after warning the individual or group, the college may take steps to remove the debris, litter or material and charge the group or individual responsible for such erection, installation or placement, for the labor required to restore the premises to the original condition. [Order 2, § 106-140-031, filed 1/13/72.]

WAC 106-140-032 Publicity and literature—
Bulletin boards. Posting on bulletin boards for regularly scheduled meetings shall not be earlier than three days before an event; posters for major activities such as speakers and dances shall not be placed on bulletin boards until 7 days before the event. All posters shall be removed within 36 hours after the event. Maximum allowable size of any sign is 12 x 18 inches; any sign in excess of the stated size may be removed at any time. [Order 2, § 106-140-032, filed 1/13/72.]

WAC 106-140-033 Publicity and literature—
Personal "for sale" notices. The items may be posted in the designated areas of the Samuelson Union Building only when neatly typed or written on a 3 x 5 inch card for no longer than one month after posting and shall be subject to approval by the scheduling office. [Order 2, § 106-140-033, filed 1/13/72.]

WAC 106-140-034 Publicity and literature—
Free dissemination of literature. Individuals may use campus walkways to disseminate free literature, except commercial advertising; however, such dissemination shall not be permitted to interfere with individuals entering or leaving buildings or with building occupants. This privilege may be revoked if deemed necessary by the college. Dissemination of literature within any buildings, limited or restricted use areas, including the

stadium or tennis courts, is prohibited. [Order 2, § 106-140-034, filed 1/13/72.]

WAC 106-140-035 Publicity and literature—
Use of tables. Representative of organizations recognized by the Associated Students of Central may arrange for use of literature tables through the scheduling office. Such tables shall be used only for literature from students, faculty or departments. [Order 2, § 106-140-035, filed 1/13/72.]

WAC 106-140-036 Publicity and literature—
Commercial advertising prohibited. College facilities and property shall not be used for commercial advertising by noncollege groups or individuals. [Order 2, § 106-140-036, filed 1/13/72.]

WAC 106-140-040 Selling on campus. Selling within the boundaries of Central Washington State College property may be permitted in the manner and at the locations as set forth below:

(1) Residence halls:

(a) The selling of food in vending machines is controlled by and administered through the Office of the Director of Auxiliary Services.

(b) Students are allowed to sell or to offer services on commission for food, laundry, dry cleaning, magazines, corsages, and tuxedos with a special permit only. Every student engaged in selling in college housing units must secure a permit from the Director of Auxiliary Services.

(c) Petitions requesting permission for selling in areas not listed are considered by the Board of Review. All petitions shall be submitted in writing to the Director of Auxiliary Services.

(2) Other campus areas, as follows:

(a) Selling by individual students or by recognized organizations in classroom buildings, administrative buildings or service buildings is not allowed without special permission that must be obtained from the Vice President for Business Affairs not less than five business days prior to the date the requested activity is to take place. Violations must be reported promptly to the Vice President for Business Affairs.

(b) The College Athletic Committee regulates selling at college athletic events. Applications for permission to sell at such events shall be made to the College Athletic Committee.

(c) The College Union Board regulates selling by individuals and groups in the Samuelson Union Building. Applications for permission to sell in the Samuelson Union Building shall be made to the College Union Board. [Order 2, § 106-140-040, filed 1/13/72.]

WAC 106-140-050 Soliciting and selling of published materials. The personal, noncommercial soliciting, selling, exposing for sale, or offering to sell by any person or persons, of any books, newspapers, magazines, pamphlets and similar published materials shall be permitted within the boundaries of Central Washington State college property, provided that such published materials are not already available for sale at the college,

and shall be subject to regulation by the college president or his designee as to the time, place, and manner thereof. Applications for permission to solicit or sell under this policy shall be submitted to the president or his designee 24 hours prior to the time such use of the college facilities is desired. The president or his designee shall establish the time, place and manner that such soliciting and selling shall occur within the boundaries of college property. All rules and regulations, orders or directives adopted by the president or his designee pursuant to this section shall be promulgated. [Order 2, § 106-140-050, filed 1/13/72.]

WAC 106-140-051 Soliciting and selling of published materials—Exceptions. WAC 106-140-050 shall not apply to private sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved. [Order 2, § 106-140-051, filed 1/13/72.]

WAC 106-140-052 Soliciting and selling of published materials—Prohibitions. The soliciting, selling, exposing for sale or offering to sell of any material in violation of Washington state law is prohibited. [Order 2, § 106-140-052, filed 1/13/72.]

WAC 106-140-053 Soliciting and selling of published materials—Time, place and manner of soliciting and selling of published materials. Activity within the scope of WAC 106-140-050 shall be permitted subject to the following restrictions and limitations:

- (1) 8:00 a.m. – 8:00 p.m. Monday – Friday

Area bounded by the Samuelson Union Building, Wildcat Shop, Walnut Street Mall and 9th Avenue Mall

Personal solicitation which does not interfere with classes in session or obstruct the free flow of traffic, and which is carried on without shouting, voice amplification or other noise louder than normal conversation, and without deliberate provocation, harrassment or disturbance of persons in the area; or any breach of the peace; and subject to the premises being restored to their original conditions is permitted. A registration permit is required and shall be issued by the scheduling office in the Samuelson Union Building and shall be in open view during the period of activity.

- (2) 8:00 a.m. – 8:00 p.m. Monday – Friday

9th Avenue Mall

Personal solicitation which does not interfere with classes in session or obstruct the free flow of traffic is permitted. Voice amplification is also permitted providing amplifiers are used in a manner which does not materially and substantially interfere with the normal educational processes and do not collide with the rights of others. In no instance may amplifiers interfere with classes or the ongoing program of Central Washington State College, nor

shall there be any interference with other concurrently meeting groups. Deliberate provocation, harrassment or disturbance of persons in the area, or any breach of the peace is prohibited. Once the solicitation has ceased, the premises shall be restored to their original condition. A registration permit is required and shall be issued by the scheduling office in the Samuelson Union Building and shall be in open view during the period of activity.

- (3) Additional facilities may be designated by the president or his designee upon specific request.

[Order 2, § 106-140-053, filed 1/13/72.]

WAC 106-140-101 Use of college facilities—Business office. The provisions of WAC 106-140-001 through 106-140-999 shall be reserved for policies on use of college facilities under the supervision of the college business office. [Order 4, § 106-140-101, filed 6/16/72, effective 7/20/72.]

WAC 106-140-110 Telephone services—Long distance calls. Personal long distance calls may not be charged to any college telephone number; any individual doing so shall pay for the cost of the toll charge, plus an additional penalty charge established by the college. Long distance telephone calls may be placed from college telephones by charging the call to a noncollege telephone number or to a credit card.

Repeated violations of this section may result in disciplinary action. [Order 4, § 106-140-110, filed 6/16/72, effective 7/20/72.]

WAC 106-140-111 Telephone services—Requests for repairs. All requests for repair of college telephones are to be made with the college telephone office. [Order 4, § 106-140-111, filed 6/16/72, effective 7/20/72.]

WAC 106-140-112 Telephone services—Approval of installations. Telephones may be installed on the Central Washington State College campus only with the approval of the Director of Auxiliary Services or his designee. [Order 4, § 106-140-112, filed 6/16/72, effective 7/20/72.]

WAC 106-140-113 Telephone services—Right to restrict or modify services. The college reserves the right at any time it deems necessary to restrict or change:

- (1) The telephone services;
- (2) Access to controlled long distance networks;
- (3) The hours of having operators on duty;
- (4) The amounts and types of information it will make available to the public through the telephone office. [Order 4, § 106-140-113, filed 6/16/72, effective 7/20/72.]

WAC 106-140-120 Motor pool—college vehicles—College personnel. College vehicles shall be utilized and operated only by college employees, or students of Central Washington State College authorized by college officials. [Order 4, § 106-140-120, filed 6/16/72, effective 7/20/72.]

WAC 106-140-121 Motor pool-college vehicles—Student personnel. Student employee use of vehicles is limited to that use authorized by departmental chairmen and administrative heads. [Order 4, § 106-140-121, filed 6/16/72, effective 7/20/72.]

WAC 106-140-130 Prohibition of smoking. Smoking is prohibited in college buildings except campus living facilities and designated areas. [Order 4, § 106-140-130, filed 6/16/72, effective 7/20/72.]

WAC 106-140-140 Business office hours—Cashier. The Central Washington State College Business Office Cashier's Office will be open for business during the hours posted by the college controller or his designee. [Order 4, § 106-140-140, filed 6/16/72, effective 7/20/72.]

WAC 106-140-145 Check cashing—cashier's office. Identification cards, driver's licenses and other types of identification may be required before accepting personal checks. If there is any question as to the authenticity of the check, signatures may be compared. In accordance with procedures established by the controller's office, checks will not be accepted from those with a history of writing checks which banks will not honor. [Order 4, § 106-140-145, filed 6/16/72, effective 7/20/72.]

WAC 106-140-146 Check cashing—cashier's office—Partial return in cash. When payment is made on a college account with a check from a third party and the college is payee, for an amount equal to or less than the amount owed, the college will not return any portion of the check to the holder unless authorization is received from the maker of the check. The college reserves the right at all times to refuse to accept a check. [Order 4, § 106-140-146, filed 6/16/72, effective 7/20/72.]

WAC 106-140-150 College bookstore—Refunds. The college bookstore will give a refund of the purchase price for only required text books for credited classes currently in session at Central Washington State College and for defective merchandise, in the following manner:

(1) Refunds shall be made only for the first five days after the beginning of classes; and

(2) Central Washington State College Bookstore cash register sales receipt dated not more than seven days from date of sale for the book or books shall be required; and

(3) Books must be in new condition; unmarked and free of damage; and

(4) Central Washington State College identification card of current validation shall be required; and

(5) No cash refunds shall be made for books purchased with a credit card; and

(6) Defective merchandise is refundable only if returned within a reasonable time as determined by the college bookstore manager, or his designee, and a Central Washington State College Bookstore sales receipt for that item and identification shall be required. [Order 4, § 106-140-150, filed 6/16/72, effective 7/20/72.]

WAC 106-140-151 College bookstore—Used book purchases. The college bookstore shall purchase used books in the following manner:

(1) No more than fifty percent of list price shall be paid for used books; and

(2) Books shall be in saleable condition; and

(3) Overmarked or damaged books shall not be purchased; and

(4) Overstocked books and books not being used again the following quarter or session shall be purchased at market value; and

(5) Central Washington State College identification of current validation shall be required. [Order 4, § 106-140-151, filed 6/16/72, effective 7/20/72.]

WAC 106-140-152 College bookstore—Bookstore check cashing policy. The college bookstore shall cash personal checks in the following manner:

(1) Current validated Central Washington State College identification shall be required; and

(2) Check shall be customer's own personal check with bank number printed on the check, except that payroll checks will be honored for a limited amount provided current validated Central Washington State College identification is presented; and

(3) Check shall be for the amount of purchase, except that a check for cash or over the amount of purchase may be accepted when cash is available, provided that the bookstore may establish minimum and maximum amount limits at management's discretion; and

(4) Checks shall not be accepted from anyone with a history of writing checks that banks will not honor. [Order 4, § 106-140-152, filed 6/16/72, effective 7/20/72.]

WAC 106-140-153 College bookstore—Methods of purchase. All sales shall be paid by cash, check, or money order at the time of purchase, except under the following conditions:

(1) When arrangement for payment has been made through the college; or

(2) Sales to departments, residence halls, and campus organizations when purchase is made by authorized personnel; or

(3) Sales to college full-time faculty and staff with Central Washington State College identification; or

(4) Sales to holders of accepted credit cards, subject to the requirements and restrictions of the firm issuing the credit card. [Order 4, § 106-140-153, filed 6/16/72, effective 7/20/72.]

WAC 106-140-154 College bookstore—Book orders. The college bookstore may order books and other merchandise for customers when they are not currently available in the store; a deposit or the full purchase price in advance may be required for certain items depending on their nature and their cost; deposits paid for special orders may be subject to forfeiture if the order is canceled or if the merchandise is not purchased within seven days after receipt of merchandise in the college bookstore unless other arrangements have been approved by

the bookstore manager. [Order 4, § 106-140-154, filed 6/16/72, effective 7/20/72.]

WAC 106-140-155 College bookstore—Pricing. All pricing is subject to change without notice. [Order 4, § 106-140-155, filed 6/16/72, effective 7/20/72.]

WAC 106-140-156 College bookstore—Packages. The public is required to leave all packages, books, supplies, packs, bags, large handbags, etc., outside the college bookstore sales display area, provided that those carried in shall be subject to search prior to leaving the sales display area. [Order 4, § 106-140-156, filed 6/16/72, effective 7/20/72.]

WAC 106-140-157 College bookstore—Animals prohibited. No animals of any kind are allowed in the college bookstore. [Order 4, § 106-140-157, filed 6/16/72, effective 7/20/72.]

WAC 106-140-158 College bookstore—Sales restrictions. Only merchandise or items sold by the college bookstore as a part of its operation may be sold within the college bookstore premises. [Order 4, § 106-140-158, filed 6/16/72, effective 7/20/72.]

WAC 106-140-159 College bookstore—Hours. The hours that the college bookstore shall be open for business shall be those posted by the bookstore manager or his designee. [Order 4, § 106-140-159, filed 6/16/72, effective 7/20/72.]

WAC 106-140-160 Use of college mailing and stationery services. No one may employ college stationery, services (mail, duplicating, equipment, etc.) and supplies for personal use or for organizations not sponsored solely by the college. [Order 4, § 106-140-160, filed 6/16/72, effective 7/20/72.]

Chapter 106-156 WAC

COLLEGE HOUSING AND DINING HALL SERVICES POLICY

WAC

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WAC 106-156-010 Students required to live in college residence halls. All full time single freshman and sophomore students of Central Washington State College under 21 years of age are required to live in College residence hall facilities. Residence hall facilities do not include apartments for single or married students. [Order 27, § 106-156-010, filed 4/22/76; Order 7, § 106-156-010, filed 8/18/72, effective 9/20/72.]

WAC 106-156-011 Students required to live in college residence halls—Exceptions. Exceptions to WAC 106-156-010 may be granted to the following students:

- (1) Those who are living with parents or relatives.
- (2) Those with medical reasons.
- (3) Those employed off campus and housing and/or board is a part of their overall compensation received.
- (4) Those who will reach the age of 21 within thirty (30) days after the start of the quarter.
- (5) Those who have completed six (6) quarters as a full time student.
- (6) Those who have unique situations not otherwise covered in this paragraph of exceptions and obtain the

approval of the Director of Auxiliary Services, or the Director's designee.

The Director of Auxiliary Services has established a committee of whom the student may request a hearing and ruling on the student's request for an exception. The decision of the committee may be appealed to the Admissions, Matriculation and Graduation Committee and ultimately the Board of Trustees. [Order 27, § 106-156-011, filed 4/22/76; Order 7, § 106-156-011, filed 8/18/72, effective 9/20/72.]

WAC 106-156-012 Students required to live in college residence halls—Definitions. Definitions of exceptions as stated in WAC 106-156-011 shall mean and are defined as follows:

(1) Living with shall mean those whose domiciles are in the place of residence of a parent or relative and will be commuting from such place of residence on a daily basis.

(2) Parents or relatives shall mean a parent, legal guardian, grandparent, brother, sister, aunt, uncle, or first cousin.

(3) Medical reason shall mean a medical problem that shall require a student to live in other than a college residence hall. Written verification of the medical problem and the requirement not to live in a residence hall must be obtained and submitted from a licensed physician or licensed psychologist.

(4) Employment in non-college housing and housing and/or board is part of their overall compensation received shall mean employment for an established place of business or for an established family unit when a landlord/employer requires the student to reside where the work is performed and a substantial portion of the rent and/or room and board is reduced as a part of the overall compensation for the work performed for the landlord/employer at the place of the residence of the student.

(5) Completed six (6) quarters as a full time student shall mean enrollment in and completion of a minimum of ten (10) credit quarter hours of academic work in each of the six quarters. [Order 27, § 106-156-012, filed 4/22/76.]

WAC 106-156-013 Students required to live in college residence halls—Verification and time requirement. Acceptable written verification shall be provided to the College for all exceptions at the time the request for an exception is made. (1) A currently enrolled student wishing to apply for an exception to the College Housing Policy as set forth in WAC 106-156-010 shall reduce such request to writing and file it as required by the Director of Auxiliary Services no later than 5:00 p.m. on the last day of the fifth week of classes in the quarter preceding the quarter the exception is requested for.

(2) A newly admitted or reenrolling student who has not been enrolled as a student at Central the previous quarter wishing to apply for an exception to the College Housing Policy as set forth in WAC 106-156-010 shall reduce such request to writing and file such request in

the office of the Director of Auxiliary Services as required by the Director of Auxiliary Services within 20 (twenty) days after such student's acceptance to the College; however, in no event later than 5:00 p.m. on the day following such student's day of registration. [Order 27, § 106-156-013, filed 4/22/76.]

WAC 106-156-015 Eligibility for college family housing. Generally eligibility to lease and occupy College family housing is limited to students, full-time faculty, and full-time staff members of the College. A student is one who maintains a minimum of twelve (12) quarter hours as an undergraduate student or ten (10) quarter hours as a graduate student, exclusive of correspondence courses. Concurrent enrollment of husband and wife to maintain the minimum hours does not fulfill this requirement. This regulation applies to each quarter, with the exception of a tenant living in family housing during Spring quarter who wishes to remain as a non-student during the summer. He may do so if he indicates in writing his intention to re-enroll Fall quarter. [Order 7, § 106-156-015, filed 8/18/72, effective 9/20/72.]

WAC 106-156-016 Eligibility for college family housing—Loss of eligibility grounds for termination of lease. Leases are terminable by the College if the tenant ceases to be a student, as defined in WAC 106-156-015, a full-time faculty, or a full-time staff member of the College. [Order 7, § 106-156-016, filed 8/18/72, effective 9/20/72.]

WAC 106-156-017 Eligibility for college family housing—Waiting lists. Those on a waiting list for family housing must notify the College Housing Department of any change of address, change in plans, or other information which would effect their status as an applicant. Applicants who do not respond to communications from the Housing Office during a period of one year to indicate the status of his application or to request a refund, will forfeit his deposit and his application will be considered void. [Order 7, § 106-156-017, filed 8/18/72, effective 9/20/72.]

WAC 106-156-020 Residence hall and single student applicants responsibilities. The applicant for residence hall or single student apartment accommodations shall acknowledge by signature at the time of application that he has read and does understand the "Terms and Conditions of Residence" and if accepted for admission by Central Washington State College agrees to abide by the rules and regulations of Central Washington State College, and by the terms and conditions of residence. Applications for residence hall or single student apartment accommodations will be accepted from those who have not yet been officially admitted or employed by Central Washington State College, but who have indicated an intent to attend or be employed by the College during the dates listed on the application. Residence hall and single student apartment applications and the contract with its "Terms and Conditions of Residence" may be obtained at the Central Washington State College Housing Office. The application for accommodations,

together with the required deposit, are to be submitted to the Office of the Housing and Food Service Cashier. [Order 7, § 106-156-020, filed 8/18/72, effective 9/20/72.]

WAC 106-156-021 Residence hall and single student applicants responsibilities—Additional charges. There is an additional charge if occupancy starts prior to the start of a quarter or if occupancy occurs between Summer and Fall quarters. [Order 7, § 106-156-021, filed 8/18/72, effective 9/20/72.]

WAC 106-156-022 Residence hall and single student applicants responsibilities—Accommodation assignments—Residence halls and single student apartments. Assignments to all residence halls and single student apartments are determined by the date the deposit is received, the College program for a facility, and according to age, sex, and College status, and according to the following priority for students, faculty and staff:

- (1) Students, faculty and staff who lived in the accommodations the previous quarter.
- (2) Students, faculty and staff returning to the campus from an off-campus program.
- (3) Students, faculty and staff the previous quarter who did not live in the accommodations.
- (4) Those who were not students, faculty or staff the previous quarter.

The College reserves the right to change the basis of assignments whenever the Director of Housing deems necessary.

Contracts are terminable by the College if the tenant ceases to be a student, as defined in WAC 106-156-015, a full-time faculty, or a full-time staff member of the College. [Order 7, § 106-156-022, filed 8/18/72, effective 9/20/72.]

WAC 106-156-023 Residence hall and single student applicants responsibilities—Housing and food service rates. All occupants of residence halls and single student apartments are required to pay rates that have been established by the Board of Trustees of Central Washington State College. Rates for residence halls include room and board. Rates for single student apartments include room only. The published rental room and board rates do not include extra services or charges that may be requested by or assessed to the tenant, as previously established by the Director of Auxiliary Services, or his designee. [Order 7, § 106-156-023, filed 8/18/72, effective 9/20/72.]

WAC 106-156-024 Residence hall and single student applicants responsibilities—Payment requirements—Cancellation of registration. Payment for a quarter must be made in full prior to or at the time of occupancy, or according to established payment schedules. When one chooses the installment payment plan, each payment is due on the first of each month. If payment, in an amount at least equal to that shown on the installment payment schedule, is not made before the tenth an additional previously established charge is assessed, plus an additional previously established charge

is assessed per additional business week. If payment or arrangement is not made by the first day of the following month, a student's registration for the current quarter is subject to cancellation. When a charge is incurred or assessed before the last two weeks of the quarter and is unpaid as of the last day of the quarter, a previously established late charge must be made before the student will be allowed to re-enroll. When a charge is incurred during the last two weeks of a quarter, a previously established late charge will be added if the bill is not paid by the first day of classes in the next quarter. [Order 7, § 106-156-024, filed 8/18/72, effective 9/20/72.]

WAC 106-156-025 Residence hall and single student applicants responsibilities—Extra services. When extra services are provided by the College there will be a previously established charge or a charge based upon the College's cost, for the service that must be paid by the person, persons, or group receiving these services. Items of this nature include, but are not limited to, rental refrigerators, rental of linen, rental of extra furniture, etc. [Order 7, § 106-156-025, filed 8/18/72, effective 9/20/72.]

WAC 106-156-026 Residence hall and single student applicants responsibilities—Nondiscriminatory assignment. Assignment to all College housing facilities are made without reference to race, creed, or color. [Order 7, § 106-156-026, filed 8/18/72, effective 9/20/72.]

WAC 106-156-027 Residence hall and single student applicants responsibilities—Deposit required. When applying for housing accommodations a completed application as well as a deposit must be submitted to the College. [Order 7, § 106-156-027, filed 8/18/72, effective 9/20/72.]

WAC 106-156-028 Residence hall and single student applicants responsibilities—Final acceptance. Acknowledgment and confirmation of space from the Housing Office constitutes final acceptance of both parties regarding the terms and conditions of the accommodations contract or lease and rental agreement. [Order 7, § 106-156-028, filed 8/18/72, effective 9/20/72.]

WAC 106-156-030 Conferences and workshops—Participants. To the extent that facilities are available, Central Washington State College will accommodate conferences and workshops for a charge that has been previously established and as agreed to by the College and those acting for the workshop or conference. Participants must abide by Central Washington State College's rules and regulations. [Order 7, § 106-156-030, filed 8/18/72, effective 9/20/72.]

WAC 106-156-040 Payment—Third party requirements. When payment on a contract, lease, or rental agreement is made with a check from a third party and the College is payee, for an amount equal to or less than the amount owed, the College will not return any portion of the check to the tenant unless authorization is

received from the writer of the check. [Order 7, § 106-156-040, filed 8/18/72, effective 9/20/72.]

WAC 106-156-041 Payment—Payment charges. When a charge is incurred or assessed before the last two weeks of the quarter and is unpaid as of the last day of the quarter, a previously established late charge must be made before the student will be allowed to re-enroll. When a charge is incurred during the last two weeks of a quarter, a previously established late charge will be added if the bill is not paid by the first day of classes in the next quarter. [Order 7, § 106-156-041, filed 8/18/72, effective 9/20/72.]

WAC 106-156-050 Use of housing facilities. Only residents, their guests, persons having official business, and associate members of housing facilities, are authorized to enter or use the buildings or their facilities. Use of common areas by non-residents may be approved by the Director of Housing Services. [Order 7, § 106-156-050, filed 8/18/72, effective 9/20/72.]

WAC 106-156-051 Use of housing facilities—Bicycles and motorcycles. Motorbikes may not be stored or kept inside College housing facilities, entry-ways, or passage-ways. Bicycles may not be stored or kept in entry-ways or passage-ways or other places designated by the Director of Housing Services, or his designee. [Order 7, § 106-156-051, filed 8/18/72, effective 9/20/72.]

WAC 106-156-052 Use of housing facilities—Laundry facilities. When locks have been installed on the laundry rooms in College housing facilities, the apartment or room key will unlock these facilities. Doors must be kept locked to enable only the residents of College-owned housing to use the washers, dryers, and other laundry equipment, as this equipment is located within the facilities for the use of the occupants only. All residents are required to present identification to any housing employee at any time requested. Those who are not residents and who use laundry equipment and facilities and those residents who allow others than occupants use laundry equipment and facilities are subject to a previously established charge. [Order 7, § 106-156-052, filed 8/18/72, effective 9/20/72.]

WAC 106-156-053 Use of housing facilities—Room inspection. (1) The College reserves the right to have authorized personnel enter any unit for the purpose of inspection, repairs, and official business.

(2) "Official business" as used in Section (1) above shall mean any situation where there is a reasonable cause to believe that an emergency or danger exists involving threat or injury to life, limb, or property.

(3) "Authorized personnel" as used in Section (1) above shall include emergency personnel, ambulance personnel, firemen, doctors and nurses, campus security, and the following groups of College employees: maintenance men, housing personnel, head residents, and resident assistants. [Order 7, § 106-156-053, filed 8/18/72, effective 9/20/72.]

WAC 106-156-054 Use of housing facilities—Overnight guests. Guests are allowed to stay in residence halls for a maximum of two nights in any one week unless a longer stay is approved by the Director of Housing Services. There is a previously established guest charge for room service for the first night and for each additional night for each guest in a student's room. If the guest has a sleeping bag, there is no charge. Each guest must be registered with the head resident and must also have a host or hostess. Guests who wish to eat in the dining halls must pay for their meals as they go through the line. [Order 7, § 106-156-054, filed 8/18/72, effective 9/20/72.]

WAC 106-156-055 Use of housing facilities—Firearms. Firearms and other weapons are not allowed in student rooms. Weapons and ammunition must be turned in to the head resident who will issue the weapons on request. Firearms are not to be cleaned in the residence halls. [Order 7, § 106-156-055, filed 8/18/72, effective 9/20/72.]

WAC 106-156-056 Use of housing facilities—Associate members. An associate member of a residence hall is a student of Central Washington State College who does not live in a residence hall, who has applied, and has been approved by the Director of Housing Services for associate membership in a particular residence hall. The associate member may participate in residence hall activities. An associate member may use the common use areas within the residence hall; however, the associate member may not use the laundry facilities; or may not use a student's room unless invited as a guest by the person assigned to that room. The associate member must sign a Residence Hall Associate Member Application which indicates the acceptance of the individual to abide by and support the rules and regulations as set forth by Central Washington State College. The College reserves the right to terminate the associate membership if the associate member is proven to be in violation of these rules and regulations. [Order 7, § 106-156-056, filed 8/18/72, effective 9/20/72.]

WAC 106-156-060 Family housing applicants. Applications for family housing will be accepted from students who have not yet been officially admitted to Central Washington State College, but who have indicated an intent to attend during the dates listed on their applications. Family housing applications may be obtained at the Central Washington State College Family Housing Office. The application, together with the required deposit, are to be submitted to the Office of the Housing and Food Service Cashier. [Order 7, § 106-156-060, filed 8/18/72, effective 9/20/72.]

WAC 106-156-061 Family housing applicants—Accommodation assignments—Family housing. Apartments are assigned on the basis of the date the College receives the deposit, and the size of the family. Accommodations are provided for only immediate family: husband, wife, their children, or others who are declared

dependents for income tax purposes. [Order 7, § 106-156-061, filed 8/18/72, effective 9/20/72.]

WAC 106-156-062 Family housing applicants—Marriage requirements—Exceptions. Applicants for family housing need not be married at the time of application but must be legally married at the time of occupancy and when the lease is signed. Exceptions are those who are separated, divorced, widowed, or legal guardians, with children. [Order 7, § 106-156-062, filed 8/18/72, effective 9/20/72.]

WAC 106-156-063 Family housing applicants—Marriage certificate. A valid marriage certificate shall be furnished to the College upon request. [Order 7, § 106-156-063, filed 8/18/72, effective 9/20/72.]

WAC 106-156-064 Family housing applicants—Family housing deposit requirements. Those who have applied for family housing are required, in addition to the payment of the deposit at the time of application, to pay to the College a previously established additional deposit of their rent in the amount and by the time required by the College. Failure of the applicant to pay the additional deposit either in the amount or by the time required by the College will result in the applicant being by-passed when the College is assigning family housing accommodations. The College may at its option extend the payment date to a later time of its option when there is a need of the applicant to pay at a later date. When an applicant cancels his application after paying the deposits, all losses in rent income up to the amount paid will be deducted before any refund, if any, will be made. [Order 7, § 106-156-064, filed 8/18/72, effective 9/20/72.]

WAC 106-156-065 Family housing applicants—Lease required. All tenants of Central Washington State College family housing are required to sign a lease, rental agreement or contract. By the signing of the lease, rental agreement or contract, the individual agrees to abide by and support any and all existing or future rules as set forth by Central Washington State College. The College reserves the right to terminate any lease, rental agreement, or contract if the resident is proven to be in violation of any rules and regulations or found withdrawn from classes or cancelled registration. [Order 7, § 106-156-065, filed 8/18/72, effective 9/20/72.]

WAC 106-156-066 Family housing applicants—Family housing rates. All tenants of family housing are required to pay rent that has been established by the Board of Trustees of Central Washington State College. The published rental and room and board rates do not include extra services or charges that may be requested by or assessed to the tenant. [Order 7, § 106-156-066, filed 8/18/72, effective 9/20/72.]

WAC 106-156-067 Family housing applicants—Payment requirements. The rent shall be due the first and payable on the tenth of each month at the Housing and Food Services Cashier's Office. If payment is not

made by the tenth a previously established late charge is assessed, plus an additional previously established charge for each business week that the payment is late. If payment or arrangement for payment is not made by the first day of the following month, the student's registration for the current quarter is subject to cancellation. [Order 7, § 106-156-067, filed 8/18/72, effective 9/20/72.]

WAC 106-156-070 Food services. Residence hall accommodations include board. [Order 7, § 106-156-070, filed 8/18/72, effective 9/20/72.]

WAC 106-156-071 Food services—Admittance to dining halls. Admittance to the dining halls is only by valid meal ticket or cash payment at prices that have been previously established and which are subject to change without notice. Meal tickets and receipts for cash payment must be presented at any time requested by any food service employee. [Order 7, § 106-156-071, filed 8/18/72, effective 9/20/72.]

WAC 106-156-072 Food services—Guests. A weekend guest meal ticket may be purchased at the dining hall for a previously established amount. This ticket enables the guest to have meals served on weekends only and is only good on the weekend purchased. [Order 7, § 106-156-072, filed 8/18/72, effective 9/20/72.]

WAC 106-156-073 Food services—Removal of food. Food may not be removed from a dining hall with the exception of a limited quantity of fresh fruit, cookies, ice cream, and ala carte sandwiches served in lieu of a regular meal. All exceptions must be approved by the Director of Food Services. [Order 7, § 106-156-073, filed 8/18/72, effective 9/20/72.]

WAC 106-156-074 Food services—Removal of dining hall property. Utensils, dishes, silverware are not to be removed from the dining hall. The exception is items may be checked out for a special function with the approval of the Director of Food Services. [Order 7, § 106-156-074, filed 8/18/72, effective 9/20/72.]

WAC 106-156-075 Food services—Persons eligible to purchase an off-campus meal ticket. Students, faculty and staff not living in College residence halls may purchase an off-campus meal ticket. Those wishing to purchase an off-campus meal ticket must sign a contract. The person agrees to pay the amount specified for the meal plan contracted for at the time of purchase. Prices for off-campus meal tickets are previously established by the Director of Auxiliary Services. The services provided by the meal ticket are not transferrable to any other person. This contract is for a full quarter or the remaining part thereof. Payment for the off-campus meal ticket shall be in accordance with a payment schedule. If a payment is not made according to the payment schedule, a previously established additional charge is assessed, plus another previously established charge is added per additional business week. If payment or arrangement for late payment is not made by the first

day of the following month, the student's registration is subject to cancellation. [Order 7, § 106-156-075, filed 8/18/72, effective 9/20/72.]

WAC 106-156-076 Food services—Choice of servings and seconds. Those eating in the dining hall may generally choose one serving from each of the items offered in the serving area, for example entrees, salads, desserts, etc. They may later, during that meal period, obtain additional servings at the place designated in the dining facility. An unlimited number of additional servings are generally available provided the previous serving has been eaten and provided the procedures as required in the dining hall are followed. The College reserves the right to restrict items available for seconds. [Order 7, § 106-156-076, filed 8/18/72, effective 9/20/72.]

WAC 106-156-077 Food services—Dress standards. Those eating in dining halls are required to observe the dress standards which have been established. [Order 7, § 106-156-077, filed 8/18/72, effective 9/20/72.]

WAC 106-156-078 Food services—Smoking prohibited—Exceptions. Smoking is prohibited in the dining halls except at special banquets or during non-serving periods. [Order 7, § 106-156-078, filed 8/18/72, effective 9/20/72.]

WAC 106-156-079 Food services—Serving hours. The serving hours will be those posted by the Director of Food Services, or his designee. These will be the periods the dining halls are required to serve. [Order 7, § 106-156-079, filed 8/18/72, effective 9/20/72.]

WAC 106-156-080 Food services—Pets prohibited. Pets are not permitted in the dining halls. [Order 7, § 106-156-080, filed 8/18/72, effective 9/20/72.]

WAC 106-156-081 Food services—Outside services restricted. Only food and other items served or sold by the dining hall Food Services as a part of its operation may be sold or consumed within the dining hall premises. All exceptions must be approved by the Director of Food Services. [Order 7, § 106-156-081, filed 8/18/72, effective 9/20/72.]

WAC 106-156-082 Food services—Additional food services. Special banquets, dinners, and other food service functions may be available with the approval of and by arrangement with the Director of Food Services, or his designee. The charges, if any, are dependent upon the services offered, the cost, and the nature of the function. [Order 7, § 106-156-082, filed 8/18/72, effective 9/20/72.]

Chapter 106-160 WAC

ADMISSION AND REGISTRATION PROCEDURES

WAC

106-160-001 Admission and registration procedures and catalog requirements.

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106-160-002	Admission and registration procedures and catalog requirements—Changes in catalog.
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106-160-007	Finances—Sanctions.
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106-160-030	Admission requirements—Application for study leading to a master's degree.
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106-160-032	Admission requirements—Admission procedure.
106-160-033	Admission requirements—Procedures for high school graduates.
106-160-034	Admission requirements—Procedures for advanced undergraduate standing.
106-160-035	Admission requirements—Admission to credential program.
106-160-036	Admission requirements—Medical history.
106-160-040	Summer session admission and registration procedures.
106-160-041	Summer session admission and registration procedures—Workshop registration.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

106-160-025	Admission requirements—Admission of transient students. [Order 3, § 106-160-025, filed 2/28/72, effective 3/30/72.] Repealed by Order 30, filed 8/12/76.
106-160-028	Admission requirements—Admission of part-time students and auditors. [Order 3, § 106-160-028, filed 2/28/72, effective 3/30/72.] Repealed by Order 30, filed 8/12/76.

WAC 106-160-001 Admission and registration procedures and catalog requirements. The provisions of WAC 106-160-001 through 106-160-099 shall contain admission and registration procedures and catalog requirements of Central Washington State College. [Order 3, § 106-160-001, filed 2/28/72, effective 3/30/72.]

WAC 106-160-002 Admission and registration procedures and catalog requirements—Changes in catalog. The Board of Trustees reserves the right of the Board of Trustees or President to make changes in any of the provisions of the College's catalogs without prior notice. When changes are made, the changes shall be filed in the office of the President and other appropriate College offices and placed with the appropriate catalog in the reference area of the Library. [Order 3, § 106-160-002, filed 2/28/72, effective 3/30/72.]

WAC 106-160-005 Finances. Each applicant for admission to Central Washington State College must pay the tuition and fees as established by the Board of

Trustees or the President prior to the dates for payment as designated by the Board of Trustees or the President. [Order 3, § 106-160-005, filed 2/28/72, effective 3/30/72.]

WAC 106-160-006 Finances—Tuition refund schedule. The Prepayment is a non-refundable fee. (1) A student will receive a 50% refund of his tuition and general fees (less Prepayment) if his withdrawal from the College occurs by the last day of the "Change of Schedule" period as designated by the Board of Trustees or the President of the College.

(2) A student will receive a 25% refund of his tuition and general fees (less Prepayment) if his withdrawal from College occurs between the end of the "Change of Schedule" period and the time established for such final withdrawal as designated by the Board of Trustees or President and published in the catalog.

(3) There is no refund of tuition and general fees after the final date for withdrawal as established by the Board of Trustees or the President.

(4) Students may receive a full refund (less Prepayment) only if notification of withdrawal from College is received by the College prior to the first day of classes.

(5) Part-time students are not eligible for a refund (less Prepayment) of tuition unless they cancel their registration before the first day of classes or unless they show extenuating circumstances. [Order 3, § 106-160-006, filed 2/28/72, effective 3/30/72.]

WAC 106-160-007 Finances—Sanctions. Admission to or registration with the College, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the College. [Order 3, § 106-160-007, filed 2/28/72, effective 3/30/72.]

WAC 106-160-010 Graduating students. Students shall submit their applications for the appropriate degrees on or before the date designated for that purpose by the Board of Trustees or the President, which shall be published in the appropriate College catalog. No application shall be accepted after the designated dates, provided that the President or his designee may waive this requirement. [Order 3, § 106-160-010, filed 2/28/72, effective 3/30/72.]

WAC 106-160-015 Registration. Currently enrolled students and all other individuals desiring to enroll in Central Washington State College shall do so on or before the pre-registration or registration dates designated by the Board of Trustees or President, which shall be published in the appropriate College catalog. No registration or pre-registration shall be accepted after the designated dates, provided that the Registrar may, whenever possible, waive this requirement within the time designated by the Board of Trustees or President for late registration. [Order 3, § 106-160-015, filed 2/28/72, effective 3/30/72.]

WAC 106-160-016 Registration—Deadlines. All students registering with the College must meet those

deadlines as established by the Board of Trustees or the President for registration. [Order 3, § 106-160-016, filed 2/28/72, effective 3/30/72.]

WAC 106-160-017 Registration—Changes in registration and withdrawal. Students who wish to change their registration or withdraw from a particular course or the College after having completed their registration must do so on or before the dates established for such changes or withdrawal by the Board of Trustees or President and by the completion of the "Change in Registration" or "Withdrawal" forms maintained by the College. Students who leave the College and do not withdraw shall receive failing grades for work not completed. [Order 3, § 106-160-017, filed 2/28/72, effective 3/30/72.]

WAC 106-160-020 Admission requirements—To freshman standing. Applicants who have had no college work may apply for admission under one of the following provisions:

(1) Applicants who have graduated from a Washington State high school and whose records show a cumulative high school grade point average which meets the minimum requirements for admission as established by the College will be considered for admission to the College. These applicants may apply for admission to the College under the "Early Admissions Plan" at the close of their sixth semester if their records show a cumulative high school grade point average at or above the minimum established and required by the College for admission. The "Uniform Application for Admission to Colleges and Universities in the State of Washington" should be filed with the Office of Admissions at the close of the sixth semester but not before that date occurring in the applicant's senior year as established by the Board of Trustees or the President after which applications for admission will be accepted by the College. An applicant under the "Early Admissions Plan" is not officially admitted to the College until his graduation records are on file with the Office of Admissions and indicate that he has fulfilled the general requirements for admission to the College. Applicants whose cumulative grade point average is below that required by the College for admission may be considered for admission to the College only if space and facilities permit. Such applicants are encouraged to file the "Uniform Application for Admission to Colleges and Universities in the State of Washington" at the close of their sixth semester but not before that date occurring in their senior year as specified by the Board of Trustees or President after which applications for admission to the College will be accepted.

(2) Applicants who have graduated from a high school in other states must meet the standards of admission as established by the Board of Trustees or the President as published in the appropriate College catalog and may be considered for admission to the College only if space and facilities permit and must file their application for admission on or after the date established under (1) above.

(3) Applicants who have not graduated from a high school may be considered for admission to the College on the basis of the results of the "General Education Development Examination" which they may be required to take after having conferred with the appropriate College officials, provided they are at or over the age established by the Board of Trustees or President for admission of such applicants; all other applicants are encouraged to complete high school requirements before applying for admission. [Order 3, § 106-160-020, filed 2/28/72, effective 3/30/72.]

WAC 106-160-021 Admission requirements—
Prospective students. All prospective students applying for admission to the College or to any program of the College must file appropriate applications for admission and other required documents not later than the established deadline. Applicants must be officially admitted to the College to enroll in classes. [Order 3, § 106-160-021, filed 2/28/72, effective 3/30/72.]

WAC 106-160-022 Admission requirements—
Admission to advanced undergraduate standing. (1) Applicants who meet the requirements for admission to freshman standing and who have earned credit in one or more accredited community or junior colleges, colleges, or universities may be admitted to advanced undergraduate standing if they have attained the cumulative grade point average as established by the Board of Trustees or the President and required for admission to advanced undergraduate standing in the total program attempted at such colleges and universities.

(2) Applicants who meet the requirements for admission to freshman standing and who have earned credit in a nonaccredited college or university will be considered for admission to advanced undergraduate standing on a probationary basis if they have attained a cumulative grade point average in their college work as is required by the Board of Trustees or the President for admission to advanced undergraduate standing on a probationary basis. [Order 3, § 106-160-022, filed 2/28/72, effective 3/30/72.]

WAC 106-160-023 Admission requirements—
Admission of international students. (1) All international students applying for admission to Central Washington State College must submit those forms and meet the requirements established by the Board of Trustees or President for admission of International Students to Central Washington State College to the Office of Admissions.

(2) All international students applying for admission to Central Washington State College for whom English is not a native tongue are required to demonstrate proficiency in the English language by submitting the results of the "Test of English as a Foreign Language" to the Office of Admissions. [Order 3, § 106-160-023, filed 2/28/72, effective 3/30/72.]

WAC 106-160-024 Admission requirements—
Readmission of former students. A student previously

enrolled in the College, planning to return after an absence of one or more quarters (not including summer session), must file a re-enrollment application with the College Office of Admissions not later than the established deadline. [Order 3, § 106-160-024, filed 2/28/72, effective 3/30/72.]

WAC 106-160-026 Admission requirements—
Admission of nonmatriculated students. A nonmatriculated student is one who is authorized to enroll for study but does not intend to pursue a degree or certificate program. Each student will be required to sign a statement indicating that published admission criteria to the college have been met. Enrollment may not exceed nine credits a quarter. Subject to approval, up to forty-five quarter credits earned with nonmatriculated status may later be applied to a baccalaureate degree should formal admission to the college be granted.

High school students may enroll with nonmatriculated status only if they have a signed release from their school principal.

Students wishing to audit courses may enroll with nonmatriculated status.

Nonmatriculated students will be enrolled on a space available basis. [Order 30, § 106-160-026, filed 8/12/76; Order 3, § 106-160-026, filed 2/28/72, effective 3/30/72.]

WAC 106-160-027 Admission requirements—
Admission of veterans. Central Washington State College has established an open enrollment policy to the College regarding eligible veterans, war widows, war orphans, and others drafted for alternative services. This preferential treatment will be given to those academically qualified above-mentioned persons regardless of any enrollment limitations set by this institution. [Order 21, § 106-160-027, filed 7/11/75; Order 3, § 106-160-027, filed 2/28/72, effective 3/30/72.]

WAC 106-160-029 Admission requirements—
Application and admission to graduate study. (1) Each prospective graduate student must submit a formal application and receive a formal letter of admission before registering for courses. A graduate student is expected to have a bachelor's degree from a college or university of recognized standing. Prospective graduate students must submit their formal applications on or before those dates specified by the Board of Trustees or the President for such admission.

(2) Applicants for graduate assistantships should have their admission and assistantship applications completed and filed with the College on that date specified by the Board of Trustees or President for the filing of such applications.

(3) All prospective graduate students must apply for admission either in a degree program, fifth year program, or non-degree study (professional improvement, scholarly development), or other study. [Order 3, § 106-160-029, filed 2/28/72, effective 3/30/72.]

WAC 106-160-030 Admission requirements—
Application for study leading to a master's degree. Applicants for admission to graduate study must make application on the "College Admission Form" and the "Application for Admission to Graduate Study" provided by Central Washington State College. Both forms must be returned to the Office of Admissions prior to the dates established by the Board of Trustees or President for such application. Each applicant for graduate study is required to have two (2) official transcripts of all undergraduate and graduate study sent directly to the Office of Admissions. Three (3) letters of recommendation should be sent to the Graduate Office directly from the persons making the recommendations. Two of the letters should come from instructors familiar with the applicant's academic preparation. Scores on the Aptitude Test and appropriate Advanced Test of the Graduate Record Examination must be submitted to the Graduate Office before admission to graduate study will be considered. [Order 3, § 106-160-030, filed 2/28/72, effective 3/30/72.]

WAC 106-160-031 Admission requirements—
Application for fifth year or nondegree study. The "College Admission Form" and the "Application for Admission to Graduate Study" supplied by the College must be filed with the Office of Admissions prior to the deadlines as established by the Board of Trustees or the President for the submission of such applications for admission to the College. In addition to the filing of the application, two (2) official transcripts of all undergraduate and graduate study must be sent directly to the Office of Admissions. (1) An applicant for Fifth Year Certification must contact the Office of Teacher Education Advisement and Certification to organize an approved program.
 (2) Admission to Non-Degree Study is subject to the approval of the Graduate Office.
 (3) An applicant admitted to Non-Degree Study desiring to apply for degree study must re-apply for admission to graduate study. [Order 3, § 106-160-031, filed 2/28/72, effective 3/30/72.]

WAC 106-160-032 Admission requirements—
Admission procedure. Applicants for graduate study may not be admitted where they have not completed all the application requirements. Admission to master's degree study is determined by the Graduate Office upon the recommendation of the department involved. A formal letter of admission will be directed to the student from the Graduate Office. Applicants not meeting the scholastic requirements may be admitted on probation provided the department to which admission is requested recommends admission to master's degree study. If admitted, the student must meet those requirements as established by the College for his progress in the College. Upon the recommendation of the appropriate department, applicants may be admitted to masters' programs with additional conditions stipulated. [Order 3, § 106-160-032, filed 2/28/72, effective 3/30/72.]

WAC 106-160-033 Admission requirements—
Procedures for high school graduates. All high school graduates must file the "Uniform Application for Admission to Colleges and Universities in the State of Washington" together with a transcript of all high school work with the Office of Admissions prior to registration. The results of the "Washington Pre-College Test" may be filed in lieu of the transcript until the high school program is complete. [Order 3, § 106-160-033, filed 2/28/72, effective 3/30/72.]

WAC 106-160-034 Admission requirements—
Procedures for advanced undergraduate standing. Resident and nonresident students making application for advanced standing must file the "Uniform Application for Admission to Colleges and Universities in the State of Washington" and two official transcripts of all previous scholastic work from each school or college attended with the Office of Admissions of the College. Applicants who have completed less than thirty-five transferable college credits are also required to file the results of the "Washington Pre-College Test" and their high school transcript with the Office of Admissions. [Order 3, § 106-160-034, filed 2/28/72, effective 3/30/72.]

WAC 106-160-035 Admission requirements—
Admission to credential program. Admission to the College as a student does not constitute admission to the Teacher Education Program. Students who plan to work toward a Teaching Certificate must apply to the Director of Teacher Education Advisement and Certification. [Order 3, § 106-160-035, filed 2/28/72, effective 3/30/72.]

WAC 106-160-036 Admission requirements—
Medical history. All applicants are required to submit a Medical History to the Office of Admissions at least thirty days prior to registration. [Order 3, § 106-160-036, filed 2/28/72, effective 3/30/72.]

WAC 106-160-040 Summer session admission and registration procedures. Students registering for Summer Session must pay all fees and complete registration on or before the dates indicated on the calendar as published in the Summer Session Bulletin. Students planning to attend the entire summer session, the first or second term only must complete admission procedures by the date so specified and register on the date so specified by the Board of Trustees or President for such purposes, as published in the Summer Session Bulletin. All summer session students must pay fees and tuition to the appropriate College office as established by the Board of Trustees or the President, as published in the Summer Session Bulletin. [Order 3, § 106-160-040, filed 2/28/72, effective 3/30/72.]

WAC 106-160-041 Summer session admission and registration procedures—Workshop registration. Workshop registration shall be permitted and must be completed in the manner established by the Board of

Trustees or the President, as published in the appropriate catalog. [Order 3, § 106-160-041, filed 2/28/72, effective 3/30/72.]

Chapter 106-164 WAC BID PROCEDURES

WAC

- 106-164-901 Bond bid policies and procedures.
- 106-164-910 Bond bid procedures and requirements.
- 106-164-911 Bond bid procedures and requirements—Availability and submission requirements.
- 106-164-912 Bond bid procedures and requirements—Time of filing and late bids.
- 106-164-913 Bond bid procedures and requirements—Bid opening.
- 106-164-914 Bond bid procedures and requirements—Board action on bids.

WAC 106-164-901 Bond bid policies and procedures. The provisions of WAC 106-164-901 through 106-164-999 shall constitute the Bond Bid Policy and Procedure of Central Washington State College. [Order 2, § 106-164-901, filed 1/13/72, effective 2/21/72.]

WAC 106-164-910 Bond bid procedures and requirements. The Board of Trustees shall authorize the sale of bonds. A Notice of Bond Sale shall be prepared by bond legal counsel and be forwarded to the college for authorization and signature. Bond counsel shall then submit this Notice of Bond Sale to bond buyers via bond advertising media. [Order 2, § 106-164-910, filed 1/13/72, effective 2/21/72.]

WAC 106-164-911 Bond bid procedures and requirements—Availability and submission requirements. A bond brochure shall be made available to each inquirer. All bidders shall comply with the requirements of the Notice of Bond Sale and shall be requested to use the prescribed form for submitting bids. [Order 2, § 106-164-911, filed 1/13/72, effective 2/21/72.]

WAC 106-164-912 Bond bid procedures and requirements—Time of filing and late bids. The date and hour specified for the receipt of the bids by the college shall be strictly observed; no late bids shall be accepted. A "late bid" shall be one that is tendered any time after the designated time for receipt of bids. [Order 2, § 106-164-912, filed 1/13/72, effective 2/21/72.]

WAC 106-164-913 Bond bid procedures and requirements—Bid opening. All bids shall be opened at a Board of Trustees meeting, which is open to the public, and read aloud immediately. [Order 2, § 106-164-913, filed 1/13/72, effective 2/21/72.]

WAC 106-164-914 Bond bid procedures and requirements—Board action on bids. All bids shall be audited by the financial consultant, and the lowest acceptable bid shall be recommended to the Board of Trustees for consideration and approval at that same meeting. The Board of Trustees reserves the right to reject any and all bids. [Order 2, § 106-164-914, filed 1/13/72, effective 2/21/72.]

Chapter 106-168 WAC LIBRARY POLICIES

WAC

- 106-168-001 Central Washington State College Library.
- 106-168-002 Priorities of service.
- 106-168-005 Priorities of service—Selection of services, personnel, resources.
- 106-168-010 Circulation records.
- 106-168-015 Inspection.
- 106-168-020 Prohibited entry.
- 106-168-025 Smoking.
- 106-168-028 Displays.
- 106-168-030 Library carrels.
- 106-168-035 Duplicating, copying facilities.
- 106-168-040 Gifts.
- 106-168-050 Library borrowers.
- 106-168-051 Library borrowers—Library circulation policy.
- 106-168-052 Library borrowers—Library service fees.
- 106-168-100 Consumed supplies.
- 106-168-105 Electronic maintenance.

WAC 106-168-001 Central Washington State College Library. The library at Central Washington State College exists first and foremost to serve the students and faculty. It also serves the rest of the college community, the regional needs of central Washington and the general scholarly community. [Order 9, § 106-168-001, filed 10/16/72.]

WAC 106-168-002 Priorities of service. Policies are designed to serve the greatest number as fully as possible while maintaining some flexibility to meet individual needs. In serving students and faculty, the library gives the first priority to student learning and faculty teaching activities directly related to the instructional program of the college; second priority to faculty research; third priority to informal learning experiences for students and student services; and fourth priority to general resources and services appropriate to some segment of the population served. Decisions regarding library services and resources will reflect the foregoing priorities. Any necessary cutbacks will affect the lower priority items first. Determinations of instructional use shall be made by library administrators. [Order 9, § 106-168-002, filed 10/16/72.]

WAC 106-168-005 Priorities of service—Selection of services, personnel, resources. It is the policy of the Central Washington State College Library to select on the basis of what is best and most suitable whether the choice involves staff members, library materials and equipment and services. The library expressly rejects any form of negative selection based on censorship of materials or prejudicial considerations based upon race, religion, sex, national origin or political viewpoint. [Order 9, § 106-168-005, filed 10/16/72.]

WAC 106-168-010 Circulation records. Library circulation records exist to enable the library to keep track of its materials and to aid in the operation of the library. They are not a matter of public record and borrower information is confidential. [Order 9, § 106-168-010, filed 10/16/72.]

WAC 106-168-015 Inspection. The library shall have the right to inspect packages, briefcases, containers, articles, materials, etc., leaving the building to prevent unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals. [Order 9, § 106-168-015, filed 10/16/72.]

WAC 106-168-020 Prohibited entry. The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose. [Order 9, § 106-168-020, filed 10/16/72.]

WAC 106-168-025 Smoking. Smoking is restricted to areas so designated by the Dean of Library Services or his designee. [Order 9, § 106-168-025, filed 10/16/72.]

WAC 106-168-028 Displays. Displays utilizing library space and facilities shall be by invitation only. Solicitation of display invitation must be submitted to the Dean of Library Services or his designee for review and evaluation concerning the display's relation to library resources and services. The Dean of Library Services or his designee shall have complete discretionary authority regarding the decision to extend display invitations. [Order 25, § 106-168-028, filed 7/31/75; Order 9, § 106-168-028, filed 10/16/72.]

WAC 106-168-030 Library carrels. Locked library carrels are generally assigned only to faculty members and graduate students working on a thesis. Assignment is on a first-come, first-serve basis for a quarter and multiple assignments per carrel may be made. All closed carrels shall be subject to the following rules:

(1) The Physical Plant requires that all keys be returned at the end of each quarter.

(2) All library materials kept in a carrel must be checked out. If the item does not circulate, it may not be kept in the carrel. Library staff members may enter the carrels for checking and retrieval of library materials.

(3) The Library is not responsible for personal property left in the carrels.

(4) Smoking is not allowed in the carrels.

(5) Nothing should be done to disfigure the carrel nor block the window.

(6) A carrel assignment may be withdrawn or denied if the rules governing its use are not observed. [Order 9, § 106-168-030, filed 10/16/72.]

WAC 106-168-035 Duplicating, copying facilities. The library observes the "fair-use" doctrine which allows very limited duplication for non-commercial purposes in copying copyrighted materials. The library cannot be responsible for copying or duplication in any form done by people other than staff members. [Order 9, § 106-168-035, filed 10/16/72.]

WAC 106-168-040 Gifts. The library welcomes the donations of books and other library materials as well as money to be used for the library. Valuation of gifts for tax purposes will be based upon information available in the library and assessment of value incurs no liability of proof by the library. Gifts become library property when accepted and received, and their disposition is a library matter. The College through the Board of Trustees or the Dean of Library Services reserves the right to reject, refuse to accept or return to the donor any gift made available to the Central Washington State College Library. [Order 9, § 106-168-040, filed 10/16/72.]

WAC 106-168-050 Library borrowers. Use of the library as part of a state public institution is the right of any resident of the state; however, borrowing privileges and other services may be limited in order to serve first the primary clientele of students and faculty. Use of the library may be denied to anyone for continuing abuse of library services and resources. Library materials may be circulated to the following:

(1) Regularly enrolled students either full-time or part-time including those student teaching.

(2) Graduate students on Continuous Registration.

(3) Faculty members including special categories as visiting professors, and emeriti faculty.

(4) Faculty members of public higher education institutions of Washington state.

(5) Administrative staff (Civil Service exempt).

(6) Civil Service staff members.

(7) Spouses of faculty and staff members.

(8) Friends of Library - Life members.

(9) Trustees of Central Washington State College.

(10) Libraries and individuals through libraries using interlibrary loans.

(11) Extension and Correspondent students with Special Library cards.

(12) Individuals who pay an annual or semi-annual fee.

(13) School districts, colleges and other responsible agencies, groups and individuals may borrow films on a rental basis. Equipment may be rented if not needed on campus and not otherwise available in Ellensburg. [Order 9, § 106-168-050, filed 10/16/72.]

WAC 106-168-051 Library borrowers—Library circulation policy. (1) All borrowers:

(a) Must show identification to borrow library materials.

(b) May have materials recalled for reserve at any time, or for another borrower after two weeks.

(c) Are subject to fines and other charges.

(d) Are responsible for materials checked out to them. The library does not recognize sub-loans.

(e) May be subject to the following procedures if charges are not paid: College records may be held, collection procedures initiated, borrowing privileges revoked.

(2) Loan periods:

	Faculty	Students, others
Books, documents	90 days	14 days (except all items due at end of quarter)
Special permission items (Reference, Periodicals)	Individually stated for as short a time as possible.	
Reserve materials	Two hours and overnight; occasionally for three and seven day periods.	
Miscellaneous items (Curriculum materials, films, tapes, records, equipment)	Differs to serve the varied types of use. May be limited to part of library clientele.	

(3) Renewals: Materials may be renewed if not requested by another borrower. Items must be brought in for renewal.

(4) Notification: Recall and Hold notices will be made and overdue notices will be sent whenever possible. Failure to receive a notice does not negate borrower responsibility.

(5) Searches/holds: Searches for materials not found will be made at a patron's request. Recall and hold requests for materials in circulation should be made at the Circulation Desk.

(6) Return deadline: Materials are to be returned before the library closes on the date due.

(7) All borrowers are subject to fines:

(a) If the item is overdue when requested by another borrower and is effective from date request is made.

(b) If not overdue but subject to recall, then five days after recall is requested.

(c) For overdue reserve, curriculum laboratory and special permission items whether requested or not.

(8) Fine rates: Regular materials \$0.25 a day. Reserve, Curriculum Laboratory, Special Permission 25¢ an hour. Maximum \$10.00 each item. "Declared lost" after 30 days overdue, or after 5PM last day of quarter on two-week or shorter loans. On "Declared lost" items, if replacement charge of \$10.00 or more is paid and item is returned later, all but \$5.00 will be refunded.

(9) Replacement charges (Minimums):

(a) Monographs \$10.00

(b) Serial volume \$30.00

(c) Serial-single issue \$2.00

(d) Other charges for films, tapes, equipment based upon replacement cost including service fee.

(e) Damage cost may be assessed at replacement level or lower. [Order 9, § 106-168-051, filed 10/16/72.]

WAC 106-168-052 Library borrowers—Library service fees. Fees may be levied for some special services in the library which are not funded and must be self-supporting. In all cases the fees reflect the actual cost of the service. A current fee schedule will be maintained in the library as established by the Dean of Library Services or his designee. Fees are charged for the following:

(1) Photocopying. Coin-operated copiers are in the library on a contractual basis which seeks to provide satisfactory service at the lowest cost to the library users.

(2) Interlibrary loans.

(3) Materials consumed in Student Production Laboratory activities.

(4) Services of the Production Laboratory for non-instructional purposes.

(5) Film rentals for non-instructional purposes and off-campus borrowers.

(6) Borrowers fee for townspeople and those not listed in the Library Loan Policy.

(7) "Call back" assistance when the user is at fault.

(8) Equipment for non-instructional purposes for off-campus borrowers.

(9) Repair of equipment used for non-instructional purposes, e.g. intercoms, equipment owned by A.S.C.

(10) Technicians time at existing pay levels as required for use of equipment. The library may insist on hiring technicians for television or photographic equipment which requires skilled operators.

(11) Duplication and editing of film, magnetic tape and video tape for non-instructional purposes. [Order 9, § 106-168-052, filed 10/16/72.]

WAC 106-168-100 Consumed supplies. The library shall limit supplies consumed in the operation of equipment such as film, tape and videotape. As required, users shall provide additional supplies at their own expense. [Order 9, § 106-168-100, filed 10/16/72.]

WAC 106-168-105 Electronic maintenance. The library has responsibility for the maintenance of electronic equipment. In order to fulfill the role, it will advise and assist in purchasing equipment and make necessary provisions for inventory control, maintenance and repairs. Electronic maintenance will be denied for personal equipment, equipment lacking a state inventory number, and on items when we lack the wherewithal to handle them. [Order 9, § 106-168-105, filed 10/16/72.]

Chapter 106-172 WAC

STUDENT RECORDS POLICY

WAC

106-172-700	Purpose.
106-172-711	Definitions.
106-172-721	Notification by educational institution.
106-172-731	Access to CWSC education records.
106-172-733	Limitations on access to Central Washington State College education records.
106-172-735	Exception to consent requirements and record of access.
106-172-740	Information not to be required.
106-172-750	Timely disposal of records.
106-172-761	Right to a hearing.
106-172-763	Informal proceedings.
106-172-765	Conduct of the hearing.
106-172-772	Release of information for health or safety emergencies.
106-172-775	Limitation on liability.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 106-172-710 Definitions and requirements. [Order 10, § 106-172-710, filed 12/7/72.] Repealed by Order 23, filed 7/31/75. Later promulgation, see WAC 106-172-711.
- 106-172-720 Right to review. [Order 10, § 106-172-720, filed 12/7/72.] Repealed by Order 23, filed 7/31/75. Later promulgation, see WAC 106-172-731.
- 106-172-725 Waivers. [Order 23, § 106-172-725, filed 7/31/75.] Repealed by Order 35, filed 7/13/77.
- 106-172-730 Research uses of information. [Order 10, § 106-172-730, filed 12/7/72.] Repealed by Order 23, filed 7/31/75.
- 106-172-760 Emergency procedures. [Order 10, § 106-172-760, filed 12/7/72.] Repealed by Order 23, filed 7/31/75. Later promulgation, see WAC 106-172-772.
- 106-172-770 Consent and confidentiality. [Order 23, § 106-172-770, filed 7/31/75.] Repealed by Order 35, filed 7/13/77.

WAC 106-172-700 Purpose. The purpose of WAC 106-172-700 through WAC 106-172-799 is to set forth the policies of Central Washington State College regarding the legitimate and appropriate use of official student records developed and used throughout the various offices of the College. Moreover, the guidelines implement the general policy and respond to the requirements of Public Law 93-380, The Family Educational Rights and Privacy Act of 1974. [Order 35, § 106-172-700, filed 7/13/77; Order 29, § 106-172-700, filed 8/2/76; Order 23, § 106-172-700, filed 7/31/75; Order 10, § 106-172-700, filed 12/7/72.]

WAC 106-172-711 Definitions. The following definitions shall apply for the interpretation of these regulations:

(1) The "College" means Central Washington State College or any office, department, or any unit thereof which maintains "educational records."

(2) "Directory Information" means the student's name, hometown address, college address and telephone number, date of birth, participation in officially recognized activities and sports, dates of attendance, class, previous institutions attended, major field of study, awards, honors (including honor roll), degrees conferred (including dates), and other similar information. The College may release directory information concerning a student to the public unless the student submits a signed request in writing, within two weeks after the first day of classes for the fall quarter. Requests for nondisclosure will be sent to the College Information office, who will record the request and forward it to the Registrar's office, where the information to prevent disclosure will be entered in the computer. Authorization to withhold Directory Information must be filed annually since the request for nondisclosure will be honored by the College for only one academic year. The College may disclose Directory Information of a student no longer in attendance (i.e., alumni) without meeting any of the requirements noted above.

(3) "Eligible Student" means any person who is or has been officially registered at this College and who has reached the age of 18.

(4)(a) "Education Records" mean those records which:

(i) are directly related to a student, and
(ii) are maintained by the College or by a party acting for the College.

(b) The term education record does not include the following:

(i) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a temporary substitute;

(ii) records of the Campus Police which are maintained separately and solely for law enforcement officials of the same jurisdiction—provided that education records maintained by the College are not disclosed to the law enforcement unit;

(iii) records of someone employed by the College, which are made in the normal course of business, related exclusively to the person as an employee, and are not used for any other purpose;

(iv) records made by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional directly related to the treatment of a student, and not disclosed to anyone other than individuals providing treatment[,] provided [the] records can be reviewed by a physician or other appropriate professional of the student's choice;

(v) records of a person after he or she is no longer in attendance (i.e., information maintained by the College concerning the accomplishments of its alumni).

(5) "Personally Identifiable" means that the data or information includes:

(a) the name of a student, the student's parent, or other family member,

(b) the address of the student,

(c) a personal identifier, such as the student's social security number or student number,

(d) a list of personal characteristics which would make the student's identity easily traceable, or

(e) other information which would make the student's identity easily traceable.

[(6)] "Record" means information or data recorded in any medium including but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.

(7) "Financial Aid" means a payment of funds provided to an individual which is conditioned on the individual's attendance at an educational agency or institution.

(8) "Dean of Student Development" means the Dean of Student Development or his/her designee. [Order 35, § 106-172-711, filed 7/13/77; Order 29, § 106-172-711, filed 8/2/76; Order 23, § 106-172-711, filed 7/31/75. Formerly WAC 106-172-710 (part).]

WAC 106-172-721 Notification by educational institution. (1) The College shall inform eligible students, annually, of the following:

(a) the types of education records and information contained therein which are maintained by the institution;

(b) the titles and addresses of official[s] responsible for the maintenance of each type of record, the persons

who have access to those records, and the purposes for which they have access;

(c) the policies and procedures of the College for reviewing and expunging those records, and for challenging the accuracy of them;

(d) the procedures for gaining access to the educational records;

(e) the cost, as approved by the Board of Trustees, which will be charged to the eligible student for reproducing single copies of records, provided that the cost shall not exceed the actual cost of reproducing the record;

(f) the categories of information which the College has designated as directory information.

(2) Notice of the existence of this Policy and the availability of the information described in (1)(a) through (1)(f) above may be published in any official College print medium publication having general circulation among students. This may be a special publication for this purpose only, or included in another publication. Students may consult the Office of the Dean of Student Development for the information described. [Order 35, § 106-172-721, filed 7/13/77; Order 29, § 106-172-721, filed 8/2/76; Order 23, § 106-172-721, filed 7/31/75.]

WAC 106-172-731 Access to CWSC education records. The College shall provide each student access to his/her education records except as otherwise limited according to WAC 106-172-733.

The right of access shall include:

(1) The right to inspect and review the content of education records in the presence of appropriate College personnel.

(2) The right to obtain single copies of each record, at the expense of the eligible student but not to exceed the actual cost to the College of reproducing such copies.

(3) The right to a response from the College to reasonable requests for explanations and interpretations of those records.

(4) The right of an opportunity for a hearing to challenge the content and accuracy of those records according to WAC 106-172-761.

(5)(a) Students wishing access under provisions of this policy to education records maintained by the College should address a request in writing to the person in charge of maintenance of that record. If copies are requested, copies may be supplied at no more than the cost of making the copy, including supplies and staff time.

(b) The individual responsible for maintenance of any record shall respond to written requests only, and provide copies as requested, within twenty (20) working days. The College Registrar is not prohibited from providing a student with a copy of the student's academic transcript from C.W.S.C., but is prohibited from providing a student with a copy of the student's official academic transcripts from other institutions.

(6) The Office of the Dean of Student Development will maintain a file showing what education records are maintained by any department or entity of the College and the title and address of the official responsible for maintenance of each record. [Order 35, § 106-172-731,

filed 7/13/77; Order 29, § 106-172-731, filed 8/2/76; Order 23, § 106-172-731, filed 7/31/75. Formerly WAC 106-172-720 (part).]

WAC 106-172-733 Limitations on access to Central Washington State College education records. (1) Central Washington State College shall not make available to a student the following types of materials:

(a) Financial records and statements provided by parents "or any information contained therein."

(b) Confidential letters and statements of recommendation or evaluation which were provided to the College, with written assurance of a "documented understanding of confidentiality," prior to January 1, 1975, provided such letters or statements are not used for purposes other than those for which they were specifically intended.

(c) Post-1974 confidential recommendations involving possible admission, employment, or honor—but only if the student has signed a waiver of the right to inspect them. Such a waiver shall apply to recommendations only if:

(i) the student is upon request, notified of the names of all persons making confidential recommendations and

(ii) such recommendations are used solely for the purpose for which they were specifically intended. [Order 35, § 106-172-733, filed 7/13/77.]

WAC 106-172-735 Exception to consent requirements and record of access. (1) The College may disclose personally identifiable information from the education records of a student without the written consent of the student if the disclosure is to:

(a) College officials, including faculty members, when the information is required for a legitimate educational purpose,

(b) officials of another school in which the student seeks or intends to enroll, providing a reasonable attempt has been made to notify the student of the transfer of the records at the last known address of the student — except when the transfer of the records is initiated by the student;

(c) Federal or state officials requiring access to education records in connection with the audit or evaluation of federally or state supported educational programs. Such surveys must be administered in a manner which will not permit personal identification of students by individuals other than those conducting the study, and such information will be destroyed when no longer needed for the purposes for which it was provided;

(d) agencies requesting information in connection with a student's application for, or receipt of, financial aid;

(e) accrediting organizations in order to carry out their accrediting functions;

(f) any personal subpoena and/or subpoena duces tecum, when lawfully prepared and served upon the College or an appropriate administrator of the College. The College will notify the student by Certified or Registered mail to the address or addresses on file with the College of any such subpoena. Such a notice will be sent to the student in advance of compliance with the subpoena.

(2) Any student may grant permission for use of information about himself/herself by giving specific permission in writing, signed and dated by the student giving such consent to include:

- (a) a specification by title of the records released;
- (b) the reasons for such release;
- (c) the names of the parties to whom such records will be released; and
- (d) a written statement indicating that the information cannot subsequently be released in a personally identifiable form to any other party without the written consent of the student involved.

(3) The College shall maintain a record which will indicate all parties, other than those parties specified in WAC 106-172-735(1)(a), who have been granted access to a student's education records. The Record will[:]

(a) Indicate specifically the legitimate interest that each such party has in obtaining the information.

(b) be available only to the student, to the employees of the College responsible for maintaining the records, and to the parties identified under WAC 106-172-735(1)(a) and (d). [Order 35, § 106-172-735, filed 7/13/77; Order 23, § 106-172-735, filed 7/31/75.]

WAC 106-172-740 Information not to be required.

(1) The College shall not require from any student the following information, for purposes of record:

- (a) religious affiliations or religious/ethical value systems;
- (b) political affiliations or views;
- (c) membership status in any organization not directly connected with recognized educational functions of the College;
- (d) ethnic background.

(2) The College shall enable the student to record this information if he or she should desire. [Order 23, § 106-172-740, filed 7/31/75; Order 10, § 106-172-740, filed 12/7/72.]

WAC 106-172-750 Timely disposal of records. (1)

Provisions of the laws and regulations of the State of Washington regarding the time during which records must be maintained will be complied with.

(2) Except as required in subsection (1) above, records will be maintained only during the minimum time in which they may ordinarily be expected to be useful or valid. Each record keeping entity of the College shall make periodic review of its records to insure compliance with this provision.

(3) Records of disclosure shall be maintained as long as the record itself is maintained. [Order 35, § 106-172-750, filed 7/13/77; Order 10, § 106-172-750, filed 12/7/72.]

WAC 106-172-761 Right to a hearing. (1) The

College shall provide students an opportunity for a hearing in order to challenge the content of a student's education records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 106-172-763 and 106-172-765, to:

- (a) correct or delete inaccurate, misleading, or otherwise inappropriate data contained within education records;
- (b) challenge the release of education records to specific persons as contrary to the provisions of this chapter; and
- (c) challenge a decision by the College to deny the student access to particular types of records.

(3) A student shall not be permitted under this chapter to contest grades given in academic courses, except on the grounds that, as a result of clerical error, the records fail to accurately reflect the grades actually assigned by an instructor. [Order 35, § 106-172-761, filed 7/13/77; Order 29, § 106-172-761, filed 8/2/76; Order 23, § 106-172-761, filed 7/31/75.]

WAC 106-172-763 Informal proceedings. (1)

Whenever possible the College shall attempt to settle disputes regarding requests to amend education records through informal proceedings.

(2) A student who wishes to exercise the rights set forth in WAC 106-172-761(2) shall:

- (a) first, attempt a resolution with the college official who has custody of the education records; and
- (b) second, discuss with the Dean of Student Development or his/her designee the nature of the corrective action recommended by the student. [Order 35, § 106-172-763, filed 7/13/77.]

WAC 106-172-765 Conduct of the hearing. (1) If

informal proceedings fail to resolve the complaint of a student, the student may file with the Dean of Student Development a written request for the hearing before a Hearing Officer of the College to be designated by the Dean of Student Development, and who does not have a direct interest in the outcome of the hearing.

(2) The hearing shall be held within a reasonable time (not to exceed twenty working days) after the College has received the request and the student shall be given notice of the date, place and time reasonably in advance of the hearing.

(3) The student shall be given an opportunity to present evidence relevant to the issues raised in WAC 106-172-761(2) and may be represented by any person (including an attorney) of the student's choosing at his or her expense.

(4) A decision in writing shall be prepared within a reasonable period of time (not to exceed ten working days), which decision shall be based solely upon the evidence presented, and which includes a summary of the evidence and the reasons for the decision.

(5) If, as a result of the hearing, the decision is:

- (a) to amend the record, the College must do so accordingly and give notice to the student.
- (b) not to amend, the student must be allowed to place a written comment or explanation in the student's

file, and it must be kept in the file as long as the file itself is kept. If the contested portion of the file is disclosed to anybody, the student's statement must also be disclosed.

(6) The designated hearing officer shall be advised by the Assistant Attorney General representing the College. [Order 35, § 106-172-765, filed 7/13/77.]

WAC 106-172-772 Release of information for health or safety emergencies. (1) The College (President or his designee, Dean of Student Development) may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

(2) The factors which should be taken into account in determining whether records may be released shall include:

(a) the seriousness of the threat to the health or safety of the student or other persons;

(b) the need for such records to meet the emergency;

(c) whether the persons to whom such records are released are in a position to deal with the emergency; and

(d) the extent to which time is of the essence in dealing with the emergency. [Order 23, § 106-172-772, filed 7/31/75. Formerly WAC 106-172-760 (part).]

WAC 106-172-775 Limitation on liability. The College shall not be liable for student records when information available only from the student is not provided initially or kept up to date by the student. This provision shall apply when the College has made adequate provision for supplying the information. [Order 23, § 106-172-775, filed 7/31/75.]

Chapter 106-276 WAC

PUBLIC RECORDS AND LEGISLATIVE LIAISONS

WAC

106-276-001	Public Records Policy.
106-276-005	Definitions.
106-276-010	Definition of public record.
106-276-030	Description of central and field organization at Central Washington State College.
106-276-040	General course and method of decision-making.
106-276-050	Informal procedures regarding the general course and methods of decision.
106-276-060	Designation of public records officers.
106-276-070	Availability for public inspection and copying or reproduction of public records.
106-276-080	Requests for public records.
106-276-090	Charges for copying or reproduction.
106-276-100	Determination regarding exempt records.
106-276-110	Review of denials of public records requests.
106-276-200	Legislative liaison policy.
106-276-210	Designation.
106-276-220	Responsibility.

WAC 106-276-001 Public Records Policy. The provisions of WAC 106-276-001 through 106-276-199 shall constitute the Public Records Policy of Central Washington State College, adopted in compliance with Initiative 276 enacted by the voters of the state of Washington on November 7, 1972. [Order 11, § 106-276-001, filed 2/27/73.]

WAC 106-276-005 Definitions. As used in the provisions of this chapter, the following definitions shall apply wherever the following words are used:

(1) "Request for a Public Record" means a written request submitted on a proper C.W.S.C. Public Records Request form for a public record, a review of public records or a copy or reproduction of a public record.

(2) "Students in Public Schools" means all past, present and future students enrolled at Central Washington State College.

(3) "Vital governmental interest" includes, but is not limited to, matters affecting national security; the selection of a site or the purchase of real estate when publicity regarding such consideration would cause a likelihood of increased price.

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents. [Order 11, § 106-276-005, filed 2/27/73.]

WAC 106-276-010 Definition of public record. (1) A public record includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by Central Washington State College, regardless of the physical form or characteristics: *Provided, however,* That in accordance with section 31 of Initiative 276, the following personal and other records are exempt from the definition of public record:

(a) Personal information in any files maintained for students in public schools and the information, data and records subject to the Student Records Policy, WAC 106-172-700 through 106-172-799.

(b) Personal information in any files maintained for patients or clients of public institutions or public health agencies, welfare recipients, prisoners, probationers or parolees.

(c) Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate their right to privacy.

(d) Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would violate the taxpayer's right to privacy or would result in unfair competitive disadvantage to such taxpayer.

(e) Specific intelligence information and specific investigative files compiled by investigative, law enforcement and penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy.

(f) Information revealing the identity of persons who file complaints with investigative, law enforcement or penology agencies, except as the complainant may authorize.

(g) Test questions, scoring keys, and other examination data used to administer a license, employment or academic examination.

(h) Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal.

(i) Valuable formulae, designs, drawings and research data obtained by any agency within five years of the request for disclosure when disclosure would produce private gain and public loss.

(j) Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.

(k) Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

(2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interest, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons. [Order 11, § 106-276-010, filed 2/27/73.]

WAC 106-276-030 Description of central and field organization at Central Washington State College. (1) Central Washington State College is located on a campus in and near the city of Ellensburg, Washington. This campus comprises the central headquarters for all operations of the college; any "field" activities of the college are directed and administered by personnel located on the campus at Ellensburg. The college is governed by a board of trustees appointed by the governor; such board normally meets at least once every calendar month, as provided in WAC 106-08-001. The board employs a president, his assistants, members of the faculty and other employees. It establishes such divisions, schools or departments necessary to carry out the purposes of the college, provides the necessary property, facilities and equipment and promulgates such rules, regulations and policies as are necessary to the administration of the college.

(2) The board of trustees, either directly or by delegation, has caused to be created various administrative, academic and support divisions to enable the college to discharge its obligations. Academic matters and student affairs are the concern of the Vice President for Academic Affairs; business and physical planning functions are the concern of the Vice President for Business and Financial Affairs; college services are the concern of the Executive Assistant to the President. These offices report to the president of the college. [Order 11, § 106-276-030, filed 2/27/73.]

WAC 106-276-040 General course and method of decision-making. (1) The formal procedures for decision-making at the college are governed by the board of trustees through rules promulgated by it in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administrative Procedure Act (HEAPA). Accordingly, all rules, orders or directives, or regulations of the college which affect the relationship of the general public with the institution, or the relationship of particular segments of the college, such as students, faculty, or other employees, with the college or with each other,

(a) the violation of which subjects the person to a penalty or administrative sanction; or

(b) which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional hearings; or

(c) which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law;

are implemented through the procedures of the HEAPA and appear in Title 106 WAC, provided, however, that in accordance with RCW 28B.19.020(2), the college reserves the right to promulgate as internal rules not created or implemented in accordance with the HEAPA, the following: Rules, regulations, orders, statements, or policies relating primarily to the following: Standards for admissions; academic advancement, academic credits, graduation and the granting of degrees; tuition and fees, scholarships, financial aids, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under HEAPA unless otherwise required by law. Internal rules and regulations to the extent not already set forth in the college's published catalogs and handbooks shall be collected in a general college handbook, a copy of which shall be maintained on file in the college library and be available to the public. [Order 11, § 106-276-040, filed 2/27/73.]

WAC 106-276-050 Informal procedures regarding the general course and methods of decision. Informal procedures regarding the methods and general course of operations at the college are, for the purposes of these rules, either:

(1) Decisions made by persons authorized by board resolution, the president, or any designee to make a decision within the scope of responsibility assigned to such person; or

(2) Methods of human persuasion utilized by any member of the college's constituencies or of the public to attempt to influence one in power to make decisions within that person's scope of responsibility. [Order 11, § 106-276-050, filed 2/27/73.]

WAC 106-276-060 Designation of public records officers. (1) In accordance with the requirements of Initiative 276, insofar as such initiative requires state agencies to adopt and enforce reasonable rules and

regulations to provide full public access to official records while yet protecting the same from damage and to prevent excessive interference with essentials of the agency, all public records at the college shall be in the charge of persons holding positions as records officers.

(2) Overall responsibility for coordinating responses to requests for examination of public records shall be the responsibility of the person known as the "Public Records Officer." The person holding such position will be headquartered in Mitchell Hall at the college; his exact location and name may be determined by inquiry at the office of the president of the college. The public records officer shall also be responsible for compiling and maintaining the index required by Initiative 276.

(3) For purposes of this chapter, the custody of the college's records shall be deemed divided into the following divisions:

- (a) Office of the President;
- (b) Office of the Vice President for Academic Affairs;
- (c) Office of the Vice President for Business and Financial Affairs;
- (d) Office of the Executive Assistant to the President. The above-designated division head shall be deemed custodian of the records in the possession or control of agencies, departments, officers and employees of his division and responsible for the care and custody of records within his division even though such person is not in actual possession or control of such records. Such division heads shall be known as the college "records custodians."

(4) In any cases where a question arises as to whether a given public record is a responsibility of one records custodian or another, the determination of such ministerial responsibility shall for the purposes of this chapter be made by the public records officer, or the president of the college. [Order 11, § 106-276-060, filed 2/27/73.]

WAC 106-276-070 Availability for public inspection and copying or reproduction of public records. (1) Public records shall be available for inspection, copying and reproduction during the customary office hours of the college. For the purposes of this chapter, the customary office hours shall be from 9 a.m. to noon and from 1 p.m. to 4 p.m., Monday through Friday, excluding legal holidays, unless the person making the request and the college, acting through the public records officer or a records custodian, agree on a different time. [Order 11, § 106-276-070, filed 2/27/73.]

WAC 106-276-080 Requests for public records. In accordance with the Initiative 276 requirements that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form which shall be available at the office of the public records officer and shall be presented to the public records officer or any other of the persons designated by this chapter as a custodian of certain college records, per

WAC 106-276-060. Such request shall include the following:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made; and

(c) If the matter requested is referenced within the current index maintained by the college records officer, a reference to the requested record as it is described in such current index;

(d) If the requested matter is not identifiable by reference to the college records current index, a statement that succinctly describes the record requested;

(e) A verification that the records requested shall not be used to compile a commercial sales list.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the college "Public Records Officer" or records custodian, or that individual's designee, to assist the member of the public in succinctly identifying the public record requested. [Order 11, § 106-276-080, filed 2/27/73.]

WAC 106-276-090 Charges for copying or reproduction. (1) No fee shall be charged for inspection of public records. The college may impose a reasonable charge for providing copies or reproductions of public records and for the use by any person of agency equipment to copy or reproduce public records; such charges shall not exceed the amount necessary to reimburse the college for its actual costs incident to such copying or reproduction.

(2) No record shall be copied by photostatic process or otherwise reproduced until and unless the person requesting the copying or reproduction of the public record has tendered payment for such copying or reproduction to the records official from whom the public record was obtained, or to any person designated by such records official. [Order 11, § 106-276-090, filed 2/27/73.]

WAC 106-276-100 Determination regarding exempt records. (1) The college reserves the right to determine that a public record requested in accordance with the procedures of this chapter is exempt under the provisions of section 31 of Initiative 276. Such determination may be made in consultation with any of the records officers of the college, president of the college, or an assistant attorney general assigned to the college.

(2) Responses to requests for records must be made promptly. For the purpose of these rules, a prompt response occurs if the person requesting the public record is notified within one business day as to whether or not his request for a public record will be granted or denied.

(3) No denial of a request for public records shall be valid unless accompanied by a written statement, signed by the public records officer or his designee, specifying the specific reasons therefor. [Order 11, § 106-276-100, filed 2/27/73.]

WAC 106-276-110 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record or his duly authorized representative shall petition for prompt review of such decision by tendering to the president's office a written

request for a review of such denial. Such written request by a person or his duly authorized representative demanding prompt review shall specifically reference the written statement by the college denying that person's request for a public record.

(2) Within two business days after receiving the written request by a person or his duly authorized representative petitioning for prompt review of a decision denying a public record, the president of the college or any of his designees, which for the purposes of this section may include the public records officer or the records custodians, shall consider such petition.

(3) During the course of the two business days in which the president or his designee reviews the decision of the public records officer denying the request for a public record, the president or his designee may conduct an informal hearing. During the course of such informal hearing, the president or his designee may require that the person requesting the public record or his duly authorized representative appear at a reasonable time and place located on the campus and further explain and identify the exact nature of the public record he is seeking. Failure by the person requesting the review hearing or his duly authorized representative to appear at such informal hearing shall be deemed a waiver of that person's right to insist upon completion of the review of his request within two business days. If the petitioner requesting review or his duly authorized representative does appear at such informal hearing, then the period for review by the college shall be extended to a period not exceeding twenty-four hours after such person requesting review or his duly authorized representative has appeared before the president or his designee.

(4) During the course of the informal hearing conducted by the president or his designee under this section, the hearing officer shall consider the obligations of the college fully to comply with the intent of Initiative 276 insofar as it requires providing public access to official records, but shall also consider the exemptions provided in section 31 of Initiative 276 and the requirement of section 29 of that same initiative insofar as it requires the college to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and to prevent any unreasonable invasion of personal privacy by deleting identifying details. [Order 11, § 106-276-110, filed 2/27/73.]

WAC 106-276-200 Legislative liaison policy. The provisions of WAC 106-276-200 through 106-276-299 shall constitute the Legislative Liaison Policy of Central Washington State College. [Order 11, § 106-276-200, filed 2/27/73.]

WAC 106-276-210 Designation. In accordance with the implementation of Initiative 276, passed by the voters of the state of Washington on November 7, 1972, and effective January 1, 1973, those persons holding the following positions at Central Washington State College are designated legislative liaisons for Central Washington State College:

(1) Members of the board of trustees;

(2) The president;
 (3) All vice presidents;
 (4) Legislative liaisons;
 (5) Director, Office of College Information;
 (6) All those persons designated in writing by the president, which writing shall be made available among the records maintained by the office of the president of Central Washington State College. [Order 11, § 106-276-210, filed 2/27/73.]

WAC 106-276-220 Responsibility. Such persons designated in WAC 106-276-210 shall be responsible for making available through official channels recommendations regarding legislation or seeking such appropriations as the college may deem necessary for the official conduct of its business. [Order 11, § 106-276-220, filed 2/27/73.]