

# Title 132G WAC

## COMMUNITY COLLEGES—SHORELINE COMMUNITY COLLEGE

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- 132G-16-080 Ballots. [Order 43, § 132G-16-080, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
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- 132G-16-100 Incorrectly marked ballot. [Order 43, § 132G-16-100, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
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- 132G-16-170 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 43, § 132G-16-170, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
- 132G-16-180 Electioneering within the polls forbidden. [Order 43, § 132G-16-180, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
- 132G-16-190 Contest of election—Time for filing objections—Investigation of objections. [Order 43, § 132G-16-190, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
- 132G-16-200 Election determined by majority of valid votes cast—Run-off election. [Order 43, § 132G-16-200, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
- 132G-16-210 Time lapse for new election. [Order 43, § 132G-16-210, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.

#### Chapter 132G-104 WAC

#### MEETINGS OF THE BOARD OF TRUSTEES— DELEGATION OF BOARD RESPONSIBILITY

#### WAC

- 132G-104-010 Time and place of Board meetings.
- 132G-104-020 Request for items to be placed on Board agenda.
- 132G-104-030 Delegation to College President.

**WAC 132G-104-010 Time and place of Board meetings.** The Board of Trustees shall hold one regular meeting on the third Friday of each month at 7:30 a.m. and such special meetings as may be requested by the Chairman of the Board or by a majority of the members of the Board and announced in accordance with law.

All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Seattle, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

No official business shall be conducted by the Board of Trustees except during a regular or special meeting. [Order 2-10:74, § 132G-104-010, filed 4/26/74; Order 1-35:72, § 132G-104-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-104-020 Request for items to be placed on Board agenda.** Anyone, other than a Board member or a representative of the President's Office wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board Secretary no later than twelve o'clock noon five business days before the next scheduled meeting of the Board. The Secretary will relate the request to the College President and the Chairman of the Board as soon as feasible. The Chairman will determine whether the item is to be placed on the agenda. The Chairman or his designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda. [Order 9-26:76, § 132G-104-020, filed 6/30/76; Order 1-35:72, § 132G-104-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-104-030 Delegation to College President.** The Board of Trustees hereby delegates to the College President its authority and responsibility to administer Community College District Number Seven in accordance with laws, policies, rules and regulations approved and/or sanctioned by the Board of Trustees. At the operational level the President has final administrative authority over all matters affecting the college district. [Order 1-35:72, § 132G-104-030, filed 11/29/72, effective 1/1/73.]

## Chapter 132G-116 WAC PARKING AND TRAFFIC RULES

### WAC

- 132G-116-010 Introduction.
- 132G-116-020 Objectives of traffic rules and regulations.
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- 132G-116-060 Restrictions on use of vehicles of students with permits.
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- 132G-116-100 Parking—Permits required.
- 132G-116-110 Parking within designated spaces.
- 132G-116-120 Disabled and inoperative vehicles—Impounding.
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- 132G-116-140 Special traffic and parking regulations and restrictions authorized.
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- 132G-116-260 Refund of fees.
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- 132G-116-280 Grievance proceedings—Bond for appearance—Date of hearing.
- 132G-116-290 Fines and penalties.
- 132G-116-300 Mitigation and suspension of penalties.
- 132G-116-310 Enforcement of determination of the Dean of Student Services.
- 132G-116-320 Regulatory signs, markings, barricades, etc.
- 132G-116-330 Impounding of vehicles.
- 132G-116-340 Delegations of authority.
- 132G-116-350 Liability of college.

**WAC 132G-116-010 Introduction.** The Shoreline Community College, Community College District Number Seven, hereby establishes these regulations to govern pedestrian and vehicular traffic and parking upon State lands devoted mainly to the educational activities of Shoreline Community College. [Order 1-35:72, § 132G-116-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-020 Objectives of traffic rules and regulations.** The objectives of these traffic regulations are:

- (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 hours
- (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 1-35:72, § 132G-116-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-030 Applicable traffic rules and regulations—Areas affected.** The traffic regulations which are applicable upon State lands devoted mainly to the educational activities of the College are as follows:

- (1) The motor vehicle 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 King County, Washington shall be applicable upon all lands located within King County, Washington.
- (3) These regulations shall be applicable to all State lands which are or may hereafter be devoted mainly to educational, research, recreational, or parking activities of the College. [Order 1-35:72, § 132G-116-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-040 Permits required for vehicles on campus.** Except as provided in WAC 132G-116-050 and 132G-116-130 of these regulations, no person shall drive any vehicle, nor shall any person stop, park, or leave any vehicle, whether attended or unattended, upon the campus of the College without a permit issued by the Security Department of the College.

- (1) Permission to drive on campus or to park thereon will be shown by display of a valid permit issued by the Security Department of the College.
- (2) A valid permit is:
  - (a) an unexpired parking sticker properly registered and displayed in accordance with instructions, or

(b) a temporary permit authorized by the Security Department of the College and displayed in accordance with instructions on the permit, or

(c) a parking permit issued by the College Security Department attendant, which permit must be displayed on the vehicle in accordance with instructions.

(3) Parking permits are not transferable.

(4) The College reserves the right to refuse the issuance of a parking permit. [Order 1-35:72, § 132G-116-040, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-050 Tourists and visitors—Exemption from permit requirements.** The College Security Department will allow tourists and visitors to drive on the campus. A visitor's permit shall be issued without a fee at time of entrance. [Order 1-35:72, § 132G-116-050, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-060 Restrictions on use of vehicles of students with permits.** (1) Students with campus parking permits may drive on campus only to reach and leave the parking areas designated by their permits by the shortest direct routes between those areas and the nearest exit or entrance to the campus.

(2) Decisions on the granting of permits for physically handicapped students will be made by the Business Manager of the College.

(3) Evening class students (after 4 p.m.) will be accommodated on "space available" basis. [Order 1-35:72, § 132G-116-060, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-070 Speed.** No vehicle shall be operated on the campus at a speed in excess of 15 miles per hour or such lower speed as is reasonable and prudent in the circumstances. [Order 1-35:72, § 132G-116-070, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-080 Regulatory signs and directions.** Drivers of vehicles shall obey regulatory signs and signs related to the collection of parking fees posted by the College. Drivers of vehicles shall also comply with directions given them by officers of the College Security Department in the control and regulation of traffic. [Order 1-35:72, § 132G-116-080, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-090 Pedestrians—Right-of-way.** (1) The operator of a vehicle shall yield the right-of-way, slowing down or stopping, if need be, to so yield to any pedestrian crossing any street or roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger; but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

(2) A pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the street or roadway.

(3) Pedestrians on a street or roadway where a sidewalk is provided shall proceed upon such sidewalk. Pedestrians upon a street or roadway where no sidewalk is provided shall proceed on the extreme lefthand side of the roadway and upon meeting an oncoming vehicle shall step to their left and clear of the street or roadway. [Order 1-35:72, § 132G-116-090, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-100 Parking—Permits required.** (1) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

(2) No vehicle shall be parked in any parking area without a permit for that area, except as provided in WAC 132G-116-130 of these regulations. [Order 1-35:72, § 132G-116-100, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-110 Parking within designated spaces.** No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section. [Order 1-35:72, § 132G-116-110, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-120 Disabled and inoperative vehicles—Impounding.** No disabled or inoperative vehicle shall be parked on the campus for a period in excess of 72 hours. Vehicles which have been parked for periods in excess of 72 hours and which appear to be disabled or inoperative, may be impounded and stored at the expense of either or both the owner and operator thereof. Neither the College nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage. [Order 1-35:72, § 132G-116-120, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-130 Exceptions from traffic and parking restrictions.** WAC 132G-116-040 and 132G-116-100 of these rules and regulations shall not apply to the drivers of city, county, or State-owned vehicles. [Order 1-35:72, § 132G-116-130, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-140 Special traffic and parking regulations and restrictions authorized.** Upon special occasions causing additional heavy traffic and during emergencies the College Security Department is authorized to impose additional traffic and parking regulations and restrictions for the achievement of the objectives in WAC 132G-116-020. [Order 1-35:72, § 132G-116-140, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-150 Authorization for issuance of permits.** The College Security Department is authorized to issue permits to drive or park upon the campus. [Order 1-35:72, § 132G-116-150, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-160 Numbering of parking areas.** The College Business Manager is authorized to designate and mark the various parking areas on the campus with numbers or letters by the posting of signs in those areas. [Order 1-35:72, § 132G-116-160, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-170 Allocation of parking space.** The parking space available on the campus shall be allocated by the College Business Manager or his designee among applicants for permits in such manner as will best effectuate the objectives of these regulations. Certain restricted parking areas on campus are marked as "Restricted Parking—Faculty Only." Physically handicapped faculty, staff, or student personnel will be given priority whenever possible to park in close proximity to offices or classrooms. [Order 1-35:72, § 132G-116-170, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-180 Visitors and guests.** (1) All visitors, guests, salesmen, maintenance or service personnel, and all other members of the public who are not college employees or students will park in available space as directed by the College Security Department without paying a fee, including the following:

(a) Members of the Board of Trustees and others designated by the College may be given complimentary annual permits.

(b) Federal, state, county, city, and school district personnel on official business and in vehicles with tax exempt licenses will be admitted without charge.

(c) Vehicles owned by contractors and their employees working on campus construction will be parked in designated areas, if available, without charge.

(d) Visiting academic or administrative personnel from other colleges or universities and guest speakers will be parked without charge upon presentation of a guest permit. Responsibility for making parking arrangements for guests will rest with the sponsoring College department or division.

(e) Members of the press, television, and radio on official business will park without charge.

(f) Taxis will be admitted without charge for pick-up and delivery but will not be given free parking privileges.

(g) No parking fee will be charged visitors and guests attending special College events such as commencement, and Little Theatre performances. No parking fees will be charged for College and departmental events such as open house, symposiums, social and cultural events.

(h) Those covered by WAC 132G-116-050.

(2) Special permits:

(a) Temporary or part time employees, salesmen, maintenance and service personnel, and other visitors who must frequently visit the campus on College business, may be issued parking permits at the regular annual or quarterly fee or at a rate based on the regular annual fee, subject to the approval of the College Business Manager.

(b) Limited drive-through permits may be issued to parents of students. Limited drive-through permits do not include parking privileges.

(c) The College Security Department will assist College departments and divisions which sponsor functions such as conferences, seminars, dinners and similar events in arranged reserved parking without collecting parking fees.

(3) Athletics, concerts, plays and other special events: Parking fees will not be charged for vehicles parked at athletics, concerts, plays and other special events held on campus. [Order 1-35:72, § 132G-116-180, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-190 Permit revocations.** (1) Permits are the property of the College and may be recalled for any of the following reasons subject to the Dean of Student Services of the College:

(a) when the purpose for which the permit was issued changes or no longer exists

(b) when a permit is used by an unregistered vehicle or by an unauthorized individual

(c) falsification on a parking permit application

(d) continued violations of parking regulations

(e) counterfeiting or altering of stickers

(2) Vehicles displaying cancelled permits will be subject to citation or impounding. [Order 1-35:72, § 132G-116-190, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-200 Duplicate permits for faculty and staff personnel.** Full time faculty and staff personnel of the College may apply on a separate application for a second car permit without charge. [Order 1-35:72, § 132G-116-200, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-210 Faculty and staff permit periods.** All faculty and staff will park on a permit basis, i.e., either annually or quarterly. Annual permits will be payable in full approximately September 15 of each year. Regular permits will be valid 24 hours a day, 7 days a week. Evening permits will be valid only after 4 p.m. [Order 1-35:72, § 132G-116-210, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-220 Fees for permits.** The fees charged by the College for the issuance of permits shall be those established from time to time by the Board of Trustees of the College. [Order 1-35:72, § 132G-116-220, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-230 Annual parking fee payment.** Payment for an annual parking permit must be made by cash or check directly to the Business Office of the College. Cash should not be sent by mail. [Order 1-35:72, § 132G-116-230, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-240 Display of permits.** The permit issued by the College Business Office shall be placed as per directions on the permit on the inside of the windshield upper center except tinted windshield, lower center. The area designation sticker (numeral, letter, or combination) shall be placed on the inside of the rear window on the lower left corner as viewed from the rear of the car. If the vehicle has no rear window, the area

designation sticker shall be placed on the windshield adjacent to the permit. Expired permits and area designators shall be removed before the new permit and designator are attached. Permits and area designation stickers not displayed in accordance with the provisions of this section shall not be valid. [Order 1-35:72, § 132G-116-240, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-250 Responsibility of person to whom permit issued.** 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 1-35:72, § 132G-116-250, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-260 Refund of fees.** Refund of the parking permit quarterly fee shall be as follows if the permit is returned with the request for refund: Before first meeting of classes—full refund; during first week of classes—80 percent; during third through fourth week of classes—50 percent; after fourth week of classes—no refund. [Order 1-35:72, § 132G-116-260, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-270 Procedure—Issuance of summons or traffic tickets.** Upon probable cause to believe that a violation of these regulations has occurred, an officer of the College Security Department may issue a summons or traffic ticket setting forth the date, the approximate time, the locality, and the nature of the violation. Such summons may be served by attaching or affixing a copy thereof to the vehicle allegedly involved in such violation, or by placing a copy thereof in some prominent place outside such vehicle. [Order 1-35:72, § 132G-116-270, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-280 Grievance proceedings—Bond for appearance—Date of hearing.** (1) The summons or traffic ticket issued pursuant to WAC 132G-116-270 shall direct the alleged violator to appear at the College Business Office within five calendar days.

(2) If the alleged violator does not waive his right to appear before the College Dean of Student Services, he will be informed that any grievance he might have must be made in writing to the said Dean of Student Services, giving full particulars, listing witnesses, evidence, etc.

(3) The College Dean of Student Services, upon receipt of the alleged violator's written grievance, will arrange time and place to discuss the violation with that individual. [Order 1-35:72, § 132G-116-280, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-290 Fines and penalties.** The fines or penalties to be assessed for violation of these regulations shall be as follows:

(1) **Parking violations.** First offense: \$1 if the five calendar day requirement of WAC 132G-116-280 is met; if not, \$2

Second offense within a twelve month period: \$3 if the five calendar day requirement of WAC 132G-116-280 is met; if not, \$6

Three or more offenses within a twelve month period: \$5 to \$10 and/or loss of parking privileges on campus for one year if the requirement of WAC 132G-116-280 is met; if not, \$7.50 to \$15 and/or loss of parking privileges on campus for one year.

(2) **Exceeding speed limit.** Not less than \$5 or more than \$25 and/or loss of parking and driving privileges on campus for up to one year, and appearance before the College Dean of Student Services for appropriate disciplinary action.

(3) **Any other violation of these regulations.** Not less than \$1 nor more than \$25 and/or loss of parking and driving privileges on campus for up to one year, and appearance before the College Dean of Student Services for appropriate disciplinary action.

The College Dean of Student Services or his designee shall have the right to cancel or reduce the fine or penalties if, in his judgment, the circumstances warrant such cancellation or reduction. [Order 1-35:72, § 132G-116-290, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-300 Mitigation and suspension of penalties.** Upon the showing of good cause or mitigating circumstances, the College Dean of Student Services may impose any lesser fine or penalty than those established in WAC 132G-116-290 and 132G-116-310, or he may grant an extension of time within which to comply with his determination and sentence. [Order 1-35:72, § 132G-116-300, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-310 Enforcement of determination of the Dean of Student Services.** In the event a student fails or refuses to comply with the determination of the College Dean of Student Services, such alleged violator shall not be eligible to register for additional courses, to obtain a transcript of his grades or credits, or to receive a degree, or by any other legal means, until he has paid or otherwise complied with the determination. Any penalty is appealable through the College Discipline Committee. [Order 1-35:72, § 132G-116-310, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-320 Regulatory signs, markings, barricades, etc.** The College Security Department is 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 the College. Such signs, barricades, structures, markings, and directions shall be so made and placed as in the opinion of the College Business Manager will best effectuate the objectives stated in WAC 132G-116-020.

No person without authorization from the College Business Manager 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 1-35:72, § 132G-116-320, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-330 Impounding of vehicles.** Any vehicle parked upon State lands devoted mainly to the educational purposes of the College in violation of these regulations including the motor vehicle and other traffic laws of the State of Washington and the traffic code of King County, Washington as incorporated in WAC 132G-116-030 may be impounded and taken to such place for storage as the College selects. The expenses of such impoundings and storage shall be charged to the owner or operator of the vehicle and paid by him prior to its release. The College and its employees shall not be liable for loss or damage of any kind resulting from such impounding and storage. [Order 1-35:72, § 132G-116-330, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-340 Delegations of authority.** The authority and powers conferred upon the Board of Trustees, the President, and Vice-President for Business and Personnel and/or the Business Manager of the College by these regulations shall be subject to delegation by him to his subordinates. [Order 1-35:72, § 132G-116-340, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-350 Liability of college.** The College assumes no liability under any circumstances for vehicles parked on campus. The College grants a license for use of a parking space to individuals desiring to park their vehicles on campus and who purchase a parking space or for those individuals described in WAC 132G-116-180. However, no bailment is created by the sale of a permit or for those individuals described in WAC 132G-116-180. [Order 1-35:72, § 132G-116-350, filed 11/29/72, effective 1/1/73.]

## Chapter 132G-120 WAC STUDENT CONDUCT CODE

### WAC

- 132G-120-010 Student conduct code—Preamble.
- 132G-120-020 Student conduct.
- 132G-120-030 Jurisdiction.
- 132G-120-040 Disciplinary authority.
- 132G-120-050 Student notification.
- 132G-120-060 Possible actions.
- 132G-120-070 College discipline committee.
- 132G-120-080 Discipline committee procedural guidelines and safeguards.
- 132G-120-090 The President's review.
- 132G-120-100 Appeals.
- 132G-120-110 Disciplinary terms.
- 132G-120-120 Lowering of grades.
- 132G-120-130 Readmission after expulsion.
- 132G-120-140 Reporting, recording and maintenance of records.

**WAC 132G-120-010 Student conduct code—Preamble.** Admission to the College carries with it the expectation that the student will conduct himself as a responsible member of the academic community. This includes the expectation that the student will obey the

law; comply with the rules and regulations of the College; maintain high standards of integrity and honesty; respect the rights, privileges, and property of other members of the College community; and will not interfere with legitimate College affairs.

The student will assume responsibility for his own conduct. Sanctions for violations of College rules and regulations or for conduct which interferes with legitimate College affairs will be dealt with by the College. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the College will not be used to duplicate the function of civil authority. Disciplinary action may be taken if the conduct also involves a violation of College standards and if the interests of the academic community are distinct from those of the civil authority.

Sanctions, up to and including expulsion from the College, may be imposed for failure to satisfy the expectations stated in this section or for misconduct of the kinds indicated. These sanctions will determine whether, and under what conditions, the violator may continue at the College.

Most disciplinary proceedings will be conducted informally between the student and a division chairman, in matters relating to the student's academic work, and between the student and the Dean of Student Services in other matters.

More formal procedures are provided, however, including an impartial hearing before a College discipline committee; these procedures may be invoked either by the officer dealing with the case or by the student involved. In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of (1) the truth or falsity of the charges against the student, (2) whether the alleged misconduct calls for sanctions, and, if so, (3) what those sanctions should be. [Order 1-35:72, § 132G-120-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-020 Student conduct.** Student conduct which intentionally and substantially interferes with or disrupts lawful college activities is prohibited. [Order 1-35:72, § 132G-120-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-030 Jurisdiction.** The Dean of Student Service and the division chairmen are hereby delegated the responsibility for initiating disciplinary proceedings in accordance with these rules for infractions of the rules and regulations of the College and for misconduct in academic work.

The division chairman is the primary agent for disciplinary matters arising solely out of scholarship. The Dean of Student Services is the primary agent for the administration of discipline for unacceptable conduct or infraction of College rules in all matters except those which are the responsibilities of divisions and instructors. Division chairmen shall give written notice to the Dean of Student Services of any disciplinary action which they take.

Instructors are hereby delegated the authority to take such summary actions as may be necessary to maintain

order and proper conduct in the classroom and to maintain effective cooperation of the class in fulfilling the objectives of the course. Such actions may be appealed to the chairman of the division offering the course before the end of the next succeeding quarter. [Order 1-35:72, § 132G-120-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-040 Disciplinary authority.** All disciplinary proceedings will be initiated by either the Dean of Student Services or a division chairman. The Dean of Student Services or a division chairman, may, however, delegate this responsibility to others. In cases referred to it, the College discipline committee (see WAC 132G-120-070) assumes the responsibility for making a recommendation to the President of the College. [Order 1-35:72, § 132G-120-040, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-050 Student notification.** The student shall be informed at the initial conference of what appears to be the maximum penalty which might result from consideration of the disciplinary matter. In order that the informality of procedure in these instances not mislead a student as to the seriousness of the matter under consideration, the student shall be informed in writing if expulsion is involved. If further consideration reveals that more severe disciplinary action may be appropriate, the student shall be so advised as soon thereafter as possible. [Order 1-35:72, § 132G-120-050, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-060 Possible actions.** After considering the evidence in the case and interviewing the students involved, the initiating authority may take one of the following actions.

- (1) Terminate the proceedings, exonerating the student or students.
- (2) Dismiss the case after whatever counseling and advise may be appropriate.
- (3) Impose minor sanctions directly (disciplinary warning or disciplinary probation) subject to the student's right of appeal (see WAC 132G-120-100). The student shall be notified of the action taken; this notification must be in writing when a disciplinary warning or disciplinary probation is imposed. In the case of an unmarried student under 18 years of age being placed on disciplinary probation, written notice shall also be sent to the parents or the guardian of the student.
- (4) Recommend to the College discipline committee that the student be denied registration or be expelled. The student shall be advised of his rights by reference to the appropriate sections of chapter 132G-120 WAC. If the denial of registration or expulsion is approved, the Dean of Student Services shall notify the student in writing that he has been denied registration or that he has been expelled. In the case of an unmarried student under 18 years of age, written notice of this action shall be sent to the parents or guardian of the student.
- (5) Refer the matter to the College discipline committee. The student shall be notified in writing that the matter has been referred to the committee.

In all cases, the student shall be advised of his rights by reference to the appropriate section of chapter 132G-120 WAC. [Order 1-35:72, § 132G-120-060, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-070 College discipline committee.** A standing College discipline committee will hear, *de novo*, and make recommendations on all disciplinary cases referred to it by the appropriate authority or appealed to it by students who have been disciplined. The committee will be established each fall. It will be composed of the following persons:

- (1) A member appointed by the President of the College.
- (2) A member of the faculty, appointed by the president of the faculty association.
- (3) Two representatives from the Student Affairs Council, elected by the council members.
- (4) Two students. The two students will be appointed by the president of the student body association, but at the option of the student being disciplined, they may not hear the case.

None of the above-named persons shall sit in any case in which he is a complainant or witness, in which he has a direct or personal interest, or in which he has acted previously in an advisory capacity. Decisions in this regard, including the selection of alternates, shall be made by the discipline committee as a whole.

The discipline committee chairman will be elected by the members of the discipline committee.

In hearings before the discipline committee, at the discretion of the committee, an assistant attorney general will be requested to take the case. This action may be considered necessary in order to have a fair hearing. [Order 1-35:72, § 132G-120-070, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-080 Discipline committee procedural guidelines and safeguards.** The student has a right to a fair and impartial hearing before the discipline committee on any charge of misconduct. His failure to cooperate with the hearing procedures, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations. Failure of the student to cooperate may be taken into consideration by the committee in recommending penalties.

(1) The student shall be given notice of the time and place of the hearing, the charges against him, a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. This notice shall be given to the student in writing and shall be provided in sufficient time to permit him to prepare his defense. The notice may be amended at any time prior to the hearing, but, if such amendment is prejudicial to the student's case, the hearing shall be rescheduled to a later date.

(2) The student shall be entitled to hear and examine the evidence against him and be informed of the identity of its sources; he shall be entitled to present evidence in his own behalf and to question witnesses testifying against him as to factual matters. The student shall have

all authority possessed by the College to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.

(3) Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether he is guilty of the misconduct charged, but the student's past record of conduct may be taken into account in formulating the committee's recommendation for disciplinary action.

(4) The student may be represented by counsel and/or accompanied by an advisor of his choice.

(5) No one will be required to give self-incriminating evidence.

(6) Hearings conducted by the committee may be held in closed session at the discretion of the committee, the only exception being when the student involved invites particular persons or requests an open hearing. If at any time during the conduct of a hearing invited guests are disruptive of the proceedings, the chairman of the committee may exclude such persons from the hearing room.

(7) All proceedings of the committee will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

(8) An adequate summary of the proceedings will be kept. As a minimum, such a summary would include a tape recording of testimony.

(9) The student will be provided with a copy of the findings of fact and with the conclusions and the recommendations of the committee. He will also be advised of his right to present, within seven calendar days, a written statement of appeal to the President of the College before action is taken on the recommendation.

(10) If discipline is to be imposed after the review provided by this section, the officer who initiated the proceedings shall notify the student in writing of the discipline imposed. In the case of an unmarried student under 18 years of age, written notice of any action involving expulsion or disciplinary probation also will be sent to the parents or guardian of the student.

The committee shall establish general rules of procedure consistent with the foregoing procedural safeguards. A copy of any such rules of procedure shall be given to the student in advance of his hearing. [Order 1-35:72, § 132G-120-080, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-090 The President's review.** The President of the College, or his designated representative, shall review all cases heard by the College discipline committee, including the report of the committee and any statement filed by the student, and shall either approve the recommendations of the committee or give directions as to what other disciplinary action should be taken, and he shall notify the initiating authority. [Order 1-35:72, § 132G-120-090, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-100 Appeals.** Any disciplinary action may be appealed to the College discipline committee. An appeal by a student shall be made in writing and

addressed to the chairman of the committee within 15 days after the student has been notified of the action taken. In all proceedings wherein the student is not exonerated, there shall be one automatic review by a reviewing authority.

(1) Disciplinary action by a division chairman may be appealed to, and shall be reviewed by, the Dean of Student Services.

(2) Disciplinary action by the Dean of Student Services may be appealed to, and shall be reviewed by, the discipline committee.

(3) Disciplinary action by the discipline committee may be appealed to, and shall be reviewed by, the College President.

(4) Final authority in all disciplinary action shall rest with the Board of Trustees of the College. [Order 1-35:72, § 132G-120-100, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-110 Disciplinary terms.** The following definitions of disciplinary terms have been established to provide consistency in the application of penalties.

(1) **Disciplinary Warning:** Formal action censuring a student for violation of College rules or regulations or for failure to satisfy the College's expectations regarding conduct. Disciplinary warnings are always made in writing to the student by the officer or agency taking the action, with copies to the Dean of Student Services' office. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions (see WAC 132G-120-110(2) through (6)).

(2) **Hold:** Attachment of a student's academic record to encourage the fulfillment of the student's obligations to the College, particularly financial. Holds are always made in writing, including a detailed list of the obligations to be met, and are sent to the student. Requests for transcripts of the student's academic record will not be honored until the initiating authority is satisfied that the obligations have been met and provides the registrar with written notification of the release of the hold.

(3) **Registration Denied:** Formal action refusing to allow a student to register for subsequent quarters, for violation of College rules or regulations, or failure to satisfy the College's expectations regarding conduct, or failure to fulfill obligations to the College. Students may be denied registration only on the approval of the President and on the recommendation of the College discipline committee. The initiating authority, in his written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be denied for a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

(4) **Disciplinary Probation:** Formal action placing conditions upon the student's continued attendance for violation of College rules or regulations or failure to satisfy the College's expectations regarding conduct. The office placing the student on disciplinary probation will

specify, in writing, the period of probation and the conditions. Disciplinary probation warns the student that any further misconduct will make him liable to suspension or expulsion from the College. Disciplinary probation may be for a specific term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the College.

(5) **Suspension:** Formal action by an authorized disciplinary agency dismissing a student temporarily from the College for unacceptable conduct or violation of College rules or regulations. Suspension may be for a stated or for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated.

(6) **Expulsion:** Students may be expelled only on the approval of the President of the College and on the recommendation of the Dean of Student Services and the College discipline committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any special conditions which must be met before readmission. There is 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. [Order 1-35:72, § 132G-120-110, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-120 Lowering of grades.** The lowering of grades is not appropriate as a penalty for misconduct providing, however, that academic credit need not be given for work which is the product of cheating, plagiarism, or other academic misconduct. [Order 1-35:72, § 132G-120-120, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-130 Readmission after expulsion.** Any student expelled from the College may be readmitted only on written petition to the office which initiated the action resulting in his expulsion. Such petitions must indicate how specified conditions have been met and, if the term of the expulsion has not expired, any reasons which support a reconsideration of the matter. Because the President of the College participates in all disciplinary actions expelling students from the College, decisions on such petitions for readmission must be reviewed and approved by the President before readmission is granted. [Order 1-35:72, § 132G-120-130, filed 11/29/72, effective 1/1/73.]

**WAC 132G-120-140 Reporting, recording and maintenance of records.** Records of all disciplinary cases shall be kept by the office taking or initiating the action. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved insofar as possible, for not more than five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other College repository after the date of the student's graduation. [Order 1-35:72, § 132G-120-140, filed 11/29/72, effective 1/1/73.]

## Chapter 132G-124 WAC GENERAL CONDUCT

### WAC

- 132G-124-010 General conduct.
- 132G-124-020 Alcoholic beverages.
- 132G-124-030 Drugs.
- 132G-124-040 Smoking.
- 132G-124-050 Appeals.

**WAC 132G-124-010 General conduct.** Conduct which intentionally and substantially interferes with or disrupts lawful College activities is prohibited. Persons who engage in such conduct will hereby be denied license or privilege to enter or remain in or upon grounds or facilities owned or operated by Shoreline Community College, and are subject to disciplinary and/or other legal action. The Dean of Student Services is responsible for initiating appropriate action regarding alleged infractions of this rule. [Order 1-35:72, § 132G-124-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-124-020 Alcoholic beverages.** The unlawful possession or use of alcoholic beverages on College property or on property under the supervision and control of the College is prohibited, and persons violating this regulation may be subject to disciplinary or other legal action. The Dean of Student Services is responsible for initiating appropriate action regarding alleged infractions of this rule. [Order 1-35:72, § 132G-124-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-124-030 Drugs.** Persons illegally possessing, manufacturing, selling, using or causing someone else to use drugs on College property or on property under the supervision and control of the College may be subject to disciplinary or other legal action. The Dean of Student Services is responsible for initiating appropriate action regarding alleged infractions of this rule. [Order 1-35:72, § 132G-124-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-124-040 Smoking.** Smoking is permitted anywhere on the campus except in the classrooms when classes are in session, the Library service areas, the Little Theatre, the food service area, the physical education facility and elsewhere as posted. The Dean of Student Services is responsible for initiating appropriate action regarding alleged infractions of this rule. [Order 1-35:72, § 132G-124-040, filed 11/29/72, effective 1/1/73.]

**WAC 132G-124-050 Appeals.** The application of any rule or regulation (WAC 132G-124-010 through 132G-124-040) may be appealed in writing to the Dean of Student Services who will adjudicate all such appeals. [Order 1-35:72, § 132G-124-050, filed 11/29/72, effective 1/1/73.]

**Chapter 132G-132 WAC  
COLLEGE CALENDAR**

**WAC**

- 132G-132-010 College calendar.  
132G-132-020 College closure.  
132G-132-030 Time schedule—Cancellation of classes.

**WAC 132G-132-010 College calendar.** At their regular February meeting the Board of Trustees will adopt the College calendar for the ensuing academic year. This calendar will specify for each quarter the days upon which instruction will begin and end, the days which will constitute the final examination period and the days which will be designated as College holidays. The calendar for each academic year will begin with the fall quarter. The calendar adopted under the procedure outlined above will be published in the College catalog and will be available in the office of the Director of Admissions and Registration during regular College business hours. [Order 1-35:72, § 132G-132-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-132-020 College closure.** In the event of extremely severe weather conditions or a major disaster, the College may be closed by the College President or his designated representative. [Order 1-35:72, § 132G-132-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-132-030 Time schedule—Cancellation of classes.** Classes on the printed time schedule may be canceled by the Registrar when necessary. [Order 1-35:72, § 132G-132-030, filed 11/29/72, effective 1/1/73.]

**Chapter 132G-136 WAC  
USE OF COLLEGE FACILITIES**

**WAC**

- 132G-136-010 Rental of college facilities.  
132G-136-020 Authorization for use of facilities.  
132G-136-030 Trespass regulations.  
132G-136-040 Collections.  
132G-136-050 Presentation of media, distribution of materials, and posting of signs.  
132G-136-060 Distribution of materials—Off-campus organizations and nonstudents.  
132G-136-070 Student facilities or services—Appeals.  
132G-136-080 College events—Admission restrictions.  
132G-136-090 Physical education facility—Equipment stored in baskets.  
132G-136-100 Physical education facility—Dress regulations.  
132G-136-110 Eye protection.

**WAC 132G-136-010 Rental of college facilities.** College facilities are primarily to service the instructional program of the College. However, the facilities, when not required for scheduled College use, are available for rental by the public in accordance with specified fee schedules and other relevant terms and conditions for such use. The Board of Trustees of Community College District Number Seven, shall establish, from time to time, the fee schedules, rules and regulations for the use of its facilities. [Order 1-35:72, § 132G-136-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-020 Authorization for use of facilities.** Persons may use or be licensed to use the facilities of the College upon authorization from a duly authorized representative of the College or his designee. An individual or individuals registered and enrolled as a student shall be granted such authorization during scheduled hours or upon written permission of an authorized employee. The College maintains regular hours for conducting classes and other College business during scheduled days. Regular hours and scheduled days are available at designated locations or by telephoning the College. [Order 1-35:72, § 132G-136-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-030 Trespass regulations.** Individuals without license or privilege to be on the grounds or inside buildings or enclosures may be required to identify themselves or be detained by College employees until the appropriate law enforcement officer(s) takes jurisdiction of the situation. [Order 1-35:72, § 132G-136-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-040 Collections.** Any person, persons, or organization soliciting funds from the student body at large, for collections and/or contributions must register with the Director of Student Activities to be located in a designated area. [Order 1-35:72, § 132G-136-040, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-050 Presentation of media, distribution of materials, and posting of signs.** To assure orderly scheduling of facilities, any student or student organization is asked to register with the Director of Student Activities prior to the presentation of media, distribution of materials, or posting of signs. It is understood that the Director of Student Activities may not approve or disapprove of the content of the material; he may, however, counsel and advise with respect to the character of the material or its mode of presentation.

In order to preserve orderly use of College facilities, the Director of Student Activities will designate area(s), date(s), and time(s) available for distribution, posting and/or presentation.

Media, materials, or signs must bear identification as to publishing agency, sponsoring organization and/or individual, and take-down date. [Order 1-35:72, § 132G-136-050, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-060 Distribution of materials—Off-campus organizations and nonstudents.** Off-campus organizations and nonstudents are asked to register with the Director of Student Activities before distribution of handbills, leaflets, or similar materials so that he can assure them a suitable facility for this distribution. Such materials must bear identification as to publishing agency and distributing organization or individual. The Director of Student Activities shall designate the vicinity of the Pagoda Union Building as the primary area of distribution. [Order 1-35:72, § 132G-136-060, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-070 Student facilities or services—Appeals.** The application of any College rule or regulation pertaining to student facilities or services may be appealed in writing to the Dean of Student Services. [Order 1-35:72, § 132G-136-070, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-080 College events—Admission restrictions.** From time to time the College will sponsor events with admission restrictions on patrons. (e.g., no smoking, no exit and reentry on same admission cost) These restrictions will be posted at the admission area or printed on the admission ticket or both. [Order 1-35:72, § 132G-136-080, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-090 Physical education facility—Equipment stored in baskets.** All personal equipment stored in baskets in the gym and not picked up at the end of each quarter, by a date specified by the Director of Physical Education and posted in advance, will be removed. The equipment will be stored for one quarter and can be picked up by the owner for a fee. The Board of Trustees will establish this fee. [Order 1-35:72, § 132G-136-090, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-100 Physical education facility—Dress regulations.** Dress regulations will be established, from time to time, by the Director of Physical Education. These regulations are to assure the health and safety of individuals utilizing the physical education facilities and/or to avoid damage to physical education equipment. [Order 1-35:72, § 132G-136-100, filed 11/29/72, effective 1/1/73.]

**WAC 132G-136-110 Eye protection.** Every person shall wear eye protection devices when participating in, observing, or performing any function in connection with any courses or activities taking place in eye hazardous areas of the College in compliance with RCW 70.100-.020. [Order 1-35:72, § 132G-136-110, filed 11/29/72, effective 1/1/73.]

## Chapter 132G-140 WAC COLLEGE RECORDS

### WAC

- 132G-140-010 Student records—Requests from outside the college.
- 132G-140-020 Students records—Requests from parents and legal guardians.
- 132G-140-030 Student records—Requests for test data.
- 132G-140-040 Student records—Counseling information.
- 132G-140-050 Student records—Subpoena of information.
- 132G-140-060 Library circulation records.
- 132G-140-070 Withholding of grade reports and transcripts.
- 132G-140-080 Student records—Dean of student services authority.
- 132G-140-090 Professional personnel records—Application file.
- 132G-140-100 Professional personnel records—Area file.
- 132G-140-110 Classified staff personnel records.

**WAC 132G-140-010 Student records—Requests from outside the college.** Unless the student specifically requests otherwise, the college will routinely respond to

requests for the following information about a student: Name, place and date of birth, home and campus address, dates of attendance, curriculum, and degrees, if any. [Order 1-35:72, § 132G-140-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-020 Students records—Requests from parents and legal guardians.** Parents and legal guardians of unemancipated minors will be provided, upon request, information about academic record and status, misconduct in academic or other campus activity including disciplinary action, and reports of academic counseling. [Order 1-35:72, § 132G-140-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-030 Student records—Requests for test data.** Standard test data regarding individual tests required to form a basis for a decision about an individual may be provided at the discretion of the agent with the data in response to a proper request from a recognized institution of higher education. [Order 1-35:72, § 132G-140-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-040 Student records—Counseling information.** Information obtained during professional medical and psychological treatment or counseling will be released by the professional only in accordance with the ethics of his profession. [Order 1-35:72, § 132G-140-040, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-050 Student records—Subpoena of information.** A valid judicial or legislative subpoena of information about a student will be answered upon the advice of the attorney general's office. [Order 1-35:72, § 132G-140-050, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-060 Library circulation records.** Librarians and library employees shall not make available library circulation records to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. [Order 1-35:72, § 132G-140-060, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-070 Withholding of grade reports and transcripts.** Under the conditions of unmet college financial obligations and violations of nonacademic college regulations, the college will withhold grade reports and transcripts until the student's record has been cleared by the registrar. [Order 1-35:72, § 132G-140-070, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-080 Student records—Dean of student services authority.** The dean of student services will be responsible for reviewing unusual requests for information concerning students and assisting in interpretation of the rules pertaining to the release of such information. His decision will be final in these matters.

[Order 1-35:72, § 132G-140-080, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-090 Professional personnel records—Application file.** A personnel application file shall be maintained for each professional staff member. This file shall be closed to all personnel except those designated by approved college policy and procedural guidelines. [Order 1-35:72, § 132G-140-090, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-100 Professional personnel records—Area file.** For each professional staff member, a file shall be kept in the appropriate area or division office as a repository for information on professional preparation and evaluation as it pertains to any matter related to professional competence in assigned duties and for collection and retention of evidence which may be used in formal disciplinary hearings. This file shall be closed to all personnel except those designated by approved college policy and procedural guidelines. [Order 1-35:72, § 132G-140-100, filed 11/29/72, effective 1/1/73.]

**WAC 132G-140-110 Classified staff personnel records.** Personnel records are retained in the office of the college classified personnel officer. However, at any time during regular working hours and with appropriate advance notice, an employee may review the contents of his own personnel file or may in the case of a grievance authorize his representative to inspect his personnel file. Also, other appropriate college officials shall have access to these same files.

No anecdotal records or other prejudicial information will be placed in an employee's personnel file without his prior knowledge. [Order 1-35:72, § 132G-140-110, filed 11/29/72, effective 1/1/73.]

### Chapter 132G-152 WAC HEALTH AND SAFETY

#### WAC

132G-152-010 Food service areas.  
132G-152-020 Animals in buildings.  
132G-152-030 Animals on grounds.

**WAC 132G-152-010 Food service areas.** Shoes and shirts are required in all food service areas on campus. Grievances may be appealed to the Director of Student Activities. [Order 1-35:72, § 132G-152-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-152-020 Animals in buildings.** Animals are not permitted in any of the buildings under the supervision of the College. Notwithstanding the foregoing, seeing eye dogs are permitted inside these facilities if they are on a leash and accompanied by their owner. Also, animals used for instructional purposes are permitted within College supervised buildings. [Order 1-35:72, § 132G-152-020, filed 11/29/72, effective 1/1/73.]

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**WAC 132G-152-030 Animals on grounds.** Animals are not permitted on College supervised grounds unless they are on a leash and accompanied by their owner. [Order 1-35:72, § 132G-152-030, filed 11/29/72, effective 1/1/73.]

### Chapter 132G-156 WAC HOUSING

#### WAC

132G-156-010 Student housing—Posting regulations.

**WAC 132G-156-010 Student housing—Posting regulations.** Rental units listed on Shoreline Community College bulletin boards must be available to all students regardless of race, creed, or national origin. Rental conditions and agreements are between student and landlord.

Any person who fails to comply with the above rule will have their notices removed from the bulletin boards. This action may be appealed to the Director of Student Activities. [Order 1-35:72, § 132G-156-010, filed 11/29/72, effective 1/1/73.]

### Chapter 132G-160 WAC

#### ADMISSION AND REGISTRATION PROCEDURES

#### WAC

132G-160-010 Availability of information.  
132G-160-020 Admissions.  
132G-160-030 Registration—Appointments.  
132G-160-040 Registration—Change of program.  
132G-160-050 Residency status.  
132G-160-060 Matriculation fee.  
132G-160-080 Advanced registration payment—Foreign students.

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

132G-160-070 Advanced registration fee. [Order 5-13:74, § 132G-160-070, filed 4/26/74.] Repealed by Order 11-12:77, filed 5/23/77.

**WAC 132G-160-010 Availability of information.** Information concerning specific qualifications, requirements, deadlines and dates for admission, registration, and residency status, may be secured from the Office of Admissions and Registration, Shoreline Community College, 16101 Greenwood Avenue North, Seattle, Washington 98133. [Order 1-35:72, § 132G-160-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-160-020 Admissions.** Students who are 18 years of age or high school graduates are admitted on a first-come, first-served basis in accordance with state law. Notwithstanding the foregoing, certain special procedures must be followed for: special programs, former students, veterans, and foreign students. These special procedures are established from time to time by the Board of Trustees and are on file in the Admissions Office for examination during regular College business hours. [Order 1-35:72, § 132G-160-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-160-030 Registration—Appointments.** Appointments to register are issued upon completion of designated preregistration procedures as described in the current College catalog. Continuing students register first, followed by former students, then new regular students, and finally special students (having incomplete files). Open late registration (no appointment needed) takes place during designated times after completion of all regular registration. [Order 1-35:72, § 132G-160-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-160-040 Registration—Change of program.** Classes may be changed or added only during times and under procedures specified by the College in the current College catalog. Classes may be dropped during most of the quarter as outlined in the current College catalog, but refunds (complete or partial) as allowed only in cases of complete withdrawals within a predetermined framework of time which is specified in the current College catalog. [Order 1-35:72, § 132G-160-040, filed 11/29/72, effective 1/1/73.]

**WAC 132G-160-050 Residency status.** In determining tuition and fee charges, students are considered to be residents if they have lived in the state for one year and also meet the requirements as outlined in chapter 28B.15 RCW.

Students wishing to appeal nonresidency classification may:

- (1) Contact the Registrar for clarification
- (2) Obtain Change in Residence Status form from the Registrar
- (3) Submit completed form to the Registrar for classification
- (4) If resident status is denied and further appeal is desired, submit the appeal in writing to the Registrar with a request that the entire file be referred to the College's attorney, whose decision will be final. [Order 1-35:72, § 132G-160-050, filed 11/29/72, effective 1/1/73.]

**WAC 132G-160-060 Matriculation fee.** Applicants for admission who wish credit are to submit the standard Application for Admission to Washington Community Colleges to the Director of Admissions and Registration, along with a non-refundable matriculation fee of Five Dollars (\$5). [Order 4-12:74, § 132G-160-060, filed 4/26/74.]

**WAC 132G-160-080 Advanced registration payment—Foreign students.** Upon acceptance by the Foreign Student Academic Committee, foreign students must remit tuition for their first quarter and the non-refundable Five Dollars (\$5) matriculation fee. In the event that a foreign student does not complete registration or withdraws from the College Forty-five Dollars (\$45) of this first quarter tuition is non-refundable. However, the Forty-five Dollars (\$45) may be applied to fees for any future quarter registration within two years. [Order 6-14:74, § 132G-160-080, filed 4/26/74.]

## Chapter 132G-168 WAC USE OF LIBRARY

### WAC

- 132G-168-010 Purpose of the library's existence.
- 132G-168-020 Basis of policies and procedures.
- 132G-168-030 Modification of these regulations.
- 132G-168-040 Borrower classification.
- 132G-168-050 Identification card.
- 132G-168-060 Loan time periods.
- 132G-168-070 Special collections.
- 132G-168-080 Number of items that may be borrowed.
- 132G-168-090 Date library materials are due.
- 132G-168-100 Renewal of library materials.
- 132G-168-110 Holds, recalls and searches.
- 132G-168-120 Return of library materials.
- 132G-168-130 Schedule of fines and charges.
- 132G-168-140 System-wide applicability of fines.
- 132G-168-150 Notice of overdue materials.
- 132G-168-160 Accrual date or time of fines.
- 132G-168-170 When fines will be levied.
- 132G-168-180 Failure to pay fines or charges, or both.
- 132G-168-190 Appeals of fines and charges.

**WAC 132G-168-010 Purpose of the library's existence.** The Shoreline Community College Library exists to further the objectives of the College. [Order 1-35:72, § 132G-168-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-020 Basis of policies and procedures.** Policies and procedures are based on the belief that the needs of the College community as a whole take precedence over the individual convenience. [Order 1-35:72, § 132G-168-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-030 Modification of these regulations.** The Board of Trustees reserves the right to add, delete, or modify portions of these regulations including the fine schedules in accordance with its regulations and applicable laws. [Order 1-35:72, § 132G-168-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-040 Borrower classification.** Within the College community there are several readily identifiable library material user groups for which the character and intensity of use differs. The primary groups are credit and non-credit students, faculty, administrative personnel and non-academic staff. The Library extends services to persons not affiliated with the College. Borrowing privileges may be extended to such persons if they reside within Community College District Number Seven, or if they are a duly enrolled student or faculty member of one of the other State community colleges, or if they are spouses of Shoreline Community College faculty, administrative or non-academic staff members. The Library extends services to special rental borrowers or other libraries through the "Inter-Library Loan" process. Borrowers are classified as:

- (1) Credit students
- (2) Faculty consisting of: the President, the vice presidents, professors, associate professors, assistant professors, instructors, visiting lecturers, associate or part-time faculty, administrative personnel
- (3) Nonacademic staff
- (4) Continuing Education, non-credit students

- (5) Community patrons
- (6) Reciprocal students and faculty from other State community colleges
- (7) Spouses of Borrower Classes (2) and (3)
- (8) Retired faculty of Shoreline Community College
- (9) Special rental borrowers (Washington State schools, community organizations, etc.)
- (10) Other libraries through the "Inter-Library Loan" process. [Order 1-35:72, § 132G-168-040, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-050 Identification card.** Each borrower is responsible for obtaining an official identification card from the College Library. A community patron must pay an annual fee to the library cashier for this identification card. This fee shall be that established from time to time by the Board of Trustees of the College. Reciprocal students and faculty must provide official identification from their institutions in order to obtain a Shoreline Community College identification card. [Order 1-35:72, § 132G-168-050, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-060 Loan time periods.** The College Library has established loan time periods based on anticipated demand for the various forms of material by the several classes of borrowers. This loan time schedule will be established by the Director of Instructional Resources and will be available in his office during regular College business hours. [Order 1-35:72, § 132G-168-060, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-070 Special collections.** Certain materials are maintained in special collections in the Library because of format, subject, rarity, etc. Borrowers should consult the library staff member in charge of the particular department concerning conditions of use for library materials in special collections. [Order 1-35:72, § 132G-168-070, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-080 Number of items that may be borrowed.** Except for material in certain special collections, there is no limit to the number of items that may be checked out to a single borrower. [Order 1-35:72, § 132G-168-080, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-090 Date library materials are due.** The Director of Instructional Resources shall establish from time to time a schedule of due dates. This schedule will be available in his office during regular College business hours. [Order 1-35:72, § 132G-168-090, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-100 Renewal of library materials.**

- (1) Renewals are generally allowed for circulating materials unless requested by other borrowers by means of a HOLD or a RECALL (see WAC 132G-168-110).
- (2) Overdue material may be renewed subject to the same conditions as similar material not overdue.
- (3) Prepaid telephone renewals are accepted for circulating materials but are not encouraged in special collections. The Library assumes no responsibility for errors

resulting from such transactions. Borrowers appearing in person at a check-out desk will receive service first.

(4) Some materials from reserve and special collections may be renewed only once. [Order 1-35:72, § 132G-168-100, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-110 Holds, recalls and searches.**

(1) Holds: a borrower may place a HOLD on any circulating material except reserve material, some special collections material and library materials already checked out to that borrower.

(2) Recalls: Library materials for which another borrower has placed a HOLD may be recalled after two weeks from the date checked out. Material on long-term loan to faculty may be recalled at any time. Material needed for reserve may be recalled at any time. Material checked out to noncollege borrowers may be recalled at any time for use by an on-campus borrower.

(3) A SEARCH may be requested by borrowers who have not succeeded in locating material on the shelves. [Order 1-35:72, § 132G-168-110, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-120 Return of library materials.**

(1) Materials are considered returned to the Library as of the date returned to any of the receiving points for library materials except that of reserve, overnight, reference, and special collections materials. Equipment must [be] returned to the location in the Library from which it was borrowed.

(2) After-hours "Book Returns" are emptied each morning the Library is open and material found in them is considered to have been returned at closing time on the previous day. [Order 1-35:72, § 132G-168-120, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-130 Schedule of fines and charges.**

A schedule of fines and charges employed by the College Library shall be that established from time to time by the Board of Trustees of the College. This schedule will be available in the office of the Director of Instructional Resources during regular College business hours. [Order 1-35:72, § 132G-168-130, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-140 System-wide applicability of fines.** All borrowers are subject to a uniform system of fines for late returns of library materials and replacement costs when required. [Order 1-35:72, § 132G-168-140, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-150 Notice of overdue materials.** The Library will attempt to:

(1) Telephone one week after an item is overdue or earlier if the material has been requested by another borrower or is to be placed on reserve.

(2) Send a notice two weeks after an item is overdue or earlier if the material has been requested by another borrower or is to be placed on reserve.

(3) Failure to receive a notice does not relieve the borrower of responsibility of payment of fines. [Order 1-

35:72, § 132G-168-150, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-160 Accrual date or time of fines.** When fines are levied, they accrue from the first day or hour library materials are overdue. [Order 1-35:72, § 132G-168-160, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-170 When fines will be levied.** Fines may be levied on:

- (1) Circulating material when:
  - (a) any item becomes overdue
  - (b) there is a HOLD or RECALL on the library materials and they are or become overdue, such fines are to be calculated from the first day library materials are overdue
  - (c) the library materials are not returned when called in for reserve.
- (2) Overdue reserve, reference and other circulating materials from special collections and equipment whether or not such material has been requested by another borrower. [Order 1-35:72, § 132G-168-170, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-180 Failure to pay fines or charges, or both.** A failure to pay fines or charges, or both, may result in:

- (1) Holds being placed on borrower classification (1) (see WAC 132G-168-040) grades, transcript and college records, and/or
- (2) Loss of borrowing privileges
- (3) Other appropriate action will be taken for borrower classifications (2) through (9). [Order 1-35:72, § 132G-168-180, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-190 Appeals of fines and charges.** Appeals of fines or charges, or both, may be filed with the circulation librarian by securing appropriate forms from the circulation desk at which the charge was levied. All disputed appeals are adjudicated by the Director of Instructional Resources. [Order 1-35:72, § 132G-168-190, filed 11/29/72, effective 1/1/73.]

## Chapter 132G-276 WAC PUBLIC RECORDS

### WAC

- 132G-276-010 Purpose.
- 132G-276-020 Definitions.
- 132G-276-030 Description of central and field organization of Community College District Number Seven.
- 132G-276-040 Operations and procedures.
- 132G-276-050 Public records available.
- 132G-276-060 Public Records Officer.
- 132G-276-070 Office hours.
- 132G-276-080 Requests for public records.
- 132G-276-090 Copying.
- 132G-276-100 Exemptions.
- 132G-276-110 Review of denials of public records requests.
- 132G-276-120 Protection of public records.
- 132G-276-130 Records index.
- 132G-276-140 Adoption of form.
- 132G-276-900 Appendix A—Form—Request for public record to Community College District Number Seven.

**WAC 132G-276-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the Community College District Number Seven with the provisions of chapter 42.17 RCW, Disclosure-Campaign-Finances-Lobbying-Records; and in particular with RCW 42.17.250-42.17.320 of that act, dealing with public records. [Order 3-11:74, § 132G-276-010, filed 4/26/74.]

**WAC 132G-276-020 Definitions.** (1) PUBLIC RECORDS. "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 any state or local agency regardless of physical form or characteristics.

(2) WRITING. "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.

(3) COMMUNITY COLLEGE DISTRICT NUMBER SEVEN. The Community College District Number Seven is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District Number Seven shall hereinafter be referred to as the "College" and includes the institution known as Shoreline Community College. Where appropriate, the term College also refers to the Board of Trustees, and the officers, agents, and employees of the College. [Order 3-11:74, § 132G-276-020, filed 4/26/74.]

**WAC 132G-276-030 Description of central and field organization of Community College District Number Seven.** District Number Seven is a community college district organized under RCW 28B.50.040. The college administrative office and its staff are located at Shoreline Community College, 16101 Greenwood Avenue North, Seattle, Washington, 98133. [Order 3-11:74, § 132G-276-030, filed 4/26/74.]

**WAC 132G-276-040 Operations and procedures.** The College is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The Board of Trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet the third Friday of each month on the campus in accordance with public notice and hold such special meetings as are announced by public notice. At such time, the trustees exercise the powers and duties granted it under RCW 28B.50.140. [Order 3-11:74, § 132G-276-040, filed 4/26/74.]

**WAC 132G-276-050 Public records available.** All public records of the College, as defined in WAC 132G-276-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise

provided by RCW 42.17.310 and WAC 132G-276-100. [Order 3-11:74, § 132G-276-050, filed 4/26/74.]

**WAC 132G-276-060 Public records officer.** The college's public records shall be in the charge of the Public Records Officer designated by the College President. The person so designated may in turn designate persons in the administrative office to implement this section. The Public Records Officer and his designees shall be responsible for the following: The implementation of the college's rules and regulations regarding release of public records, coordinating the staff of the College in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW. [Order 3-11:74, § 132G-276-060, filed 4/26/74.]

**WAC 132G-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the College. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal and other college holidays. [Order 3-11:74, § 132G-276-070, filed 4/26/74.]

**WAC 132G-276-080 Requests for public records.** In accordance with requirements of chapter 42.17 RCW 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 may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures: (1) A request shall be made in writing upon a form prescribed by the College which shall be available at its administrative office on the campus. The form shall be presented to the Public Records Officer and/or his designees, at the administrative office on the campus during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the Public Records Officer and/or his designees, to assist the member of the public in appropriately identifying the public record requested.

(3) The Public Records Officer and/or his designee to whom the request is presented shall respond promptly and shall:

- (a) make the requested document available, or
- (b) state that such a document does not exist, or

- (c) ask for clarification of the document requested, or
- (d) deny access because the document is exempt from public inspection under WAC 132G-276-050. [Order 3-11:74, § 132G-276-080, filed 4/26/74.]

**WAC 132G-276-090 Copying.** No fee shall be charged for the inspection of public records. The College shall charge a minimum fee of ten cents (10¢) per page of copy for providing copies of public records. In the event the copying of public records would unreasonably burden existing personnel of the College, or additional personnel and/or equipment would have to be added because of the request(s) for copying public records, then a reasonable charge may be added to the ten cents (10¢) per copy minimum to reflect the cost for additional personnel or equipment. The increased cost shall be determined by the Public Records Officer and shall be stated on the form requesting the copying of public records when the same request is approved by the Public Records Officer. In any case where the Public Records Officer estimates that the cost of duplication of a request will exceed Ten Dollars (\$10.00), then the same officer may in his/her discretion require an advance payment of all or a percentage of the cost estimate prior to complying with the request for duplication. When, in the opinion of the Public Records Officer, it would be less expensive or more practical to duplicate public records by contract with a printing company, then the Public Records Officer shall have the authority to do the same and the actual cost of the printing shall be paid by the person requesting the duplication. [Order 3-11:74, § 132G-276-090, filed 4/26/74.]

**WAC 132G-276-100 Exemptions.** (1) The College reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132G-276-080 is exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.260, the College reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The Public Records Officer and/or his designee will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. [Order 3-11:74, § 132G-276-100, filed 4/26/74.]

**WAC 132G-276-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the Public Records Officer and/or his designees which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the Public Records Officer and/or his designee denying the request shall refer it to the College President. The College President or his designee shall immediately consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the College has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Order 3-11:74, § 132G-276-110, filed 4/26/74.]

**WAC 132G-276-120 Protection of public records.** Requests for public records shall be to the Public Records Officer and/or his designees in the appropriate locations on the campus. Public records and a facility for their inspection will be provided by the Public Records Officer and/or his designees. Such records shall not be removed from the place designated for their inspection. Copies shall be made only at Shoreline Community College. If copying facilities are not available at the College, the College will arrange to have copies made commercially according the provisions of WAC 132G-276-090. [Order 3-11:74, § 132G-276-120, filed 4/26/74.]

**WAC 132G-276-130 Records index.** (1) INDEX. The Public Records Officer and/or his designees have available to all persons a current index which provides identifying information as to those records adopted or promulgated and indexed since June 30, 1972, in the following areas:

"(a) final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;"

"(b) those statements of policy and interpretations of policy, statute and the Constitution which have been adopted by the agency;"

"(c) administrative staff manuals and instructions to staff that affect a member of the public;"

"(d) planning policies and goals, and interim and final planning decisions;"

"(e) factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others;"

"(f) correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party;"

(g) financial records and budgets; and

(h) Board of Trustees minutes and reports.

(2) AVAILABILITY. The current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection. [Order 3-11:74, § 132G-276-130, filed 4/26/74.]

**WAC 132G-276-140 Adoption of form.** The College hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A [WAC 132G-276-900], entitled "Request for Public Record." [Order 3-11:74, § 132G-276-140, filed 4/26/74.]

**WAC 132G-276-900 Appendix A—Form—Request for public record to community college district no. 7.**

APPENDIX "A"

REQUEST FOR PUBLIC RECORD TO COMMUNITY COLLEGE DISTRICT NUMBER SEVEN

(a) \_\_\_\_\_ Signature  
Name (Please Print) \_\_\_\_\_  
\_\_\_\_\_  
Name of Organization, if Applicable \_\_\_\_\_  
\_\_\_\_\_  
Mailing Address of Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_

(b) \_\_\_\_\_ Time of Day  
Date Request Made at Community College District Number Seven \_\_\_\_\_ Request Made \_\_\_\_\_

(c) Nature of Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Identification Reference on Current Index \_\_\_\_\_ Please Describe  
\_\_\_\_\_  
\_\_\_\_\_

(e) Description of Record, or Matter, Requested if not Identifiable by Reference to the Community college District Number Seven's Current Index \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request: Approved \_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ Public Records Officer and/or his designee

Denied Date \_\_\_\_\_

Reasons for Denial: \_\_\_\_\_  
\_\_\_\_\_

Referred to \_\_\_\_\_ Date \_\_\_\_\_  
By \_\_\_\_\_  
Public Records Officer and/or his designee

[Order 3-11:74, Appendix A (codified as WAC 132G-276-900), filed 4/26/74.]

**Chapter 132G-300 WAC**  
**GRIEVANCE PROCEDURE, TITLE IX**

**WAC**

132G-300-010 Grievance procedure, Title IX.

**WAC 132G-300-010 Grievance procedure, Title IX.** Shoreline Community College is covered by Title IX prohibiting sex discrimination in education. It is the policy of Shoreline Community College to insure equal opportunity without regard to sex in all areas of admission, education, application for employment and employment.

Grievance Procedure. I. Any applicant for admission, enrolled student, applicant for employment and employee of Shoreline Community College who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by:

A. Step 1: Informal Meeting. Requesting an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern.

B. Step 2: Title IX Official Hearing. If not satisfied by the results of the Informal Meeting, the Complainant may request in writing, stipulating the specific grievance(s), a meeting with the College Title IX officer. Within thirty (30) days of receiving the written request, the Title IX officer will have arranged a meeting and reported the findings, in writing, to both the Complainant and the person to whom the complaint is directed. It shall be at the discretion of the Complainant to determine whether the Title IX officer will meet with each party separately or in a single meeting.

If the Complainant requests a single meeting, that meeting shall be attended by the Complainant, the person to whom the complaint is directed, and the Title IX officer who will chair the meeting. Either or both parties to the complaint may be accompanied by an individual of his or her choice during the Title IX Official Hearing.

C. Step 3: Presidential Appeal. If the complaint is not resolved as a result of the hearing conducted by the Title IX officer, either the Complainant or the person to whom the complaint is directed may request an appeal to the College President in writing within ten (10) days after receiving the written results of the Title IX Official Hearing. Within fifteen (15) days after receiving the written request, the College President or the president's designee will conduct the Presidential Appeal hearing and report the findings in writing to both the Complainant and the person to whom the complaint is directed.

(1) The College President or designee, the Title IX officer, the Complainant and the person to whom the complaint is directed shall attend the Presidential Appeal hearing. Either or both parties to the complaint may be accompanied by an individual of his or her choice during the Presidential Appeal hearing. The College President or presidential designee shall preside.

(2) Either the Complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.

(3) The written findings of the Presidential Appeal will be considered final. No further intra-institutional appeal exists.

II. If desired, inquiries or appeals beyond the institutional level may be directed to:

Regional Director, Office of Civil Rights, HEW, 1321 Second Avenue, Seattle, Washington 98101;

The Equal Opportunity Commission, 705 Second Avenue, Seattle, Washington 98101;

Human Rights Commission, 402 Evergreen Plaza Building, Seventh and Capitol Way, Olympia, Washington 98504. [Order 9-26:76, § 132G-300-010, filed 6/30/76.]

**Chapter 132G-325 WAC**

**STATE ENVIRONMENTAL POLICY ACT (SEPA)  
RULES**

**WAC**

132G-325-010 State Environmental Policy Act (SEPA).

132G-325-020 Designated SEPA official.

132G-325-030 SEPA public information center.

**WAC 132G-325-010 State Environmental Policy Act (SEPA).** It shall be the policy of Community College District Number Seven that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the State Board for Community College Education. [Order 9-26:76, § 132G-325-010, filed 6/30/76.]

**WAC 132G-325-020 Designated SEPA official.** In compliance with WAC 197-10-820, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy. [Order 9-26:76, § 132G-325-020, filed 6/30/76.]

**WAC 132G-325-030 SEPA public information center.** In compliance with WAC 197-10-830, the office of business manager for Shoreline Community College, located in the Administration Building, is hereby designated the SEPA public information center for Community College District Number Seven. [Order 9-26:76, § 132G-325-030, filed 6/30/76.]