

# Title 478 WAC

## UNIVERSITY OF WASHINGTON

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### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 478-16

#### PARKING AND TRAFFIC REGULATIONS OF THE UNIVERSITY OF WASHINGTON

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| <ul style="list-style-type: none"> <li>478-16-010 Objectives of parking and traffic rules and regulations. [Order 70-1, § 478-16-010, filed 12/22/70; Order 67-1, § 478-16-010, filed 1/11/68; § 1, filed 3/22/60; amended by further filing 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-020 Applicable parking and traffic rules and regulations—Areas affected. [Order 70-1, § 478-16-020, filed 12/22/70; Order 67-1, § 478-16-020, filed 1/11/68; § 2, filed 3/22/60; amended by further filing of 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-030 Authority of university police officers. [Order 70-1, § 478-16-030, filed 12/22/70; Order 67-1, § 478-16-030, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-040 Modification of these regulations. [Order 70-1, § 478-16-040, filed 12/22/70.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-101 Permits required for vehicles on campus. [Order 70-1, § 478-16-101, filed 12/22/70; Order 67-1, § 478-16-101, filed 1/11/68; § 3, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-102 Tourists and visitors—Exemption from permit requirements. [Order 70-1, § 478-16-102, filed</li> </ul> | <ul style="list-style-type: none"> <li>12/22/70; Order 67-1, § 478-16-102, filed 1/11/68; § 4, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-103 Conditions relative to student parking. [Order 70-1, § 478-16-103, filed 12/22/70; Order 67-1, § 478-16-103, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-104 Speed. [Order 67-1, § 478-16-104, filed 1/11/68; § 6, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-105 Regulatory signs and directions. [Order 70-1, § 478-16-105, filed 12/22/70; Order 67-1, § 478-16-105, filed 1/11/68; § 7; filed 3/22/60, amended by further filing of 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-106 Pedestrians—Right of way. [Order 70-1, § 478-16-106, filed 12/22/70; Order 67-1, § 478-16-106, filed 1/11/68; § 8, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-107 Designated and assigned parking areas. [Order 70-1, § 478-16-107, filed 12/22/70; Order 67-1, § 478-16-107, filed 1/11/68; § 9, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-108 Car pool permits. [Order 67-1, § 478-16-108, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-109 Parking within designated spaces. [Order 67-1, § 478-16-109, filed 1/11/68; § 11, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-110 Disabled and inoperative vehicles—Impounding. [Order 67-1, § 478-16-110, filed 1/11/68; § 12, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-111 Exceptions to parking restrictions. [Order 70-1, § 478-16-111, filed 12/22/70; Order 67-1, § 478-16-111, filed 1/11/68; § 13, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-112 Special parking and traffic regulations and restrictions authorized. [Order 70-1, § 478-16-112, filed 12/22/70; Order 67-1, § 478-16-112, filed 1/11/68; § 14, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-113 Liability of University. [Order 70-1, § 478-16-113, filed 12/22/70; Order 67-1, § 478-16-113, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-114 Parking in prohibited places. [Order 70-1, § 478-16-114, filed 12/22/70.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-115 Parking—Operator's responsibility. [Order 70-1, § 478-16-115, filed 12/22/70.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-201 Authorization for issuance of permits. [Order 70-1, § 478-16-201, filed 12/22/70; Order 67-1, § 478-16-201, filed 1/11/68; § 15, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-202 Numbering of parking areas—Permit designation. [Order 70-1, § 478-16-202, filed 12/22/70; Order 67-1, § 478-16-202, filed 1/11/68; § 16, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.</li> <li>478-16-203 Allocation of parking space and priorities of applicants. [Order 70-1, § 478-16-203, filed 12/22/70; Order 67-1, § 478-16-203, filed 1/11/68; § 17, filed</li> </ul> |
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- 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-204 Visitors and guests. [Order 70-1, § 478-16-204, filed 12/22/70; Order 67-1, § 478-16-204, filed 1/11/68; § 18, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-205 Special permits. [Order 70-1, § 478-16-205, filed 12/22/70; Order 67-1, § 478-16-205, filed 1/11/68; § 19, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-206 Athletic parking. [Order 67-1, § 478-16-206, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-207 Permit revocations. [Order 70-1, § 478-16-207, filed 12/22/70; Order 67-1, § 478-16-207, filed 1/11/68; § 28, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-208 Evening permits. [Order 70-1, § 478-16-208, filed 12/22/70; Order 67-1, § 478-16-208, filed 1/11/68; § 20, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-209 Second car permits. [Order 70-1, § 478-16-209, filed 12/22/70; Order 67-1, § 478-16-209, filed 1/11/68; § 21, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-210 Vehicle and driver's licenses required. [Order 70-1, § 478-16-210, filed 12/22/70; Order 67-1, § 478-16-210, filed 1/11/68; § 22, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-211 Annual and quarterly permit periods. [Order 70-1, § 478-16-211, filed 12/22/70; Order 67-1, § 478-16-211, filed 1/11/68; § 23, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-212 Parking area, zone and reserved space designations, and area assignments. [Order 70-1, § 478-16-212, filed 12/22/70; Order 67-1, § 478-16-212, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-213 Responsibility of person to whom permit issued. [Order 67-1, § 478-16-213, filed 1/11/68; § 27, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-214 Display of permits. [Order 70-1, § 478-16-214, filed 12/22/70; Order 67-1, § 478-16-214, filed 1/11/68; § 26, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-215 Parking of motorcycles and scooters. [Order 70-1, § 478-16-215, filed 12/22/70; Order 67-1, § 478-16-215, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-216 Metered parking. [Order 67-1, § 478-16-216, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-301 Annual parking fee payment. [Order 70-1, § 478-16-301, filed 12/22/70; Order 67-1, § 478-16-301, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-302 Schedule of fees. [Order 70-1, § 478-16-302, filed 2/22/70; Order 67-1, § 478-16-302, filed 1/11/68; amended by filing of 1/11/68, effective 7/1/68; § 24, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-303 Refunds. [Order 70-1, § 478-16-303, filed 12/22/70; Order 67-1, § 478-16-303, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-401 Bicycle traffic and parking regulations. [Order 70-1, § 478-16-401, filed 12/22/70; Order 67-1, § 478-16-401, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-501 Establishment of court and appointment of judges. [Order 70-1, § 478-16-501, filed 12/22/70; Order 67-1, § 478-16-501, filed 1/11/68; § 29, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-502 Compensation for judges. [Order 70-1, § 478-16-502, filed 12/22/70; Order 67-1, § 478-16-502, filed 1/11/68; § 30, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-503 Jurisdiction of the University Parking Court. [Order 70-1, § 478-16-503, filed 12/22/70; Order 67-1, § 478-16-503, filed 1/11/68; § 31, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-504 Procedure—Summons and service thereof. [Order 70-1, § 478-16-504, filed 12/22/70; Order 67-1, § 478-16-504, filed 1/11/68; § 32, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-505 Election to forfeit or contest. [Order 70-1, § 478-16-505, filed 12/22/70; Order 67-1, § 478-16-505, filed 1/11/68; § 33, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-506 Procedure—Complaint and information. [Order 70-1, § 478-16-506, filed 12/22/70; Order 67-1, § 478-16-506, filed 1/11/68; § 34, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-507 Procedure—Pleas at hearing. [Order 70-1, § 478-16-507, filed 12/22/70; Order 67-1, § 478-16-507, filed 1/11/68; § 35, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-508 Procedure—Oath or solemn affirmation. [Order 70-1, § 478-16-508, filed 12/22/70; Order 67-1, § 478-16-508, filed 1/11/68; § 36, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-509 Procedure—Rules of evidence. [Order 70-1, § 478-16-509, filed 12/22/70; Order 67-1, § 478-16-509, filed 1/11/68; § 37, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-510 Procedure—Examination of witnesses. [Order 70-1, § 478-16-510, filed 12/22/70; Order 67-1, § 478-16-510, filed 1/11/68; § 38, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-511 Procedure—Judgment. [Order 70-1, § 478-16-511, filed 12/22/70; Order 67-1, § 478-16-511, filed 1/11/68; § 39, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-512 Fines and penalties. [Order 70-1, § 478-16-512, filed 12/22/70; Order 67-1, § 478-16-512, filed 1/11/68; § 40, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-513 Mitigation and suspension of penalties. [Order 70-1, § 478-16-513, filed 12/22/70; Formerly WAC 478-16-514, Order 67-1, filed 1/11/68; § 41, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-514 Enforcement of judgments of the University Parking Court. [Order 70-1, § 478-16-514, filed 12/22/70; Formerly WAC 478-16-515, Order 67-1, filed 1/11/68; § 42, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-515 Enforcement of judgments of the University traffic court. [Order 67-1, § 478-16-515, filed 11/1/68; § 42, filed 3/22/60.] Repealed by Order 70-1, filed 12/22/70.
- 478-16-601 Regulatory signs, markings, barricades, etc. [Order 70-1, § 478-16-601, filed 12/22/70; Order 67-1, § 478-16-601, filed 1/11/68; § 43, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-602 Impounding of vehicles. [Order 70-1, § 478-16-602, filed 12/22/70; Order 67-1, § 478-16-602, filed 1/11/68; § 44, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-603 Delegation of authority. [Order 70-1, § 478-16-603, filed 12/22/70; Order 67-1, § 478-16-603, filed 1/11/68; § 45, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-604 Certain violations—When complete. [Order 70-1, § 478-16-604, filed 12/22/70; Order 67-1, § 478-16-604, filed 1/11/68; § 46, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.

- 478-16-701 Parking fees. [Order, § 478-16-701, filed 7/2/73; Order 70-1, § 478-16-701, filed 12/22/70; Formerly WAC 478-16-302, filed 1/11/68; and amended 1/11/68, filed 7/1/68; § 24, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-702 Fines schedule. [Order 70-1, § 478-16-702, filed 12/22/70.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.

### Chapter 478-08 WAC

#### PRACTICE AND PROCEDURE

##### WAC

- 478-08-001 Definitions.
- 478-08-010 Appearance and practice before agency—Who may appear.
- 478-08-080 Notice and opportunity for hearing in contested cases.
- 478-08-090 Service of process—By whom served.
- 478-08-100 Service of process—Upon whom served.
- 478-08-110 Service of process—Service upon parties.
- 478-08-120 Service of process—Method of service.
- 478-08-130 Service of process—When service complete.
- 478-08-140 Service of process—Filing with agency.
- 478-08-230 Depositions and interrogatories in contested cases—Right to take.
- 478-08-240 Depositions and interrogatories in contested cases—Scope.
- 478-08-250 Depositions and interrogatories in contested cases—Officer before whom taken.
- 478-08-260 Depositions and interrogatories in contested cases—Authorization.
- 478-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents.
- 478-08-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination.
- 478-08-290 Depositions and interrogatories in contested cases—Recordation.
- 478-08-300 Depositions and interrogatories in contested cases—Signing attestation and return.
- 478-08-310 Depositions and interrogatories in contested cases—Use and effect.
- 478-08-320 Depositions and interrogatories in contested cases—Fees of officers and deponents.
- 478-08-330 Depositions upon interrogatories—Submission of interrogatories.
- 478-08-340 Depositions upon interrogatories—Interrogation.
- 478-08-350 Depositions upon interrogatories—Attestation and return.
- 478-08-360 Depositions upon interrogatories—Provisions of deposition rule.
- 478-08-400 Stipulations and admissions of record.
- 478-08-410 Form and content of decisions in contested cases.
- 478-08-420 Definition of issues before hearing.
- 478-08-510 Continuances.
- 478-08-520 Rules of evidence—Admissibility criteria.
- 478-08-530 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections.
- 478-08-540 Petitions for rule making, amendment or repeal—Who may petition.
- 478-08-550 Petitions for rule making, amendment or repeal—Requisites.
- 478-08-560 Petitions for rule making, amendment or repeal—Agency must consider.
- 478-08-570 Petitions for rule making, amendment or repeal—Notice of disposition.

**WAC 478-08-001 Definitions.** As used in these rules the term "agency" shall mean the board of regents of the University of Washington. [Regulation .04.001, filed 3/22/60.]

**WAC 478-08-010 Appearance and practice before agency—Who may appear.** No person may appear in a representative capacity before the agency or its designated hearing officer other than the following:

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

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

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

(4) A bona fide officer, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership, or corporation. [Regulation .08.010, filed 3/22/60.]

**WAC 478-08-080 Notice and opportunity for hearing in contested cases.** In any contested case, all parties shall be served with a notice at least twenty days before the date set for the hearing. The notice shall be signed by the secretary of the agency and shall state the time, place, and issues involved, as required by RCW 34.04.090(1). [Regulation .08.080, filed 3/22/60.]

**WAC 478-08-090 Service of process—By whom served.** The agency shall cause to be served all orders, notices and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it. [Regulation .08.090, filed 3/22/60.]

**WAC 478-08-100 Service of process—Upon whom served.** All papers served by either the agency or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact. [Regulation .08.100, filed 3/22/60.]

**WAC 478-08-110 Service of process—Service upon parties.** The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or by law to receive service of such papers, and a copy shall be furnished to counsel of record. [Regulation .08.110, filed 3/22/60.]

**WAC 478-08-120 Service of process—Method of service.** Service of papers shall be made personally or,

unless otherwise provided by law, by first-class, registered, or certified mail; or by telegraph. [Regulation .08.120, filed 3/22/60.]

**WAC 478-08-130 Service of process—When service complete.** Service upon parties shall be regarded as complete: By mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid. [Regulation .08.130, filed 3/22/60.]

**WAC 478-08-140 Service of process—Filing with agency.** Papers required to be filed with the agency shall be deemed filed upon actual receipt by the secretary of the agency at Seattle, Washington, accompanied by proof of service upon parties required to be served. [Regulation .08.140, filed 3/22/60.]

**WAC 478-08-230 Depositions and interrogatories in contested cases—Right to take.** Except as may be otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent within twenty days after the filing of a complaint, application or petition. The attendance of witnesses may be compelled by the use of a subpoena. Depositions shall be taken only in accordance with this rule and the rule on subpoenas. [Regulation .08.230, filed 3/22/60.]

**WAC 478-08-240 Depositions and interrogatories in contested cases—Scope.** Unless otherwise ordered, the deponent may be examined regarding any matter not privileged, which is relevant to the subject matter involved in the proceeding. [Regulation .08.240, filed 3/22/60.]

**WAC 478-08-250 Depositions and interrogatories in contested cases—Officer before whom taken.** Within the United States or within a territory or insular possession subject to the dominion of the United States depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the agency or agreed upon by the parties by stipulation in writing filed with the agency. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceeding. [Regulation .08.250, filed 3/22/60.]

**WAC 478-08-260 Depositions and interrogatories in contested cases—Authorization.** A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the agency and all parties. The notice shall

state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the hearing officer may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice, and in any manner and when so taken may be used as other depositions. [Regulation .08.260, filed 3/22/60.]

**WAC 478-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents.** After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency or its designated hearing officer may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency or its designated hearing officer may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order. [Regulation .08.270, filed 3/22/60.]

**WAC 478-08-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination.** Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record

or cause the answers to be recorded verbatim. [Regulation .08.280, filed 3/22/60.]

**WAC 478-08-290 Depositions and interrogatories in contested cases—Recordation.** The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under his direction and in his presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived. [Regulation .08.290, filed 3/22/60.]

**WAC 478-08-300 Depositions and interrogatories in contested cases—Signing attestation and return.** When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless on a motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope indorsed with the title of proceeding and marked "Deposition of (here insert name of witness)" and shall promptly send it by registered or certified mail to the agency, or its designated hearing officer, for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefor, the officer shall furnish a copy of the deposition to any party or to the deponent. [Regulation .08.300, filed 3/22/60.]

**WAC 478-08-310 Depositions and interrogatories in contested cases—Use and effect.** Subject to rulings by the hearing officer upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the hearing officer upon his own motion or the motion of any party. Except by agreement of the parties or

ruling of the hearing officer, a deposition will be received only in its entirety. A party does not make a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party. [Regulation .08.310, filed 3/22/60.]

**WAC 478-08-320 Depositions and interrogatories in contested cases—Fees of officers and deponents.** Deponents whose depositions are taken and the officers taking the same shall be entitled to the same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken. [Regulation .08.320, filed 3/22/60.]

**WAC 478-08-330 Depositions upon interrogatories—Submission of interrogatories.** Where the deposition is taken upon written interrogatories, the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter a party so served may serve cross-interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve redirect interrogatories upon the party who served cross-interrogatories. [Regulation .08.330, filed 3/22/60.]

**WAC 478-08-340 Depositions upon interrogatories—Interrogation.** Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 478-08-250 the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer and the court reporter or stenographer recording and transcribing it shall be present during the interrogation. [Regulation .08.340, filed 3/22/60.]

**WAC 478-08-350 Depositions upon interrogatories—Attestation and return.** The officer before whom interrogatories are verified or answered shall (1) certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer and the stenographer were present during the taking, and that neither he nor the stenographer, to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and (2) promptly send by registered or certified mail the original copy of the deposition and exhibits with his attestation to the agency, or its designated hearing officer, one copy to the counsel who submitted the interrogatories and another copy to the deponent. [Regulation .08.350, filed 3/22/60.]

**WAC 478-08-360 Depositions upon interrogatories—Provisions of deposition rule.** In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [Regulation .08.360, filed 3/22/60.]

**WAC 478-08-400 Stipulations and admissions of record.** The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

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

(2) Withdrawal. Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the hearing officer or the agency that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding. [Regulation .08.400, filed 3/22/60.]

**WAC 478-08-410 Form and content of decisions in contested cases.** Every decision and order, whether proposed, initial, or final, shall:

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

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

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

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

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

(6) Wherever practical, the conclusions and/or order shall be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same. [Regulation .08.410, filed 3/22/60.]

**WAC 478-08-420 Definition of issues before hearing.** In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that hearing officers may proceed promptly to conduct the hearings on relevant and material matter only. Particularity should be required in complaints, answers, applications for rules or licenses, and petitions to intervene.

In proceedings in which there is only one interested party besides the agency, the orders setting hearings should clearly specify the issues to be heard. Either at this point or in other sections of rules dealing with particular types of proceedings, set out any detailed requirements governing the formulation of issues in proceedings before the agency. [Regulation .08.420, filed 3/22/60.]

**WAC 478-08-510 Continuances.** Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the agency or its designated hearing officer of said desire, stating in detail the reasons why such continuance is necessary. The agency or its designated hearing officer, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency or its designated hearing officer may grant such a continuance and may at any time order a continuance upon its or his own motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the examiner or other officer conducting the hearing may in his discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing. [Regulation .08.510, filed 3/22/60.]

**WAC 478-08-520 Rules of evidence—Admissibility criteria.** Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the officer conducting the hearing, is the best evidence reasonably obtainable, having due regard for its necessity, availability and trustworthiness. In passing upon the admissibility of evidence, the officer conducting the hearing shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington. [Regulation .08.520, filed 3/22/60.]

**WAC 478-08-530 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections.** When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The officer conducting the hearing may, in his discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered. [Regulation .08.530, filed 3/22/60.]

**WAC 478-08-540 Petitions for rule making, amendment or repeal—Who may petition.** Any interested person may petition the agency requesting the promulgation, amendment, or repeal of any rule. [Regulation .08.540, filed 3/22/60.]

**WAC 478-08-550 Petitions for rule making, amendment or repeal—Requisites.** Where the petition

requests the promulgation of a rule, the requested or proposed rule must be set out in full. The petition must also include all the reasons for the requested rule together with briefs of any applicable law. Where the petition requests the amendment or repeal of a rule presently in effect, the rule or portion of the rule in question must be set out as well as a suggested amended form, if any. The petition must include all reasons for the requested amendment or repeal of the rule. [Regulation .08.550, filed 3/22/60.]

**WAC 478-08-560 Petitions for rule making, amendment or repeal—Agency must consider.** All petitions shall be considered by the agency and the agency may, in its discretion, order a hearing for the further consideration and discussion of the requested promulgation, amendment, repeal, or modification of any rule. [Regulation .08.560, filed 3/22/60.]

**WAC 478-08-570 Petitions for rule making, amendment or repeal—Notice of disposition.** The agency shall notify the petitioning party within a reasonable time of the disposition, if any, of the petition. [Regulation .08.570, filed 3/22/60.]

**Chapter 478-116 WAC**

**PARKING AND TRAFFIC REGULATIONS OF THE UNIVERSITY OF WASHINGTON**

**WAC**

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

- 478-116-150 Disabled and inoperative vehicles—Impounding. [Order 75-2, § 478-116-150, filed 6/4/75.] Repealed by Order 76-3, filed 10/6/76.

**Reviser's note:** Formerly chapter 478-16 WAC. See disposition title digest page.

**WAC 478-116-010 Preamble.** Pursuant to the authority granted by RCW 28B.10.560 and 28B.20.130, the Board of Regents of the University of Washington establishes the following regulations to govern parking and traffic upon state lands devoted mainly to the educational or research activities of the University of Washington. [Order 75-2, § 478-116-010, filed 6/4/75.]

**WAC 478-116-020 Objectives of parking and traffic regulations.** (1) The objectives of these regulations are:

- (a) To protect and control pedestrian, bicycle and vehicular traffic.
- (b) To assure access at all times for emergency equipment.
- (c) To minimize traffic disturbance during class hours.
- (d) To facilitate the work of the University by assuring access to its vehicles and by assigning the limited parking space for the most efficient use.

(2) Permission to park or operate a vehicle or bicycle upon state lands governed by these regulations is a privilege granted by the Board of Regents of the University of Washington, and does not ensure regular availability of a parking space under the conditions stated in WAC 478-116-020 and WAC 478-116-180 and elsewhere in these regulations. [Order 75-2, § 478-116-020, filed 6/4/75.]

**WAC 478-116-030 Applicable parking and traffic regulations—Areas affected.** The following regulations apply upon state lands devoted mainly to the educational or research activities of the University of Washington, hereinafter called "campus":

(1) The Motor Vehicle and other Traffic Laws of the State of Washington. These shall be applicable upon all lands located within the State of Washington.

(2) The Traffic Code of the City of Seattle. This code applies upon all lands located within the City of Seattle.

(3) The University of Washington Parking and Traffic Regulations. These shall be applicable to all state lands which are or may hereafter be devoted mainly to educational, research, housing, recreational, or parking activities of the University of Washington. In case of conflict among the provisions of the Motor Vehicle and other Traffic Laws of the State of Washington or the Traffic Code of the City of Seattle and these regulations, the provisions of these regulations shall govern. [Order 75-2, § 478-116-030, filed 6/4/75.]

**WAC 478-116-040 Authority of University Police Officers.** University Police Officers, duly appointed and sworn pursuant to RCW 28B.10.555 are peace officers of the state and have such police powers as are vested in sheriffs and peace officers generally under the laws of the State of Washington. [Order 75-2, § 478-116-040, filed 6/4/75.]

**WAC 478-116-050 Revisions of these regulations.** The Board of Regents reserves the right to revise these regulations including the fee, fine and penalty schedules, in accordance with its regulations and applicable laws. [Order 75-2, § 478-116-050, filed 6/4/75.]

**WAC 478-116-060 Permits required for vehicles on campus.** (1) Except as provided in WAC 478-116-090 and WAC 478-116-160 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 University of Washington without a valid permit issued by the Manager of the Parking Division pursuant to the authority granted by the Board of Regents

(2) Permission to drive on campus or to park thereon shall be shown by display of a valid permit. Possession of a gate key card does not, in itself, constitute permission to park in a designated parking area.

(3) A valid permit is:

(a) An unexpired vehicle permit and area designator properly registered and displayed in accordance with instructions.

(b) A temporary permit authorized by the Parking Division and displayed in accordance with instruction on the permit.

(c) A parking permit issued by a gate attendant, which permit shall be displayed on the vehicle in accordance with instructions.

(4) A gate key card is a plastic card which actuates the gates controlling certain parking areas, and is issued by the Parking Division.

(5) Parking permits and gate key cards are not transferable, except as provided in WAC 478-116-280 and WAC 478-116-360.

(6) The University reserves the right to refuse the issuance of a parking permit. [Order 75-2, § 478-116-060, filed 6/4/75.]

**WAC 478-116-070 Parking of motorcycles and scooters.** (1) For the purposes of these regulations, motorcycles, motorized bicycles and scooters are considered to be motor vehicles and are subject to all traffic and parking rules and regulations controlling other motor vehicles.

(2) Motorcycles, motorized bicycles and scooters must be parked in designated cycle areas only.

(3) Motorcycles, motorized bicycles and scooters are not permitted on paths, sidewalks, in buildings, or in pedestrian areas. [Order 75-2, § 478-116-070, filed 6/4/75.]

**WAC 478-116-080 Bicycle parking and traffic regulations.** (1) The primary aim of the bicycle control program is safety, and this aim will be achieved by keeping bicycles out of buildings, away from building exits, and parking them off paths and sidewalks. All bicycle owners are encouraged to register their bicycles at the University Police Department.

(2) Bicycles shall be parked in racks. At no time shall a bicycle be parked in a building, near a building exit, on a path or sidewalk, in planted areas nor chained or otherwise secured to trees, lamp standards or sign posts. Except for racks adjacent to the residence halls, bicycle racks in campus areas are for parking and shall not be used for overnight storage.

(3) Bicycles may be ridden any place where automobiles are permitted. They may be ridden on sidewalks, though pedestrians always have the right-of-way. Bicycles shall not be ridden on paths or streets where signs indicate such is prohibited. An audible signal shall be used by bicycle operators to warn pedestrians of oncoming bicycles.

(4) Moving a bicycle into any unauthorized area is prohibited.

(5) Impounding for Illegal Parking.

(a) Bicycles parked in violation of WAC 478-116-080(2) will be subject to seizure and impounding by the University.

(b) Impounded bicycles will be stored at the University Police Department. Bicycles will be released at specified times and upon presentation of proof of ownership and payment of a \$3.00 fine. Owners of impounded bicycles, if identifiable, will be notified as soon as reasonably possible after impoundment and must reclaim the bicycle within seven days. Bicycles unclaimed after seven days will be released to the sole custody and control of the Seattle Police Department. The University and its officers, employees and agents shall not be liable for loss or damage of any kind resulting from such immobilization, impounding and storage. [Order 75-2, § 478-116-080, filed 6/4/75.]



**WAC 478-116-090 Tourists and visitors—Exemption from permit requirements.** The Manager of the Parking Division may allow tourists and visitors without permits to drive through the campus without parking, but he or she may require them to wait at the entrances to the campus during times when pedestrian and/or vehicular traffic congestion is above normal, such as at the time of class changes. [Order 75-2, § 478-116-090, filed 6/4/75.]

**WAC 478-116-100 Speed.** No vehicles or bicycles shall be operated on the campus at a speed in excess of twenty miles per hour or such lower speed as is reasonable and prudent in the circumstance. This Section will be endorsed in accordance with WAC 478-116-430 of these regulations. [Order 75-2, § 478-116-100, filed 6/4/75.]

**WAC 478-116-110 Regulatory signs and directions.** Drivers of vehicles shall obey regulatory signs which are posted by the University consistent with the Parking and Traffic Regulations of the University of Washington. Pedestrians and drivers of vehicles and bicycles shall comply with directions issued by University Police Officers in the enforcement of these regulations and in the general control and regulation of traffic. Drivers of vehicles shall also comply with directions issued by members of the Parking Division in the assignment and use of parking space and in the collection of parking fees. [Order 75-2, § 478-116-110, filed 6/4/75.]

**WAC 478-116-120 Pedestrians—Right-of-way.** (1) The operator of a vehicle or bicycle shall yield the right-of-way, slowing down or stopping, if need be, to yield the right-of-way 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 or bicycle 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 or bicycle which is so close that it is impossible for the operator to yield.

(2) Whenever any vehicle or bicycle is stopped at any unmarked crosswalk at an intersection or at a marked crosswalk to permit a pedestrian to cross the roadway, the operator of any other vehicle or bicycle approaching from the rear shall not overtake and pass such stopped vehicle or bicycle.

(3) Every 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 and bicycles upon the street or roadway.

(4) 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 or bicycle shall step to their left and clear of the street or roadway.

(5) Notwithstanding the foregoing provisions of this section, every operator of a vehicle or bicycle shall exercise due care to avoid colliding with any pedestrian. [Order 75-2, § 478-116-120, filed 6/4/75.]

**WAC 478-116-130 Designated and assigned parking areas.** (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:

(a) At any place where official signs prohibit parking.

(b) Within ten feet of a fire hydrant.

(3) No vehicle shall be parked in any parking area without a permit for that area, except as provided in WAC 478-116-160. [Order 75-2, § 478-116-130, filed 6/4/75.]

**WAC 478-116-140 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 a 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 or defense for a violation of this section. [Order 75-2, § 478-116-140, filed 6/4/75.]

**WAC 478-116-160 Exceptions to parking restrictions.** WAC 478-116-060 and WAC 478-116-130(1) and (3) of these rules and regulations shall not apply to the drivers of state-owned vehicles which are operated by the University of Washington. [Order 75-2, § 478-116-160, filed 6/4/75.]

**WAC 478-116-170 Special parking and traffic directions authorized.** During special occasions causing additional heavy traffic and during emergencies, the Chief of Police is authorized to impose additional traffic and parking directions for the achievement of the specified objectives of these regulations. [Order 75-2, § 478-116-170, filed 6/4/75.]

**WAC 478-116-180 Liability of University.** The University assumes no liability for vehicles or bicycles parked on University properties. No bailment but only a license is created by the purchase and/or issuance of a permit. [Order 75-2, § 478-116-180, filed 6/4/75.]

**WAC 478-116-190 Obstructing traffic prohibited.** No person shall stop, stand or park any vehicle so as to obstruct traffic along or upon any street or sidewalk. [Order 75-2, § 478-116-190, filed 6/4/75.]

**WAC 478-116-200 Parking—Operator's responsibility.** No person driving or in charge of a motor vehicle shall permit it to stand unattended without first:

(1) Stopping the engine, locking the ignition and removing the key; and

(2) Effectively setting the brake and transmission to prevent movement of the vehicle. [Order 75-2, § 478-116-200, filed 6/4/75.]

**WAC 478-116-210 Authorization for issuance of permits.** The Manager of the Parking Division is authorized to issue permits to drive or park upon the campus to University faculty members and other employees, officers, and agents, University students, guests, and visitors of the University for such individual's personal use pursuant to the provisions of WAC 478-116-210 through WAC 478-116-320 and WAC 478-116-360 of these rules and regulations. All outstanding campus parking violation penalties must be satisfactorily settled before a parking permit may be issued or renewed. [Order 75-2, § 478-116-210, filed 6/4/75.]

**WAC 478-116-220 Numbering of parking areas—Permit designation.** The Manager of the Parking Division 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. Permits issued by the Manager of the Parking Division may be accompanied by small area designators specifying the area or areas of parking for which the permit is valid. [Order 75-2, § 478-116-220, filed 6/4/75.]

**WAC 478-116-230 Priorities.** (1) The parking space available on the campus shall be allocated by the Manager of the Parking Division among applicants for permits in such manner as will best obtain the objectives of these regulations. In making such allocation of parking spaces, the Manager of the Parking Division shall consult with and receive the advice of the Transportation Advisory Committee appointed by the President of the University to represent the interests of the faculty, the staff personnel and the student body.

(2) Unless in his or her opinion the objectives of these regulations would otherwise be better served, the Manager of the Parking Division shall observe the following priorities in the issuance of permits to applicants, with the first-listed priority being highest and the last-listed priority being lowest:

(a) Physically handicapped faculty members, staff personnel and students. Such faculty and staff must obtain a certificate from a physician and such students must obtain a disability parking request from Hall Health Center indicating that special parking assignment is essential in order for them to perform their assigned duties or to attend classes;

(b) Deans, senior executive and administrative officers, and department chairpersons and directors;

(c) The following academic personnel, in the stated order:

- (i) Professors,
- (ii) Associate Professors,
- (iii) Assistant Professors,
- (iv) Instructors, Research Associates and Lecturers,
- (v) Librarians with academic status;
- (d) Full-time personnel who regularly and frequently have need for a car to facilitate their work. Procedures for such issuance will be determined by the Manager of the Parking Division;

(e) Other full-time personnel;

(f) Teaching and research assistants;

(g) Students whose extracurricular activities require regular and frequent use of vehicles. Procedures for such issuance will be coordinated between the Vice President for Student Affairs and the Manager of the Parking Division;

(h) Part-time academic and part-time staff personnel;

(i) All other University students.

(3) When recommended by the appropriate Vice President or dean or his or her designee, parking spaces may be redistributed among personnel within a department or administrative unit.

(4) Assignment of parking space to residence hall students will be made in accordance with priorities and procedures developed by the Director of Housing and Food Services and approved by the Manager of the Parking Division. [Order 75-2, § 478-116-230, filed 6/4/75.]

**WAC 478-116-240 Visitor parking.** All visitors, including guests, salespersons, Hospital or Health Center patients and in-patient visitors, maintenance or service personnel, and all other members of the public shall park only in available space as directed by the Parking Division and shall pay the established parking fee, except as noted below:

(1) Federal, state, county, city, school district and similar governmental personnel on official business either in vehicles with tax exempt licenses or by prior arrangements with the Parking Division shall be admitted to the campus without charge.

(2) Vehicles owned by contractors and their employees working on campus construction may be parked in spaces designated by the contractor within construction sites without charge.

(3) Members of the press, television, radio and wire services on official business may park in designated spaces without charge.

(4) Taxis and commercial delivery vehicles may enter the campus without payment of the parking fee for pickup or delivery of passengers, supplies and equipment only.

(5) Visitors and guests attending special University-wide events such as Commencement will be parked without charge. Parking fees shall be charged for college and departmental events such as open houses, symposiums, social and cultural events, unless exempted elsewhere in these regulations.

(6) Visitors invited to the campus for the purpose of rendering uncompensated services to the University of Washington will be parked in designated areas without charge. In such event, the department receiving the uncompensated service will pay the parking fee from its operating budget.

(7) Persons holding emeritus or similar appointments will be parked in designated areas without charge. [Order 75-2, § 478-116-240, filed 6/4/75.]

**WAC 478-116-250 Special permits.** (1) Temporary or part-time employees, salespersons, maintenance and service personnel, persons serving the University without pay, and other visitors who must frequently visit the campus on University business, shall 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 Manager of the Parking Division. Parking on the campus will not be provided to persons intending to make personal solicitations from or personal sales to University employees or students.

(2) Complimentary drive-through permits may be issued to parents of young children registered in University sponsored programs. Drive-through permits do not include parking privileges.

(3) The Manager of the Parking Division will assist University departments which sponsor functions such as conferences, seminars, dinners, and similar events in arranging for parking and the collection of parking fees. Such fees will be deposited in the parking fund.

(4) Self-sustaining University departments may requisition parking for their events in the same manner as they do other services furnished by the University and the parking fees collected will be deposited in the parking fund.

(5) Reserved parking areas may be assigned for use by the President, Vice Presidents, Deans, Department Directors, or their equivalents. Additionally, reserved parking areas may be assigned for use by physically handicapped individuals where need and condition therefor are demonstrated to the Manager of the Parking Division. The Transportation Officer is authorized to make exceptions to these restrictions if it is determined that such reserved status is required in the conduct of University business. Reserved parking area permits will be issued only by the Manager of the Parking Division and upon payment of the prescribed fee. Such parking areas will be reserved only between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. [Order 75-2, § 478-116-250, filed 6/4/75.]

**WAC 478-116-260 Athletic event parking.** The parking fee established in WAC 478-116-600(2) will be charged for each vehicle parked for athletic events, except:

(1) Vehicles displaying valid University parking permits;

(2) Vehicles of visiting teams, coaches and bands;

(3) Vehicles of persons presenting permits for prepaid athletic parking. The agency or office issuing the permit will reimburse the parking fund at the established fee for each vehicle parked. [Order 75-2, § 478-116-260, filed 6/4/75.]

**WAC 478-116-270 Evening permits.** Evening permits will allow daily parking during the period of time printed on the permit, as well as on Saturdays or Sundays in assigned areas. [Order 75-2, § 478-116-270, filed 6/4/75.]

**WAC 478-116-280 Transferable permits.** Faculty, staff personnel and students may upon application to the Parking Division be issued one transferable permit. This permit is transferable between or among vehicles registered to that permit. [Order 75-2, § 478-116-280, filed 6/4/75.]

**WAC 478-116-290 Temporary and replacement permits.** (1) Any permit holder may obtain without charge a temporary permit at the Parking Division Office for an unregistered vehicle when necessary due to nonavailability of his or her registered vehicle.

(2) Any permit holder may obtain without charge a replacement permit upon completion of a signed certificate as provided in WAC 478-116-600(2) when his or her assigned permit has been lost, stolen or destroyed.

(3) Any permit holder may obtain without charge a replacement permit upon delivery of the scrapings of his or her assigned permit when his or her vehicle has been sold. Without the scrapings a replacement fee will be charged as provided in WAC 478-116-600(2). [Order 75-2, § 478-116-290, filed 6/4/75.]

**WAC 478-116-300 Vehicle and driver's licenses required.** (1) Any applicant for a permit must possess a valid driver's license and the vehicle for which he or she seeks a permit must also be validly licensed and registered.

(2) Persons who do not have the regular use of an automobile will not be eligible for permits, except in cases involving physical disability. Such applicants shall set forth in writing the arrangements for transporting them to and from campus. [Order 75-2, § 478-116-300, filed 6/4/75.]

**WAC 478-116-310 Annual and quarterly permit periods.** The annual permit period begins July 1 of each year. Quarterly permit periods for staff and faculty parking begin July 1, October 1, January 1 and April 1 of each year. Quarterly permit periods for student parking begin each quarter at a date which predates the beginning of school, and is determined by the Manager of the Parking Division. Student quarterly permits are valid for 90 days. [Order 75-2, § 478-116-310, filed 6/4/75.]

**WAC 478-116-320 Parking area, zone and reserved area designations, and area assignments.** The Manager of the Parking Division shall designate parking areas, zones and reserved areas, and may change area assignments in a manner which will promote the objectives of these regulations. [Order 75-2, § 478-116-320, filed 6/4/75.]

**WAC 478-116-330 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. Such responsibility does not afford a defense to other persons who violate these rules and regulations. [Order 75-2, § 478-116-330, filed 6/4/75.]

**WAC 478-116-340 Display of permits.** The single vehicle permit issued by the Manager of the Parking Division shall be displayed affixed to the center bottom of the windshield of the vehicle. The transferable vehicle permit shall be displayed in the plastic pocket which shall be affixed to the center bottom of the windshield of the vehicle. The area designator (numeral, letter or combination) will be affixed to the vehicle permit. When

the area designator (numeral, letter or combination) is issued separately from the permit it 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 is a convertible or a truck-camper or has no permanently fixed rear window, the area designator shall be placed on the windshield adjacent to the permit. Motorcycle and scooter permits shall be prominently displayed on the front or left side of the vehicle. Permits and area designators not displayed in accordance with the provisions of this section are not valid and vehicles displaying them improperly are subject to citation. [Order 75-2, § 478-116-340, filed 6/4/75.]

**WAC 478-116-350 Metered parking.** Any vehicle other than University owned vehicles occupying metered space is subject to payment of the meter fee in accordance with the hours posted, even though the vehicle may display a valid permit. [Order 75-2, § 478-116-350, filed 6/4/75.]

**WAC 478-116-360 Carpool permits.** Three or more people constitute a valid carpool. Faculty, staff personnel and students may be issued one transferable permit for each carpool. This permit is transferable only among the registered vehicles of the carpool and is not valid on any other vehicle. The Manager of the Parking Division is authorized to set aside carpool spaces in designated parking areas in an amount which will not cause relocation of permit parking and to develop appropriate procedures to insure against abuse of carpool privileges. [Order 75-2, § 478-116-360, filed 6/4/75.]

**WAC 478-116-370 Recall of permits.** Permits are the property of the University, and may be recalled by the Manager of the Parking Division for any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists;
- (2) When a permit, area designator or gate key card is used by or on an unregistered vehicle or by an unauthorized person;
- (3) Falsification on a parking permit application;
- (4) Nonpayment of parking fees;
- (5) Counterfeiting or altering of permits, area designators or gate key cards;
- (6) Failure to comply with a final judgment of the University Parking Court. [Order 75-2, § 478-116-370, filed 6/4/75.]

**WAC 478-116-380 Annual parking fee payment.** Regardless of payment method used, payment for an annual parking permit is the sole responsibility of the permit holder and failure to pay the parking permit fee is grounds for recall under WAC 478-116-370(4). In addition, if payment is not made, a prorated charge will be made for the time the parking permit is used. Payment for an annual parking permit may only be made in one of the following ways:

- (1) By cash, by check, or by money order payable to "University of Washington" directly to the Parking Division. Cash should not be sent by mail.

- (2) By payroll deduction plan. Faculty and staff members on the regular monthly payroll may select the payroll deduction plan for payment of the annual permit only. Deductions will be made from each monthly paycheck for that month's parking installment period. Persons selecting this plan must complete a payroll deduction authorization form in addition to the appropriate parking permit application. [Order 75-2, § 478-116-380, filed 6/4/75.]

**WAC 478-116-390 Schedule of fees.** Fees for parking are those provided in WAC 478-116-600(2). [Order 75-2, § 478-116-390, filed 6/4/75.]

**WAC 478-116-400 Refund conditions.** (1) Refunds will be made for unused portions of permits which were paid for in full at time of acquisition upon application and return of the permit to the Parking Division. The refund schedule will be established by the Parking Division and will be adjusted semi-monthly on a declining scale with a zero balance for the final two weeks of the period.

- (2) Upon termination of employment, or stopping of payroll deductions, the unexpired annual parking permit must be returned to the Parking Division. If the permit is being paid for by the payroll deduction plan, then a payroll deduction termination form must be completed. [Order 75-2, § 478-116-400, filed 6/4/75.]

**WAC 478-116-410 Establishment of court and appointment of judges.** A University Parking Court is hereby established. The judge or judges of the Parking Court shall be appointed by the Dean of the Law School. If more than one parking judge is appointed, the Dean of the Law School shall designate one of them as Senior Parking Judge. Only regularly enrolled students in the School of Law may be appointed judges. [Order 75-2, § 478-116-410, filed 6/4/75.]

**WAC 478-116-420 Compensation for judges not based on fines.** The rate of compensation for University Parking Court judges shall not be dependent upon the amount of fines or penalties assessed by the judge. [Order 75-2, § 478-116-420, filed 6/4/75.]

**WAC 478-116-430 Jurisdiction of the University Parking Court.** (1) The University Parking Court established by WAC 478-116-410 shall have jurisdiction to hear and decide cases involving alleged violations of these rules. The University Parking Court shall have no jurisdiction to hear and decide cases involving alleged violations of:

- (a) The motor vehicle and other traffic laws of the State of Washington;
- (b) The traffic code of the City of Seattle;
- (c) These regulations insofar as applicable to moving traffic violations of vehicles other than bicycles.

- (2) Offenses under WAC 478-116-430(1)(a) through (1)(c) will be referred to Seattle District Court for prosecution under applicable laws. [Order 75-2, § 478-116-430, filed 6/4/75.]

**WAC 478-116-440 Procedure—Summons and service thereof.** Upon probable cause to believe that a violation of these regulations has occurred, an appropriate summons or parking/traffic violation notice may be issued by the University Police Department setting forth the date, the approximate time, the locality, and the nature of the violation. Such summons may be served by delivering or mailing a copy thereof to the alleged violator, by attaching or affixing a copy thereof to the vehicle or bicycle allegedly involved in such violation, or by placing a copy thereof in some prominent place within such vehicle. Service by mail shall be accomplished by placing a copy of the summons in the mail addressed to the alleged violator at the address shown on the records of the Office of the Registrar, the Staff Personnel Office or Academic Personnel Records for that person or any other last known address of that person. [Order 75-2, § 478-116-440, filed 6/4/75.]

**WAC 478-116-450 Election to forfeit or contest.**

(1) The summons or parking violation notice issued pursuant to WAC 478-116-440 shall advise the alleged violator that he or she may elect either to pay and forfeit the fine applicable to the violation(s) charged or to contest the matter(s) in the University Parking Court.

(2) If the alleged violator chooses to forfeit the fine(s) he or she may do so by mail, forwarding the appropriate amount by check or money order or bringing such amount in cash to the University Parking Violations Division. Such forfeiture shall constitute a waiver of the right to a hearing.

(3) If the alleged violator chooses to contest, he or she may do so by contacting the Parking Violations Division and requesting a date to appear in court. Such request may be made by telephone, mail or in person.

(4) If an alleged violator has received one or more parking violation notice(s) amounting to \$5.00 or more without either forfeiting the fine or requesting a court date, the Parking Violations Division shall send him or her a notice directing him or her either to appear in court on a date at least 25 days after the date the notice is deposited in the mail or to pay and forfeit his or her fine, the total of which shall be set forth on the notice. Such notice shall be sent not earlier than seven (7) days after the alleged violator was served with his or her unanswered summons or parking violation notices(s).

(5) Failure of an alleged violator to appear in the University Parking Court on the date set or to apply for a continuance of the hearing date or to pay and forfeit fines prior to the hearing date shall, unless lawful excuse is established before the University Parking Court, constitute a plea of guilty to the complaint or information and such penalty or fine may be imposed by the Parking Judge as is appropriate under the schedule of fines established pursuant to WAC 478-116-520. [Order 75-2, § 478-116-450, filed 6/4/75.]

**WAC 478-116-460 Procedure—Complaint and information.** (1) A summons served in accordance with the provisions of WAC 478-116-440 shall constitute the complaint or information against the person to whom delivered or mailed, the person to whom a permit was

issued for the vehicle in which it was placed or to which it was attached, or if no permit for the vehicle has been issued, the registered owner of the vehicle in which it was placed or to which it was attached. If such person or owner desires a more particular and detailed statement of the alleged offense, he or she may within seven days after being served with a summons or parking violation notice request such a statement from the University Police Department. If such a statement in writing is issued by the University Police Department, it together with the original summons shall constitute the complaint or information. If such request is denied because it was not timely made, the alleged violator may, at any time prior to the date of the hearing, apply in writing to the Parking Judge for an order requiring the University Police Department to furnish him or her a more particular and detailed statement of the alleged offense. If, for good cause shown, the Parking Judge grants such an application and the University Police Department fails to furnish such a statement in writing within the time set by the Parking Judge, the prosecution for the alleged offense shall be dismissed with prejudice.

(2) The complaint or information may be amended at any time, either in writing delivered or mailed to the alleged violator or upon motion at trial in his or her presence, to include new charges of violations of these regulations. If such amendment prejudices or hampers the alleged violator in the presentation of his or her defenses, the Parking Judge shall grant a continuance of the hearing until such date as the alleged violator may present his or her defenses without undue prejudice. [Order 75-2, § 478-116-460, filed 6/4/75.]

**WAC 478-116-470 Procedure—Pleas at hearing.** At the date set for the hearing, the alleged violator shall appear and plead either "guilty" or "not guilty". Upon a plea of "guilty", the Parking Judge shall hear such relevant evidence as the alleged violator may present concerning the amount of the fine or penalty which should be imposed. Upon a plea of "not guilty" an alleged violator may present all relevant legal defenses available to him or her. [Order 75-2, § 478-116-470, filed 6/4/75.]

**WAC 478-116-480 Procedure—Oath or solemn affirmation.** Upon hearing, the Parking Judge may require witnesses to be sworn or to present their solemn affirmation that the testimony which they give is true. [Order 75-2, § 478-116-480, filed 6/4/75.]

**WAC 478-116-490 Procedure—Rules of evidence.** The technical rules of evidence applicable in courts of law shall not apply, and the proceedings of the court shall be informal. Any oral or documentary evidence may be received, but the Parking Judge may exclude such evidence as is irrelevant, immaterial, or unduly repetitious. [Order 75-2, § 478-116-490, filed 6/4/75.]

**WAC 478-116-500 Procedure—Examination of witnesses.** The alleged violator or his or her representative shall be afforded an opportunity to cross-examine the witnesses against him or her. The representative of

the University Police Department present at the hearing shall be afforded an opportunity to cross-examine the witnesses for the alleged violator. The Parking Judge may also, in the interest of justice, examine the witnesses for either side, or call and examine witnesses on his or her own motion. [Order 75-2, § 478-116-500, filed 6/4/75.]

**WAC 478-116-510 Procedure—Judgment.** Upon conclusion of the hearing, the Parking Judge shall specify the charge or charges, pronounce judgment of acquittal or conviction as to each charge, and shall assess fines or penalties not in excess of the schedule of fines and penalties established pursuant to the procedures set forth in WAC 478-116-520. The judgment and sentence imposed, if any, shall be recorded in the records maintained by the Parking Violations Division and the Parking Judge shall endorse his or her signature thereon, certifying the record to be correct. [Order 75-2, § 478-116-510, filed 6/4/75.]

**WAC 478-116-520 Fines and penalties.** (1) The fines or penalties which may be assessed for violations of these regulations are those detailed in WAC 478-116-600(3).

(2) Fines.

(a) Persons cited for violation of these regulations may respond either by arranging for a University Parking Court date or by paying and forfeiting a fine within seven (7) days of service of the citation in accordance with WAC 478-116-450. Forfeitures submitted by mail must be postmarked within seven (7) days of the date of issue of the citation in order to avoid additional penalties.

(b) An additional fine of \$2.00 per offense shall be assessed for each parking citation which is not responded to within the seven day limit provided in WAC 478-116-520(2)(a).

(c) The Manager of the Parking Division shall cause these regulations or a reasonable summary thereof to be:

(i) Published in the University of Washington DAILY at least twice each calendar year.

(ii) Prominently displayed in the offices of the University Parking Violations Division, the University Police Department, and the Parking Division.

(d) The Fine Schedule shall be printed on the parking violation notices served on alleged violators.

(3) In any case where an alleged violator is convicted in University Parking Court of a parking offense, the Parking Judge may, in addition to whatever fines are appropriate under the applicable fine schedule, impose the following sanctions:

(a) Suspension of permit parking privileges on campus for a specified time;

(b) Direct a report of the offense to be forwarded to the appropriate dean or administrative officer for disciplinary action. [Order 75-2, § 478-116-520, filed 6/4/75.]

**WAC 478-116-530 Mitigation and suspension of penalties.** Upon a showing of good cause or mitigating circumstances, the Parking Judge may impose any lesser

fine than those established in WAC 478-116-520 or may suspend the fine. He or she may grant an extension of time within which to comply with his or her judgment and sentence. [Order 75-2, § 478-116-530, filed 6/4/75.]

**WAC 478-116-540 Enforcement of judgments of the university parking court.** (1) Any parking fine which, without lawful excuse, is unpaid for a period of time in excess of the time specified for payment, constitutes a delinquent and unpaid debt due and owing the University of Washington and may be processed for collection in accordance with applicable statutes and University procedures.

(2) If a parking permit holder refuses or fails without lawful excuse to comply with a final judgment in the Parking Court, the Manager of the Parking Division may notify the individual concerned that his or her failure to comply with the judgment of the University Parking Court constitutes grounds for recall of his or her parking permit as provided in WAC 478-116-370(6) and/or may subject his or her vehicle to impoundment as provided in WAC 478-116-582. If there is no response to this notice, a parking permit holder's parking privileges shall be revoked by the Manager of the Parking Division and the vehicle made subject to impoundment if found parked on University lands.

(3) Any unpaid fine adjudged by the University Parking Court will be deducted from any refund due to revocation of parking privileges.

(4) Refusal or failure without lawful excuse to comply with a final judgment of the University Parking Court is a misdemeanor over which Seattle District Court has jurisdiction. [Order 76-3, § 478-116-540, filed 10/6/76; Order 75-2, § 478-116-540, filed 6/4/75.]

**WAC 478-116-550 Registered owner responsible for illegal parking.** Every person in whose name a vehicle is registered (licensed) shall be responsible for any parking of said vehicle and for all offenses other than moving violations under these regulations. It shall be no defense that said vehicle was illegally parked or used by another, unless it be shown that at such time said vehicle was being used without the consent of the registered (licensed) owner thereof: Provided, that the lessee of a commercially rented or leased vehicle alone shall be responsible for any parking of such vehicle and for all violations of these regulations committed while the vehicle is being leased or rented, if the registered (licensed) owner of such vehicle furnished the Parking Violations Division with a copy of the renting or leasing contract stating the name and address of the renter or lessee. [Order 75-2, § 478-116-550, filed 6/4/75.]

**WAC 478-116-560 Certain violations—When complete.** For the purpose of RCW 28B.10.565, a violation of the pedestrian, parking, or bicycle regulations established by these rules shall not be completed until such person has refused or failed without lawful excuse to comply, or has advised in writing of an intent not to comply, with a final judgment of the University Parking Court. [Order 75-2, § 478-116-560, filed 6/4/75.]

**WAC 478-116-570 Regulatory signs, markings, barricades, etc.** (1) The Chief Plant Engineer 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 University of Washington. Such signs, barricades, structures, markings and directions shall be so made and placed as in the opinion of the Chief Plant Engineer will best effectuate the objectives stated in WAC 478-116-020 of these regulations.

(2) No person, without authorization from the Chief Plant Engineer or his or her designee shall remove, 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. Authority to make permanent changes of this nature must be obtained from the Chief Plant Engineer or his or her designee. Authority to make temporary changes of this nature with respect to parking areas must be obtained from the Manager of the Parking Division or his or her designee. Authority to make temporary changes of this nature with respect to streets or roadways must be obtained from the Chief of the University Police Department or his or her designee. [Order 75-2, § 478-116-570, filed 6/4/75.]

**WAC 478-116-576 Impoundment defined.** "Impoundment" means removal of the vehicle to a storage facility either by an officer or authorized agent of the University of Washington Police Department or by a contractor for towing and storage in response to a request from an officer or authorized agent of the University of Washington Police Department. [Order 76-3, § 478-116-576, filed 10/6/76.]

**WAC 478-116-578 Vehicle defined.** The term "vehicle" as used in this chapter shall include any vehicle device as the same is defined in RCW 46.04.670 as now or hereafter amended. [Order 76-3, § 478-116-578, filed 10/6/76.]

**WAC 478-116-580 Impoundment of vehicles.** Any vehicle parked upon state lands devoted mainly to the educational purposes of the University of Washington may be subject to impoundment for cause as specified under WAC 478-116-582, WAC 478-116-584 and WAC 478-116-586 of these regulations. The University and its officers, employees and agents shall not be liable for loss or damage of any kind resulting from such impoundment. [Order 76-3, § 478-116-580, filed 10/6/76; Order 75-2, § 478-116-580, filed 6/4/75.]

**WAC 478-116-582 Impoundment for failure to pay fines.** Any vehicle may be impounded for outstanding fines when, after 14 days after judgment of the University Parking Court imposing liability for fines, the owner has neither paid such fines nor requested a hearing before the Seattle District Court to contest the judgment. *Provided*, in no case shall failure to comply with a judgment of the Parking Court constitute grounds for impoundment unless notice is sent to the registered owner

or alleged violator prior to the hearing informing him of the violations with which he/she was charged and of his/her right to elect between paying the fine prior to the date set for hearing before the parking court or appearing on that date to contest such fines. Such notice shall clearly indicate that failure to respond by either payment of the fines or appearance in court will result in a judgment against the owner and that failure to comply with an order of the parking court will subject the vehicle to impoundment if it is found parked on University lands. [Order 76-3, § 478-116-582, filed 10/6/76.]

**WAC 478-116-584 Impoundment without prior notice.** A vehicle may be impounded without reasonable attempt having been made to notify the owner of the possibility of this action only in the following circumstances:

(a) When in the judgment of a University Police Officer the vehicle is obstructing or may impede the flow of traffic, or

(b) When in the judgment of a University Police Officer the vehicle poses an immediate threat to public safety, or

(c) When a University Police Officer has probable cause to believe the vehicle is stolen, or

(d) When a University Police Officer has probable cause to believe that the vehicle constitutes evidence of a crime or contains evidence of a crime, and in his judgment impoundment is necessary to obtain or preserve such evidence. [Order 76-3, § 478-116-584, filed 10/6/76.]

**WAC 478-116-586 Impoundment of abandoned vehicles.** A vehicle not subject to impoundment under WAC 478-116-582 or 478-116-584 may be impounded after notice of such proposed impoundment has been securely attached to and conspicuously displayed on said vehicle for a period of twenty-four hours prior to such impoundment when such vehicle is abandoned as that term is defined in RCW 46.52.102 as now or hereafter amended. [Order 76-3, § 478-116-586, filed 10/6/76.]

**WAC 478-116-588 Notice and redemption of impounded vehicles.** (1) Not more than 48 hours after impoundment of any vehicle, the University of Washington Police Department shall mail a notice to the registered owner of the vehicle, as may be disclosed by the vehicle license number, if such be obtainable, and to any other person who claims the right to possession of the vehicle, if such a claim is known to an officer, agent or employee of the University of Washington Police Department who has knowledge of the impoundment. The notice shall be mailed to the registered owner at the address provided by the Washington State Department of Motor Vehicles or the corresponding agency of any other state or province. If a Police Officer who has knowledge of the impoundment has reason to believe that an owner, or one who claims to be an owner, is residing or in custody at some different address which is known to the officer, a copy of the notice shall be mailed or personally delivered to such owner or claimant in a manner designed, as nearly as may be practicable, to give actual notice to

him or her. The notice shall contain the full particulars of the impoundment, redemption, an opportunity for hearing to contest the propriety of the impoundment as hereinafter provided.

Similar notice shall be given to each person who seeks to redeem an impounded vehicle. If a vehicle is redeemed prior to the mailing of notice, the notice need not be mailed.

(2) Vehicles impounded shall be redeemed only under the following circumstances:

(a) Only the registered owner or person authorized by the registered owner and who produces proof of authorization and signs a receipt therefor, may redeem an impounded vehicle.

(b) Any person so redeeming a vehicle impounded shall pay the cost of such impoundment (towing and storage), together with such fines as are outstanding against the vehicle if impoundment was made pursuant to WAC 478-116-582 prior to redemption, except as provided in subsection (c) of this regulation.

(c) Any person seeking to redeem a vehicle impounded under WAC 478-116-582 has a right to a hearing to contest the validity of impoundment or the amount of towing and storage charges and such person shall have his or her vehicle released when such person makes such request for hearing in writing to the Seattle District Court. Where such a request is made and the owner fails to appear for the hearing, the fines and charges become immediately due and payable.

(d) Any person seeking to redeem a vehicle impounded under WAC 478-116-584 or WAC 478-116-586 has a right to a hearing to contest the validity of impoundment or the amount of towing and storage charges and such person shall have his or her vehicle released when such person makes such request for hearing in writing to the University Parking Court. Where such a request is made and the owner fails to appear for the hearing, the fines and charges become immediately due and payable. [Order 76-3, § 478-116-588, filed 10/6/76.]

**WAC 478-116-590 Delegation of authority.** The authority and powers conferred upon the Chief of Police, Chief Plant Engineer and the Manager of the Parking Division by these regulations shall be subject to delegation by them to their subordinates. [Order 75-2, § 478-116-590, filed 6/4/75.]

**WAC 478-116-600 Fees, fines and penalties.** (1) For purposes of this section the following lots are in:

- (a) Zone A -
  - (i) **Central Campus:** C1, C3, C6, C7, C8, C9, C10, C12, C13, C14, C15, C16, C17, C18;
  - (ii) **East Campus:** E3, E6, E7, E8;
  - (iii) **North Campus:** N2, N3, N4, N6, N7, N8, N9, N10, N11, N12, N13, N14, N15, N16, N18, N20, N21, N22, N23, N24, N26, N27, N28;
  - (iv) **South Campus:** S1, S4, S5, S6, S7, S8, S9, S10;
  - (v) **West Campus:** W1, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W14, W18, W20, W21, W22, W23, W24, W25, W34, W39, W41, W42.
- (b) Zone B -
  - (i) **East Campus:** E2, E9, E10, E11, E12;

- (ii) **North Campus:** N1, N5, N25;
- (iii) **South Campus:** S13;
- (iv) **West Campus:** W2, W16, W17, W26, W27, W28, W29, W30, W31, W32, W33, W36, W38, W40.

(2) The following schedule of parking fees is hereby established:

	PER	AMOUNT
(a) Type of Permit -		
(i) Annual Permits		
(A) Zone A Permits (not incl. 24-hour storage)	Year	\$ 72.00
(B) Zone B Permits (not incl. 24-hour storage)	Year	60.00
(C) Reserved - General	Year	144.00
(D) Reserved - Physically Handicapped	Year	72.00
(E) Motorcycle and Scooter	Year	18.00
(F) Drive-through permits (Full-time Faculty and Staff only)	Year	6.00
(G) 24-hour storage, garages	Year	108.00
(H) 24-hour storage, surface lots - Zone A	Year	72.00
(I) 24-hour storage, surface lots - Zone B	Year	60.00
(ii) Quarterly Permits:		
(A) Zone A permits (not incl. 24-hour storage)	Quarter	18.00
(B) Zone B permits (not incl. 24-hour storage)	Quarter	15.00
(C) Reserved - General	Quarter	36.00
(D) Reserved - Physically Handicapped	Quarter	18.00
(E) Drive-through permits (Full-time Faculty and Staff only)	Quarter	2.00
(F) Motorcycle and Scooter	Quarter	5.00
(G) 24-hour storage, garages	Quarter	27.00
(H) 24-hour storage, surface lots - Zone A	Quarter	18.00
(I) 24-hour storage, surface lots - Zone B	Quarter	15.00
(iii) Night Permits (5:00 p.m. to 7:30 a.m. and Saturday a.m. only)		
(A) Zone A annual permits	Year	48.00
(B) Zone B annual permits	Year	24.00
(C) Zone A quarterly permits	Quarter	12.00
(D) Zone B quarterly permits	Quarter	6.00
(iv) Conference Permits	Day	1.25
	Week	6.25
(b) Hourly Parking Rates for Designated Areas on Main Campus and South Campus (6:45 a.m. to 11:00 p.m. only) -		
(i) 0-15 minutes		No charge



Parking And Traffic Regulations

478-116-600

	PER	AMOUNT		PER	AMOUNT
(ii) 15 minutes to 30 minutes		.25	(A) With signed certificate of destruction or theft		No charge
(iii) to 1 hour		.50	(B) Without certificate of destruction		2.00
(iv) 1 hour to 2 hours		.75	(v) Impound Fee		At cost
(v) 2 hours to 3 hours		1.00	(3) The following schedule of fines for violations of these rules is hereby established:		
(vi) over 3 hours		1.25	Offense		Maximum Fine
(c) Evening Parking (5:00 p.m. to 11:00 p.m.) -			(a) 01 Blocking Traffic		\$ 5.00
(i) 0-30 minutes	No charge		WAC 478-116-190		
(ii) over 30 minutes		.50	(b) 02 Enter/Exit Without Paying		10.00
(d) Overnight Parking (to 7:30 a.m.)		1.00	WAC 478-116-110		
(e) Special Permits -			(c) 03 Failure to Lock Ignition		2.00
(i) Short term (24-hour) Zone A (Faculty, Staff and Students)	Week	2.25	WAC 478-116-200		
	Month	9.00	(d) 04 Failure to Set Brakes		2.00
(ii) Short term (not including 24-hour storage) Zone A (Faculty, Staff, and Students)	Week	1.50	WAC 478-116-200		
	Month	6.00	(e) 05 Improper Display Area Designator		1.00
	Day	.25	WAC 478-116-340		
(iii) Short-term Motorcycle			(f) 06 Improper Display of Vehicle Permit		1.00
(iv) Ticket Books (persons identified in WAC 478-116-240(6) and 478-116-250(1) only)			WAC 478-116-340		
(A) 5 ticket book	Book	1.75	(g) 07 Occupying More than One Stall or Space		1.00
(B) 10 ticket book	Book	3.50	WAC 478-116-140		
(C) 25 ticket book	Book	8.75	(h) 08 Parking in Restricted Parking Area		2.00
(f) Mechanically Controlled Parking Areas as Designated (Parking meters, ticket dispensers, automatic gates, etc.)		.10	WAC 478-116-110		
		-.50	(i) 09 Parking in Prohibited Area		5.00
(g) Athletic Events -			WAC 478-116-130		
(i) Football			(j) 10 Parking on Grass		5.00
(A) All campus lots		1.00	WAC 478-116-130		
(B) Buses		5.00	(k) 11 Parking Out of Assigned Area		2.00
(ii) All other events - Pavilion and Stadium lots			WAC 478-116-130		
(A) When staffed by attendants		.75	(l) 12 Parking Over Posted Time Limit		2.00
(B) When controlled by mechanical equipment		.25	WAC 478-116-110		
(h) Miscellaneous Fees -			(m) 13 Parking with No Valid Permit Displayed		2.00
(i) Transfer from one area to another by request of individual		2.00	WAC 478-116-060		
(ii) Gate keycard replacement		2.50	(n) 14 Parking within 10 Feet of Fire Hydrant		5.00
(iii) Vehicle Gatekey deposit (Amount of deposit will be set by the Manager of the Parking Division. Deposit will be returned to individual when key is returned to Parking Division).		Not to exceed 5.00	WAC 478-116-130		
(iv) Permit Replacement			(o) 15 Parking at Expired Meter		2.00
			WAC 478-116-350		
			(p) 16 Parking Outside Cycle Area		2.00
			WAC 478-116-070		
			(q) 17 Parking in Space/Area Not Designated for Parking		1.00
			WAC 478-116-130		
			(r) 18 Use of Forged/Stolen Area Designator		10.00

Offense	Maximum Fine
WAC 478-116-060 and 478-116-370	
(s) 19 Use of Forged/Stolen Vehicle Permit	25.00
WAC 478-116-060 and 478-116-370	
(t) 20 Impound	At cost
WAC 478-116-580	
(u) 21 Other Violations of the University Parking and Traffic Regulations	25.00

[Order 75-2, § 478-116-600, filed 6/4/75.]

**WAC 478-116-610 Effective date, severability, savings clause.** (1) This chapter 478-116 WAC shall take effect on July 1, 1975.

(2) If any provision of this chapter 478-116 WAC, or its application to any person or circumstance is held invalid, the remainder of the chapter, or the application of the provision to other persons or circumstances is not affected.

(3) The repeal of chapter 478-16 WAC shall not be construed as affecting any existing right or duty acquired under the provisions of the chapter repealed, nor as affecting any proceeding instituted thereunder. Any violation of the parking and traffic rules as prescribed in the repealed chapter prior to the effective date of the repeal must be construed according to provisions of the repealed chapter existing at the time of the commission thereof in the same manner as if this chapter 478-116 WAC had not been enacted. [Order 75-2, § 478-116-610, filed 6/4/75.]

### Chapter 478-120 WAC

#### STUDENT CONDUCT CODE FOR THE UNIVERSITY OF WASHINGTON

##### WAC.

478-120-010	Student conduct code—Authority.
478-120-020	Standards of conduct.
478-120-030	Disciplinary actions.
478-120-040	Disciplinary sanctions.
478-120-050	Jurisdiction.
478-120-060	Disciplinary authority of deans and Office of Student Affairs.
478-120-070	Appeals.
478-120-080	University Disciplinary Committee.
478-120-090	Procedural guidelines and safeguards.
478-120-100	Faculty Appeal Board.
478-120-110	Student-Faculty Joint Council on Student Conduct and Activities.
478-120-120	Recording and maintenance of records.
478-120-130	Emergency authority of the president of the university.

**WAC 478-120-010 Student conduct code—Authority.** Pursuant to the authority granted by RCW 28B.20.130, the Board of Regents of the University of Washington has established the following regulations on student conduct and student discipline. [Order 72-9, § 478-120-010, filed 11/30/72.]

**WAC 478-120-020 Standards of conduct.** (1) The university is a public institution having special responsibility for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, the university also has the obligation to maintain conditions which are conducive to freedom of inquiry and expression in the maximum degree compatible with the orderly conduct of its functions. For these purposes the university is governed by regulations and procedures which safeguard its functions and which, at the same time, protect the rights and freedoms of all members of the academic community.

(2) Admission to the university carries with it the presumption that the student will conduct himself as a responsible member of the academic community. Thus, when he enrolls in the university, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of academic goals. Stated in general terms, the student has the obligation to:

(a) Maintain high standards of academic and professional honesty and integrity;

(b) Respect the rights, privileges and property of other members of the academic community and visitors to the campus, refraining from actions which would interfere with the university functions or endanger the health, safety, or welfare of other persons;

(c) Comply with the rules and regulations of the university and its schools, colleges, and departments.

(3) Specific regulations on student activities shall be in accord with these general standards. [Order 72-9, § 478-120-020, filed 11/30/72.]

**WAC 478-120-030 Disciplinary actions.** (1) Most disciplinary proceedings will be conducted informally between the student and his academic dean in matters relating to the student's academic work and between the student and the Office of Student Affairs in other matters. (See WAC 478-120-050 for jurisdiction.) More formal procedures are provided, however, including an impartial hearing before the university Disciplinary 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

(a) The truth or falsity of the charges against the student;

(b) Whether the alleged misconduct is, in fact, a violation of university standards of conduct and, if so,

(c) What sanctions should be imposed.

The criteria for judging student misconduct shall be the general standards of conduct as stated in WAC 478-120-020 or as modified and interpreted in accordance with the procedures specified in WAC 478-120-110.

(2) When questions of mental or physical health are raised in conduct cases, the dean, the Office of Student Affairs, or the university Disciplinary Committee may request the student to appear for examination before two physician-consultants designated by the Dean of the School of Medicine. The physician-consultants may call

upon the Student Health Center for any other professional assistance they deem necessary. After examining the student and consulting with the student's personal physician, the physician-consultants shall make a recommendation to the referring agency as to whether the case should be handled as a disciplinary matter or as a case for medical or other treatment. Decisions based upon these recommendations are the responsibility of the referring agency. Such decisions may be appealed in accordance with the provisions of WAC 478-120-070 and 478-120-090(1).

(3) In the case of student conduct which involves an alleged or proven violation of law, the disciplinary authority of the university will not be used to duplicate the function of civil authorities. Disciplinary action may be taken if the conduct also involves a violation of university standards and the interests of the university community are distinct from those of the civil authorities.

(4) A student who has been judged to have violated university standards of conduct will be subject to disciplinary sanctions up to and including dismissal from the university for the most serious offenses. In the case of students who are unmarried minors, such sanctions may be reported to parents or legal guardians at the discretion of the officer or agency taking the action except that dismissal of a minor will always be reported to his parents or legal guardians. [Order 72-9, § 478-120-030, filed 11/30/72.]

**WAC 478-120-040 Disciplinary sanctions.** The following definitions of disciplinary terms have been established to provide consistency in the application of sanctions:

(1) Disciplinary Warning – notice to a student, either verbally or in writing, that he has been in violation of university rules or regulations or has otherwise failed to meet the university's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described in WAC 478-120-040(2)(3)(4) and (5).

(2) Reprimand – formal action censuring a student for violation of university rules or regulations or for failure to meet the university's standards of conduct. Reprimands are always made in writing to the student by the officer or agency taking action, with copies to the Office of Student Affairs. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described in WAC 478-120-040(3)(4) and (5).

(3) Restitution – an individual student may be required to make restitution for damage or loss to university or other property and for injury to persons. Failure to make arrangements to pay will result in cancellation of the student's registration and will prevent the student from re-registration.

(4) Disciplinary Probation – formal action placing conditions upon the student's continued attendance for violation of university rules or regulations or other failure to meet the university's standards of conduct. The

office placing the student on disciplinary probation will specify in writing the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the university. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the university.

(5) Dismissal – termination of student status for violation of university rules or regulations or for failure to meet the university's standards of conduct. Students may be dismissed only with the approval of the president of the university and on the recommendation of the dean of a college or school, the Office of Student Affairs, or the university Disciplinary Committee. Dismissal may be for a stated or for an indefinite period. The notification dismissing a student will indicate in writing the term of the dismissal and any special conditions which must be met before readmission. In the case of an unmarried student under twenty-one years of age, a copy of the notification of dismissal will be sent to the parents or the guardian of the student. 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 72-9, § 478-120-040, filed 11/30/72.]

**WAC 478-120-050 Jurisdiction.** (1) The dean of each college or school, including the Graduate School, is responsible for initiating disciplinary proceedings for infractions of the rules and regulations of that college or school or for misconduct in academic work (cheating, plagiarism, etc.). When a case involving academic misconduct is brought before the university Disciplinary Committee, that committee may consult the initiating dean on rules or standards of academic discipline within that school or college.

(2) The initiation of proceedings for violation of university-wide regulations or for misconduct unrelated to the student's academic work is the responsibility of the Office of Student Affairs, except that jurisdiction may be transferred to the dean of the college or school in which the student is enrolled when the Office of Student Affairs and the dean of that college or school agree that the alleged misconduct bears upon the student's fitness to continue in the college or school.

(3) Misconduct in academic work by a student enrolled in another college or school shall be reported to the dean of the college in which the student is enrolled through the dean of the college offering the course. The dean of the college in which the student is enrolled shall be responsible for taking or initiating appropriate disciplinary action. In the case of a nonmatriculated student, the dean of the college offering the course shall be responsible for taking or initiating appropriate disciplinary action.

(4) The provisions of these sections do not apply to the evaluation of a student's academic performance, including the assignment of grades by instructors. Each college and school provides orderly procedures for the

review of grades if such review is requested by the student. An instructor need not give credit for work which is the product of cheating, plagiarism or other academic misconduct.

However, the lowering of a course grade is not appropriate as a disciplinary sanction; if disciplinary action is warranted by academic misconduct, it will be initiated by the provisions of this section.

(5) An instructor has the authority to exclude a student from any class session in which the student is disorderly or disruptive. Should such disorderly or disruptive conduct persist, the instructor should report the matter to the dean of the school or college in which the student is enrolled. The dean may initiate disciplinary action as provided in WAC 478-120-060.

(6) Special and more detailed rules and regulations regarding conduct in the residence halls may be promulgated by the Director of Student Residences subject to review and approval by the Office of Student Affairs. Authority to impose disciplinary sanctions for the violation of such rules and regulations is delegated to the director of Student Residences by the Vice President for Student Affairs. Appeals from these actions of the director will be addressed in the first instance to the Vice President for Student Affairs or his designated representatives. The Office of Student Affairs reserves the right to remove students from the residence halls for disciplinary reasons. These actions may be further appealed to the university Disciplinary Committee.

(7) Campus traffic regulations are under the general jurisdiction of the Police Department of the university. The university Traffic Court has jurisdiction to hear and decide cases involving alleged violations of such regulations. (See chapter 478-16 [478-116] WAC.)

(8) Library borrowing and use regulations, including fines for late return of library materials and repair and replacement costs for damaged or lost materials are under the jurisdiction of the university Library. The Library Advisory Committee has jurisdiction to hear appeals from decisions of the Director of Libraries and to decide cases involving alleged violations of rules relating to borrowing and use of library materials, including fines for late returns and costs of repair or replacement. (See chapter 478-168 WAC.) [Order 72-9, § 478-120-050, filed 11/30/72.]

**WAC 478-120-060 Disciplinary authority of deans and Office of Student Affairs.** (1) Except as otherwise provided in WAC 478-120-050, all disciplinary proceedings will be initiated by either the dean of the college or school in which the student is enrolled or by the Office of Student Affairs. The deans and the Vice President for Student Affairs may delegate this responsibility to members of their staffs and to students; they may also establish student or student-faculty courts or hearing bodies to advise or act for them in disciplinary matters.

(2) In order that any informality in disciplinary proceedings not mislead a student as to the seriousness of the matter under consideration, the student involved shall be informed at the initial conference or hearing of the various sanctions that may be involved for misconduct, as listed in WAC 478-120-040.

(3) After considering the evidence in the case and interviewing the student or students involved, the dean or Vice President for Student Affairs, or their duly empowered representatives, courts, or hearing bodies may take any of the following actions:

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

(b) Dismiss the case after whatever counseling and advice may be appropriate.

(c) Impose disciplinary sanctions directly, subject to the student's right of appeal described in WAC 478-120-070. The student shall be notified in writing of the action taken except that disciplinary warnings may be given verbally.

(d) Refer the matter to the university Disciplinary Committee for appropriate action. The student shall be notified in writing that the matter has been referred to the committee.

(4) In all cases the student shall be advised of his rights by reference to this part of university regulations. Should the student prefer a formal hearing before the university Disciplinary Committee in place of informal or semi-formal hearings by deans, the Office of Student Affairs, or their representatives, he shall so indicate to the initiating officer. In such circumstances, the case shall be referred immediately to the university Disciplinary Committee. [Order 72-9, § 478-120-060, filed 11/30/72.]

**WAC 478-120-070 Appeals.** (1) Any disciplinary action taken by the dean of a college or school or his representative, by the Vice President for Student Affairs or his representatives, or by the university Disciplinary Committee, may be appealed by the student to the next higher hearing body with the following conditions:

(a) If a student chooses to make an appeal, the appeal body may base its decision on the record of the proceedings in the initial hearing(s) or, if it chooses, may receive additional evidence, or rehear the case entirely. The appeal body may sustain, reduce, or vacate the penalty imposed by the group or individual originally hearing the case.

(b) A student who has been disciplined by the deans or by the Office of Student Affairs or their representatives may appeal the case to the university Disciplinary Committee.

(c) Cases brought before the university Disciplinary Committee, either for initial hearing or for appeal, may be appealed to the Faculty Appeal Board. (See WAC 478-120-100.)

(d) All cases in which the sanction imposed by the university Disciplinary Committee is dismissal shall be automatically heard on appeal by the Faculty Appeal Board. Should the Faculty Appeal Board sustain the recommendation of dismissal, approval of the president of the university is required before the sanction takes effect.

(2) A student wishing to appeal to either the Disciplinary Committee or the Faculty Appeal Board shall indicate his intention, in writing, and within five calendar days of the original decision, to the chairman of the

group to which the appeal is made. [Order 72-9, § 478-120-070, filed 11/30/72.]

**WAC 478-120-080 University Disciplinary Committee.** A standing university Disciplinary Committee, composed equally of student and faculty representatives, will provide a hearing and will make decisions on all disciplinary cases referred to it by the deans or appealed to it by students who have been disciplined by the deans, or the Office of Student Affairs, or their representatives.

(1) The members of the committee and their terms of office shall be:

(a) A member of the faculty or administration designated by the president of the university, who shall act as nonvoting chairman for a period of one year. Re-appointment of the chairman is permissible.

(b) Four members of the voting faculty of the university holding the rank of assistant professor or higher and who have been members of the faculty of the university for at least one year. These committee members shall serve for one-year terms.

(c) Four full-fee-paying students in good standing to serve for one-year terms. The student members will participate in each individual case at the option of the student defendant.

(2) Selection:

(a) Each of the four nonappointive faculty positions of the Disciplinary Committee shall be identified from a panel randomly selected from the eligible faculty in the order they were so selected, except that membership shall be limited to not more than one faculty member from each Senate Group.

(b) Each of the four student positions on the Disciplinary Committee shall be identified from a panel randomly selected from the entire full-time student body and in the order they were selected, except that membership shall include one student from the graduate or professional class standing and the other three students shall be limited to no more than one student from each class.

(c) Panels of faculty and students of adequate size shall be maintained in advance of need but the names included shall not be disclosed.

(d) Any faculty or student member may be relieved from service for the entire year, for a particular period of time, or after a particular case, by advising the chairman of his or her desire not to serve.

(e) Membership on the Disciplinary Committee terminates with the beginning of the Winter Quarter, except that cases in process shall be continued to decision.

(f) No member of the Disciplinary Committee shall participate in any case in which he is a defendant, complainant, or witness, in which he has a direct or personal interest, or in which he has acted previously in an advisory capacity. A committee member's eligibility to participate in a case may be challenged by parties to the case or by other committee members, but decisions in this regard shall be made by the committee as a whole. Either party may also exercise three peremptory challenges; in a hearing involving more than one charged student, the combined peremptory challenges of all students shall be limited to twelve. All challenges must be

exercised at least three days before commencement of the hearing. Replacement shall be made from the appropriate panel or by presidential appointment in the case of the chairman.

(g) The new panels shall be identified by the outgoing chairman, or by the person designated by the chairman, through random procedures established by the chairman.

(3) Responsibility:

(a) It is the responsibility of the chairman of the Disciplinary Committee to insure that all procedural safeguards and guidelines specified in WAC 478-120-090 are followed, to decide all procedural questions that arise during or in connection with a hearing, to take whatever steps are necessary during the hearing itself to insure that the hearing is conducted in a safe and orderly manner, and to inform the student, in writing, of the action taken by the Disciplinary Committee following the hearing.

(b) Decisions of the committee as to whether a student engaged in misconduct and as to the appropriate sanction to be applied will ordinarily be made on the basis of mutual agreement after discussion of the evidence. For both hearing and deciding, a quorum of the Committee shall be three faculty members and, if student members are participating, three students.

(4) At the conclusion of a term of office, the chairman shall prepare for the guidance of subsequent chairmen a report of the year's activities, describing how unusual procedural problems were dealt with. Such reports shall be collected in a chairman's Handbook which shall be made available to subsequent chairmen and to any interested parties. Subsequent chairmen shall not be bound to follow the procedures described in the handbook. [Order 72-9, § 478-120-080, filed 11/30/72.]

**WAC 478-120-090 Procedural guidelines and safeguards.** The student has a right to a fair and impartial hearing by the university Disciplinary Committee on any charge of misconduct. His failure to appear at or participate in the hearing procedures, however, shall not preclude the committee from making its findings of fact, conclusions and decisions as provided in this section.

(1) The chairman of the university Disciplinary committee shall give the student 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 (one week minimum) 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.

(3) The burden to prove, by a preponderance of the evidence, that the student engaged in the misconduct charged shall be on the official who initiated the

charges. Only those matters presented at the hearing will be considered in determining whether the student engaged in misconduct, but the student's past record of conduct may be taken into account in formulating the committee's recommendations for disciplinary action.

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

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

(6) Hearings conducted by the committee generally will be held in closed session except when the student requests that persons other than those directly involved be invited to attend. When a hearing has been opened to persons other than those directly involved, the committee shall conduct the hearing in a room which will accommodate a reasonable number of observers. The committee may exclude from the hearing room any persons who are disruptive of the proceedings and may limit the number who may attend the hearing in order to afford safety and comfort to the participants and orderliness to the proceedings.

(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 sanctions, if any, to be imposed. He will also be advised of his right to appeal the committee's decision, within five calendar days, in a written statement to the Faculty Appeal Board.

(10) If there is no appeal to the Faculty Appeal Board, the sanctions shall be in effect at the end of the five-day appeal period or at such other time as may be indicated by the committee. If there is an appeal, imposition of sanctions shall be delayed pending the review provided for in this section.

(11) Where, in the judgment of a majority of the committee, proceedings will be expedited thereby, it may appoint a hearing examiner, who shall be a member of the faculty or a member of the bar, to conduct the hearing provided for in this action. Such examiner will conduct the hearing in accordance with the provisions of this section and any rules of procedure adopted by the committee, provided that a stenographic record of the hearing will be kept and a transcript of the hearing will be provided to the committee prior to its rendering its decision. The committee may, at its option, request the hearing examiner to provide his recommendations as to findings, conclusions and decisions, but such recommendations shall not be binding on the committee, who shall make its findings, conclusions and decision based on the transcript of the hearing. The hearing examiner shall rule on all objections to evidence but any such ruling may be appealed by an affected party to the committee for final decision.

(12) Each report of the university Disciplinary committee shall, upon approval of the student involved, be

made available to members of the university community through the Office of Student Affairs. [Order 72-9, § 478-120-090, filed 11/30/72.]

**WAC 478-120-100 Faculty Appeal Board.** (1) The Faculty Appeal Board shall be composed of seven members of the faculty to be appointed by the Chairman of the Faculty Senate in consultation with the Faculty Council on Student Affairs. One member of the Faculty Appeal Board shall be designated by the Chairman of the Faculty Senate as chairman of the board. Individual cases may be heard by the entire board or by subgroups of no fewer than three members.

(2) The Faculty Appeal Board shall hear three types of cases:

(a) Appeals by the student defendant from the action of the Disciplinary Committee.

(b) All cases involving recommendations of dismissal.

(c) Appeals by the Vice President for Student Affairs, by a dean, or by their representatives. In the case where it is felt that the Disciplinary Committee has imposed too light a penalty, and where the student himself has not appealed to the Faculty Appeal Board, the dean or the Vice President for Student Affairs, or their representatives, may request an advisory review of the case by the Faculty Appeal Board. If, in the opinion of the board, the complainant's view is correct, the sanction imposed on the student may not be increased in that specific case but the board may request that the issue be discussed by the Joint Council (see WAC 478-120-110), or that the Faculty Council on Student Affairs prepare additional guidelines for the Disciplinary Committee.

(3) All procedural safeguards detailed in WAC 478-120-090 for cases before the Disciplinary Committee shall hold for hearings before the Faculty Appeal Board. [Order 72-9, § 478-120-100, filed 11/30/72.]

**WAC 478-120-110 Student-Faculty Joint Council on Student Conduct and Activities.** (1) There shall be a Student-Faculty Joint Council on Student Conduct and Activities, to serve primarily as an advisory group to the Faculty Council on Student Affairs, composed of the following members:

(a) Five undergraduate students to be approved by a majority vote of the Associated Students of the University of Washington Board of Control. A list of nominees shall be prepared each year by the President of the ASUW, with the advice of the Faculty Council on Student Affairs.

(b) Three graduate or advanced professional students to be approved by a majority vote of the Executive Committee of the Graduate and Professional Student Senate. A list of nominees shall be prepared each year by the President of the GPSS, with the advice of the Faculty Council on Student Affairs.

(c) Five members of the faculty to be appointed by the Chairman of the Faculty Senate with the advice of the Faculty Council on Student Affairs. At least one faculty member appointed shall also be a member of the Faculty Council on Student Affairs.

(d) One representative of the Office of Student Affairs to be appointed by the Vice President for Student Affairs.

(e) One representative of the office of the Provost appointed by the Vice President for Academic Affairs and Provost.

(f) The faculty chairman of the Disciplinary Committee who shall serve ex officio, without vote.

(2) Each of the above persons shall serve for one year and may succeed himself, with terms of office to begin on the first day of Spring Quarter.

(3) The Joint Council shall select by majority vote one of its members to serve as chairman for one year. Business of the Joint Council may be conducted informally, except as specified in this section.

(4) The Joint Council shall maintain a continuous review of the general standards of conduct listed in WAC 478-120-020, other rules and regulations on student activities, and procedures for student discipline as they affect both individual students and student organizations. In the course of this review, the Joint Council may solicit advice from the student body, the faculty and administrative officers of the university, the Disciplinary Committee and the Faculty Appeal Board. When it is felt that there is need for further definition, explication or change in the general standards, rules, regulations, or disciplinary procedures, the Joint Council will proceed to formulate appropriate recommendations which will be forwarded to the Faculty Council on Student Affairs.

(5) The Faculty Council on Student Affairs, after consideration of the recommendations of the Joint Council, may request further study of the issue to the appropriate group or individual. If the proposed change or modification requires Board of Regents action, the recommendation shall be transmitted, through regular Senate procedures, to the president of the university for action by the Regents. Recommendations which do not require Senate or Regents' action will be transmitted to the appropriate office, agency, or committee after review by the Faculty Council on Student Affairs. Each transmittal specified above will be accompanied by a statement indicating concurrence, suggested modifications, or disapproval. [Order 72-9, § 478-120-110, filed 11/30/72.]

**WAC 478-120-120 Recording and maintenance of records.** (1) 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 at least 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 university repository after the date of the student's graduation.

(2) The dean of a college or school shall report to the Office of Student Affairs, in writing, all cases in which disciplinary action is taken. He shall also inform the registrar of any action affecting a student's official standing in the university.

(3) The Office of Student Affairs shall notify the dean of the college or school in which the student is enrolled of any disciplinary action it takes and also shall notify the registrar of any action affecting a student's official standing in the university. The Office of Student Affairs shall keep accurate records of all disciplinary actions taken by, or reported by, that office. All disciplinary actions will be entered on the student's record and may be removed at the time of graduation or earlier at the discretion of the office initiating the action if special terms and conditions have been met or if other circumstances warrant the removal. The office which initiated the action is responsible for ordering the removal of temporary notations of any disciplinary action on the student's record. A student may petition to that office for removal of such a notation at any time.

(4) Disclosure of information contained in disciplinary records is governed by chapter 478-140 WAC. [Order 72-9, § 478-120-120, filed 11/30/72.]

**WAC 478-120-130 Emergency authority of the president of the university.** Ordinarily, disciplinary sanctions of any kind will be imposed only after the appropriate informal or formal hearing has taken place, and after the student, if he so chooses, has availed himself of his right of appeal. However, the president of the university or his authorized representative, by virtue of the authority delegated to them by the Board of Regents of the university, under conditions which the president or his authorized representative deems to be an emergency situation, may suspend students from participation in any or all university privileges, pending the application of university disciplinary procedures, in order to protect the offenders or other members of the university community, or to assure the university's ability to function. In any case in which this provision is invoked, the student or students in question are entitled to an early disciplinary hearing by the university Disciplinary Committee, and the case takes precedence over other business pending before the committee. [Order 72-9, § 478-120-130, filed 11/30/72.]

#### Chapter 478-124 WAC

#### GENERAL CONDUCT CODE FOR THE UNIVERSITY OF WASHINGTON

##### WAC

478-124-010	Conduct on campus code—General policy.
478-124-020	Conduct on campus code—Prohibited conduct.
478-124-030	Conduct on campus code—Sanctions.
478-124-040	Conduct on campus code—Interim suspension.
478-124-050	Severability.
478-124-060	Animal control policy—Purpose.
478-124-070	Animal control policy—Definitions.
478-124-080	Animal control policy—Animal control.
478-124-090	Animal control policy—Enforcement.
478-124-100	Animal control policy—Penalties.

**WAC 478-124-010 Conduct on campus code—General policy.** It is the policy of the University of Washington to support and promote each individual's

right to express his views and opinions for or against actions or ideas in which he has an interest, to associate freely with others, and to assemble peacefully.

The above rights exist in equal measure for each member of the University community. They exist regardless of the professional stature or rank of the individual and regardless of the degree of acceptability among others of the views or opinions advocated. [Order 72-7, § 478-124-010, filed 11/30/72.]

**WAC 478-124-020 Conduct on campus code—**  
**Prohibited conduct.** (1) In order to safeguard the right of every citizen to criticize and to seek meaningful change, each individual has an obligation to respect the rights of all members of the University community.

(2) In order to assure those rights to all members of the University community and to maintain a peaceful atmosphere in which the University may continue to make its special contribution to society, the following types of conduct are hereby prohibited on or in property either owned, controlled or operated by the University which is used or set aside for University purposes, hereinafter referred to as the University Campus:

(a) Conduct which intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the University Campus;

(b) Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on the University Campus;

(c) Malicious damage to or malicious misuse of University property, or the property of any person where such property is located on the University Campus;

(d) Refusal to comply with any lawful order to leave the University Campus or any portion thereof;

(e) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the University Campus, except for authorized University purposes, unless prior written approval has been obtained from the Vice President for Student Affairs, or any other person designated by the President of the University;

(f) Intentionally inciting others to engage immediately in any of the conduct prohibited herein, which incitement leads directly to such conduct. (Inciting is that advocacy which prepares the group addressed for imminent action and steels it to the conduct prohibited herein.) [Order 72-7, § 478-124-020, filed 11/30/72.]

**WAC 478-124-030 Conduct on campus code—**  
**Sanctions.** (1) Any person while on the University Campus who willfully refuses the request of a uniformed campus police officer to desist from conduct prohibited by these rules may be required by such officer to leave such premises.

(2) Disciplinary action which may result in dismissal from the University will be initiated against faculty, staff, or students who violate these rules, in accordance with the applicable disciplinary codes or other appropriate due process procedures.

(3) Sanctions which may be imposed against faculty are set forth in the *University of Washington Handbook*, Volume II, Chapter 25, Sections 25-51 and 25-74.

(4) Sanctions which may be imposed against students are set forth in WAC 478-120-040.

(5) Sanctions which may be imposed against the classified staff are set forth in the Rules for the Classified Staff, WAC 251-12-010.

(6) Violation of any of the above regulations may also constitute violation of the criminal laws or ordinances of the City of Seattle, the State of Washington, or the United States and may subject a violator to criminal sanctions in addition to any sanctions imposed by the University. [Order 72-7, § 478-124-030, filed 11/30/72.]

**WAC 478-124-040 Conduct on campus code—**

**Interim suspension.** (1) The President or, in his absence, any officer of the University designated by him for this purpose, may impose on any student, faculty member, or staff member an interim suspension whenever there is reasonable cause to believe that such person has committed, and may reasonably be expected thereafter to commit, any of the acts prohibited herein. The notice of such suspension shall state the nature, terms and conditions of such suspension and shall include such restrictions on use of campus facilities as the President or his designee deems in the best interest of the University.

(2) Any person so placed on interim suspension shall be given prompt notice of charges and shall be given the opportunity to show cause at a preliminary hearing why such interim suspension should not continue until a formal hearing is held. To obtain such preliminary hearing, the person shall submit a written request therefor within seven days from the date interim suspension was imposed. Such written request shall state the address to which notice of hearing is to be sent. The President or, in his absence, any officer of the University designated by him, shall grant such a preliminary hearing before a person or persons designated by him not later than four days from the date of receipt of such request and shall immediately mail a written notice of the time, place, and date of such hearing to such person. The preliminary hearing shall consider only whether there is reasonable cause to believe that such person committed, and may reasonably be expected thereafter to commit, any of the acts prohibited herein.

(3) Interim suspension may be removed by the President or, in his absence, by any officer of the University designated by him, whenever he has reason to believe that the person on whom interim suspension was imposed will not constitute a substantial and material threat to the orderly operation of the University Campus or endanger the health and safety of any person thereon. [Order 72-7, § 478-124-040, filed 11/30/72.]

**WAC 478-124-050 Severability.** If any provision or clause of these rules or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or application and, to this end, the provisions of these rules are declared to be severable.



These rules are additional to any others duly promulgated by the University. [Order 72-7, § 478-124-050, filed 11/30/72.]

**WAC 478-124-060 Animal control policy—Purpose.** It is declared the policy of the University of Washington to secure and maintain such levels of animal control as will protect human health and safety, prevent nuisances created by animals running at large, remove hindrances to University employees in the performance of their duties, and to the greatest degree practicable to prevent injury to property and cruelty to animal life. To this end, it is the purpose of this regulation to provide a means of fulfilling the objectives of the above policy. This regulation is not applicable to research animals maintained in University-controlled quarters nor to natural wildlife inhabiting University property. [Order 73-7, § 478-124-060, filed 8/27/73.]

**WAC 478-124-070 Animal control policy—Definitions.** (1) "Animal" means any living creature except human beings or fish.

(2) "Owner" means any person having an interest in or right of possession to an animal, or any person having control, custody, or possession of an animal.

(3) "Running at large" means to be off the premises of the owner and not under the direct control of the owner. [Order 73-7, § 478-124-070, filed 8/27/73.]

**WAC 478-124-080 Animal control policy—Animal control.** (1) All animals brought onto University property shall be subject to license and leash laws of the City of Seattle.

(2) In addition to the license and leash laws of the City of Seattle, the following rules shall apply:

(a) No live animals shall be allowed in any University-operated building or in any area used for the conduct of food service operations: *Provided*, That guide dogs accompanying sightless persons may be permitted in academic, administrative, and dining areas; and *Provided further*, That the recognized University mascot, properly leashed, may be permitted at appropriate student body assemblages in auditoria, ballrooms, dining areas, and at athletic events.

(b) No animal shall be permitted to run at large on University property. Animals that are tethered in the absence of the owner shall not be considered to be under direct control but, rather, to be running at large.

(c) No animal shall be permitted to enter any pond, fountain, or stream located on University property.

(d) No animal which emits frequent or long-continued noise so as to disturb or disrupt normal administrative or academic routine shall be permitted on University property. [Order 73-7, § 478-124-080, filed 8/27/73.]

**WAC 478-124-090 Animal Control policy—Enforcement.** Any animal found on University property under conditions violating the animal control provisions (WAC 478-124-080) shall be subject to apprehension and impoundment in compliance with requirements of the Seattle Division of Animal Control, subject to redemption in the manner provided for by Seattle City

Ordinance. [Order 73-7, § 478-124-090, filed 8/27/73.]

**WAC 478-124-100 Animal control policy—Penalties.** (1) Owners of animals impounded for violation of any of these regulations may be subject to such penalties as provided for by Seattle City Ordinance.

(2) Owners of animals found on University property in violation of this regulation shall be subject to citation by University Police. [Order 73-7, § 478-124-100, filed 8/27/73.]

## Chapter 478-132 WAC

### ACADEMIC CALENDAR FOR THE UNIVERSITY OF WASHINGTON

#### WAC

478-132-010 Authority.

478-132-020 Purpose.

478-132-030 University calendar.

**WAC 478-132-010 Authority.** Pursuant to the authority granted by sections 28B.20.130, chapter 223, Laws of 1969 ex. sess. (RCW 28B.20.130), the Board of Regents of the University of Washington has established the following regulations governing the University calendar. [Order 72-10, § 478-132-010, filed 11/30/72.]

**WAC 478-132-020 Purpose.** The purpose of these regulations is to provide information about the periods of the year during which residence credit classes will be offered. [Order 72-10, § 478-132-020, filed 11/30/72.]

**WAC 478-132-030 University calendar.** The academic year at the University consists of four quarters which begin and end as follows:

(1) The Autumn Quarter shall begin on September 25 when it falls on a Monday; otherwise it shall begin on the first Monday following September 25, and end on the Thursday of the twelfth week thereafter.

(a) The School of Law shall begin classes the Wednesday prior to the first day of Autumn Quarter.

(2) The Winter Quarter shall begin on the first Monday after January 1 and end on the eleventh Friday thereafter. When January 1 falls on Sunday, the Winter Quarter shall begin on January 3; when January 1 falls on Monday, the Winter Quarter shall begin on January 2.

(3) The Spring Quarter shall begin on the second Monday after the close of Winter Quarter and end on the eleventh Friday thereafter.

(a) The June Commencement shall be the Saturday immediately following the last day of Spring Quarter.

(4) The Summer Quarter shall begin on the second Monday following the June Commencement and end on the ninth Friday thereafter.

(a) The Summer Quarter of the School of Law shall begin on the Monday following the June Commencement and end on the Friday of the eleventh week thereafter.

(b) The Summer Quarter of the School of Dentistry shall begin on the third Monday following the June

Commencement and end on the Friday of the fifth week thereafter. [Order 72-10, § 478-132-030, filed 11/30/72.]

### Chapter 478-136 WAC

## USE OF UNIVERSITY OF WASHINGTON FACILITIES

### WAC

478-136-010	Use of university facilities—General policy.
478-136-020	Limitations.
478-136-030	Users.
478-136-040	Administrative control.
478-136-050	Liability.

**WAC 478-136-010 Use of university facilities—General policy.** The University of Washington is an educational institution and maintained by the people of the state. Its campus buildings, properties, and facilities shall be reserved at all times for those activities which are related to its broad educational mission. [Order 73-2, § 478-136-010, filed 1/10/73.]

**WAC 478-136-020 Limitations.** (1) University facilities may not be used in ways which intentionally and substantially obstruct or disrupt teaching or freedom of movement or other lawful activities on the University campus.

(2) The Constitution of the State of Washington specifically prohibits use of state facilities for religious worship, exercise, or instruction. Other unlawful activities are also prohibited.

(3) University facilities may not be used for private or commercial purposes such as sales, advertising or promotional activities unless such activities serve educational purposes and when sponsored by a University department or agency.

(4) University facilities may be used for the purpose of political campaigning by or for candidates who have filed for public office only when sponsored by faculty or staff groups, including informal groups, or registered student organizations, and when the audience is limited to University students, staff, and faculty and their families.

(5) Handbills, leaflets, and similar materials which conform to these limitations may be distributed on campus by students, staff, or faculty provided such distribution does not interfere with the free flow of traffic or the educational program of the University. Persons not connected with the University are not authorized to distribute handbills or other materials. [Order 73-2, § 478-136-020, filed 1/10/73.]

**WAC 478-136-030 Users.** (1) University facilities may be used by faculty or staff groups, including informal groups, or registered student organizations, for cultural, educational, or recreational activities provided for members of the University community and their families.

(2) The general public may be invited to those events which are actively sponsored by official University departments or official committees. Departmental sponsorship implies that the judgment of professional educators has been applied to the content of the program, the qualifications of the participants and the manner of presentation; in short, that a University purpose will be served by the event. It does not imply that a department is limited to sponsoring programs centering about that department's academic discipline, nor does it imply that the department agrees with the views of the participant. These events may be with or without cosponsorship by registered student organizations. (Short courses, conferences, seminars, or similar events are presented under this provision when sponsored by the University or its departments.)

(3) Student use of facilities shall be consistent with the provisions of the Manual of Policies and Procedures for Voluntary Student Organizations.

(4) Educational institutions, state or federal agencies, charitable or civic organizations whose activities are of a character appropriate to the University may be granted use of facilities consistent with these provisions. [Order 73-2, § 478-136-030, filed 1/10/73.]

**WAC 478-136-040 Administrative control.** (1) The Board of Regents delegates to the President authority to establish procedures for proper review of the use of University facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate.

(2) Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of violation and, if they persist in the violation, they will be requested to leave the University property. Failure to comply with such a request will subject such individuals to arrest under provisions of RCW 9.83.080 (Criminal trespass—Penalty—Defense) or other applicable laws.

Members of the University community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate University office or agency for action in accord with established University policies.

(3) Under authority granted above, the President has appointed a Committee on the Use of University Facilities. Inquiries concerning the use of University facilities may be directed to the Committee Secretary, Room 400, Administration Building, Extension 3-2560.

(4) The Rainier Vista area south of Drumheller Fountain and the lawn area immediately west of the Student Union Building will be available for open-air speaking events using directional and volume-controlled speech amplification equipment. This equipment will be supplied and operated by the University Audio-Services at no charge to the group sponsoring the event. Utility connections and facilities for mounting loudspeakers will be installed as permanent fixtures in such a way as to control sound direction, establish a fixed speaker's location, facilitate easy setup of the sound system, control the decibel level of the sound, and preserve the esthetic values of the areas.

Use of the Rainier Vista area and equipment will be routinely available to registered student organizations and faculty or staff groups on a reservation basis. Application to reserve the location must be made at the Office of Student Services at least one working day in advance. Use of the Student Union Building lawn site will be available to registered student organizations and faculty or staff groups on a first-come, first-served basis. Microphone equipment which can be plugged into the amplifying system will be issued upon presentation of a currently valid ASUW or Staff Identification Card at the Student Union Building Reservation Office, 107 Student Union Building. (Note: See Manual of Policies and Procedures for Voluntary Student Organizations.)

Use of other types of sound equipment and use of other locations or times require the permission of the Committee on the Use of University Facilities. Application describing the event in detail, including amplification equipment to be used, must be submitted to the Committee through the Office of Student Services at least one calendar week in advance. Permission will be based upon an assessment of likely disturbance to other University functions or to the surrounding community as specified in WAC 478-136-020(1) of the policy statement. When special equipment is needed for an approved function, it is recommended that the Audio-Visual Services provide technical advice and equipment if available. [Order 73-2, § 478-136-040, filed 1/10/73.]

**WAC 478-136-050 Liability.** Permission to an off-campus organization for use of the facilities is granted with the express understanding and condition that such off-campus organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the University as to any loss or damage or claims arising out of such use. [Order 73-2, § 478-136-050, filed 1/10/73.]

**Chapter 478-138 WAC**

**USE OF UNIVERSITY STADIUM BOAT MOORAGE FACILITIES**

**WAC**

478-138-010	Use of university stadium boat moorage facilities— Authority.
478-138-020	Use of university stadium boat moorage facilities— Objectives.
478-138-030	Use of university stadium boat moorage facilities— Stadium boat moorage facilities—Area defined.
478-138-040	Use of university stadium boat moorage facilities— Operation of the stadium boat moorage facilities—Permits required.
478-138-050	Use of university stadium boat moorage facilities— Moorage fee (for each event).

**WAC 478-138-010 Use of university stadium boat moorage facilities—Authority.** Pursuant to the authority granted by RCW 28B.20.130, the Board of Regents of the University of Washington has established the following regulations to govern use of the stadium boat moorage facilities. [Order, § 478-138-010, filed 7/2/73 and 7/27/73.]

**WAC 478-138-020 Use of university stadium boat moorage facilities—Objectives.** The objectives of these regulations are to (1) Provide water access for persons attending those special events at the University of Washington, such as football games, for which use of the facility is designated;

(2) Control the use of the stadium boat moorage facility in order to provide reasonable safety for both persons and boats or other craft using the facility;

(3) Provide for the collection of moorage fees in support of the cost of maintaining and operating the stadium boat moorage facility;

(4) Provide access at all times for emergency equipment. [Order, § 478-138-020, filed 7/2/73 and 7/27/73.]

**WAC 478-138-030 Use of university stadium boat moorage facilities—Stadium boat moorage facilities—Area defined.** The stadium boat moorage facilities shall consist of those docks and floats located on Lake Washington in Union Bay, and such other areas as are designated by the Manager of the Parking Division, which provide water access to the University of Washington shoreline. [Order, § 478-138-030, filed 7/2/73 and 7/27/73.]

**WAC 478-138-040 Use of university stadium boat moorage facilities—Operation of the stadium boat moorage facilities—Permits required.** During special events, operation of the boat moorage is the responsibility of the Manager of the Parking Division as a part of the University Parking System and use of the facility shall be controlled by the sale of moorage permits as follows: (1) Limits of the numbers and types of crafts that can be moored with reasonable safety at the moorage facility shall be established by the University after consultation with and approval by the Seattle Fire Chief and the local representatives of the U.S. Coast Guard;

(2) Only those boats displaying a valid moorage permit shall be admitted to the boat moorage area and provided moorage space for the special event;

(3) Moorage permits shall be sold, issued, and collected by the Parking Division as a function of the Parking System for season and/or individual events;

(4) Season football ticket holders shall be notified of and provided with the opportunity to purchase moorage permits for football games in advance of the public offering of moorage permits;

(5) Public sale of moorage permits shall be on a first-come, first-served basis within the limits established under WAC 478-138-040(1). [Order, § 478-138-040, filed 7/2/73 and 7/27/73.]

**WAC 478-138-050 Use of university stadium boat moorage facilities—Moorage fee (for each event).**

Private Boats:	
Length to 20 feet	..... \$2.00
Length to 30 feet	..... \$4.00
Length over 30 feet	..... \$6.00
Charter Boats:	..... \$30.00
Seaplanes:	..... \$6.00

Other Craft: Set by Manager of Parking Division if necessary for single occurrence.

[Order, § 478-138-050, filed 7/2/73 and 7/27/73.]

### Chapter 478-140 WAC

## RULES AND REGULATIONS FOR THE UNIVERSITY OF WASHINGTON GOVERNING DISCLOSURE OF STUDENT RECORDS

### WAC

478-140-010	University policy on student education records.
478-140-015	Definition of a student.
478-140-018	Education records—Student's right to inspect.
478-140-021	Requests and appeal procedures.
478-140-024	Release of personally-identifiable records.
478-140-050	University records.
478-140-060	Student Records Committee.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

478-140-020	General rule. [Order 72-11, § 478-140-020, filed 11/30/72.] Repealed by Order 75-1, filed 3/5/75.
478-140-030	Requests from outside the University. [Order 72-11, § 478-140-030, filed 11/30/72.] Repealed by Order 75-1, filed 3/5/75.
478-140-040	Requests from inside the University. [Order 72-11, § 478-140-040, filed 11/30/72.] Repealed by Order 75-1, filed 3/5/75.

**WAC 478-140-010 University policy on student education records.** Public Law 93-380, The Family Educational Rights and Privacy Act of 1974, requires that the University adopt guidelines concerning the right of a student to inspect his or her education records, and guidelines concerning the release of personally-identifiable information to third parties. The act further provides that such a student has the right to a hearing in order to provide for the correction or deletion of inaccurate, misleading or otherwise inappropriate data. The act also provides that students be informed annually of the types of education records maintained by the University that are directly related to students.

Consistent with that act, this policy on student education records is established to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information. [Order 75-1, § 478-140-010, filed 3/5/75; Order 72-11, § 478-140-010, filed 11/30/72.]

**WAC 478-140-015 Definition of a student.** A student is defined as any person who is or has been officially registered at the University of Washington and with respect to whom the University maintains education records or personally-identifiable information. [Order 75-1, § 478-140-015, filed 3/5/75.]

**WAC 478-140-018 Education records—Student's right to inspect.** (1) A student has the right to inspect and review his education records. A list of the types of education records maintained by the University and the record locations may be obtained by the student at the University Visitors Information Center, 4014 University

Way N.E., or at the Transcript Department of the Registrar's Office, 260 Schmitz Hall, 1400 N.E. Campus Parkway.

(a) For purposes of this section the term "education records" means those records, files, documents and other materials which contain information directly related to a student.

(b) The term "education records" does not include:

(i) Working papers concerning students that are maintained by faculty and graduate student service appointees, such as informal notes, memory aids or other temporary records of a similar nature which are in the sole possession of the maker thereof and not accessible or revealed to any other person except a substitute. A substitute is defined as:

(A) A person who is providing instruction in place of the regularly assigned faculty member in a course in which knowledge of the performance of individual students is essential to the provision of instruction, or

(B) A person who is supervising a student's thesis or research progress in place of the regularly assigned faculty member during a prolonged absence.

(ii) If the personnel of the University Police Department do not have access to education records under WAC 478-140-024(1), the records and documents of the Police Department which (1) are kept apart from records described in WAC 478-140-018(1)(a),

(2) are maintained solely for law enforcement purposes, and

(3) are not made available to persons other than law enforcement officials of the same jurisdiction.

(iii) Records made and maintained in the normal course of business which relate exclusively to the person's capacity as an employee and are not available for any other purposes; provided, however, that records concerning Graduate Student Service Appointments shall not be considered to relate exclusively to a student's capacity as an employee.

(iv) Records on a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his professional or para-professional capacity, or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

(2)(a) Recommendations, evaluations or comments concerning a student, whether or not provided in confidence, either expressed or implied, as between the author and the recipient, shall nonetheless be made available to the student, except as provided in paragraphs (b), (c) and (d) of this section.

(b) The student may specifically release his right to review where the information consists only of confidential recommendations respecting:

- (i) Admission to any educational institution, or
- (ii) An application for employment, or
- (iii) Receipt of an honor or honorary recognition.

(c) A student's waiver of his or her right of access to confidential statement shall apply only if:

(i) The student is, upon request, notified of the names of all persons making confidential statements concerning him, the dates of such confidential statements and the purpose for which the statements were provided, and

(ii) Such confidential statements are used solely for the purpose for which they were originally intended, and

(iii) Such waivers are not required as a condition for admission to, receipt of financial aid from or receipt of any other services or benefits from the University.

(d) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release under WAC 478-140-018(2)(a); provided, however, that upon request the student is notified of the names of the authors of all such confidential records, the dates appearing on such confidential records and the purpose for which each such confidential record was provided. Such records shall remain confidential and shall be released only with the consent of the author. Such records shall be used by the institution only for the purpose for which they were originally intended.

(3) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record or data that pertains to the student.

(4) Students have the right to obtain copies of their education records. Charges for the copies shall not exceed the cost normally charged by a University of Washington copy center (except in cases where charges have previously been approved by Regental action for certain specified services, such as transcripts and grade sheets).

(5) The Registrar is the official custodian of academic records and therefore is the only official who may issue a transcript of the student's official academic record.

(6) Student education records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with WAC 478-140-018 and WAC 478-140-021 be removed or destroyed prior to providing the student access. [Order 75-3, § 478-140-018, filed 5/22/75; Order 75-1, § 478-140-018, filed 3/5/75.]

**WAC 478-140-021 Requests and appeal procedures.**

(1) A request by a student for review of information should be made in writing to the University individual(s) or office(s) having custody of the particular record.

(2) An individual(s) or office(s) must respond to a request for education records within a reasonable period of time, but in no case more than 45 days after the request has been made.

(3)(a) After reviewing his or her records, a student may challenge the content of the records if they are felt to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. In such cases the student should contact the appropriate dean or director responsible for custody of the record.

(b) In cases where a student has been unable to correct or delete such inaccurate, misleading or otherwise inappropriate data, he or she may request a hearing by the University's Student Records Committee. The Student Records Committee will render its decision within a reasonable period of time following the hearing. The decision of the Student Records Committee shall be final.

(c) In no case shall any request for review by a student be considered by the University's Student Records Committee which has not been filed with that body in writing within 90 days from the date of the initial request to the custodian of the record.

(d) The Student Records Committee shall not review any matter regarding the appropriateness of official academic grades, in that each school or college within the University provides appropriate review procedures in this area. [Order 75-1, § 478-140-021, filed 3/5/75.]

**WAC 478-140-024 Release of personally-identifiable records.** (1) The University shall not permit access to or the release of education records or personally-identifiable information contained therein, other than "directory information," without the written consent of the student, to any party other than the following:

(a) University staff, faculty, and students when officially appointed to a faculty council or administrative committee, when the information is required for a legitimate educational interest within the performance of their responsibilities to the University, with the understanding that its use will be strictly limited to the performance of those responsibilities.

(b) Federal and state officials requiring access to education records in connection with the audit and evaluation of a federally- or state-supported education program or in connection with the enforcement of the federal or state legal requirements which relate to such program. In such cases the information required shall be protected by the federal or state official in a manner which will not permit the personal identification of students and their parents to other than those officials, and such personally-identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of legal requirements.

(c) Agencies or organizations requesting information in connection with a student's application for, or receipt of, financial aid.

(d) Organizations conducting studies for or on behalf of the University for purposes of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purposes for which it was provided.

(e) Accrediting organizations in order to carry out their accrediting functions.

(f) Any person or entity designated by judicial order or lawfully-issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith. Any University individual(s) or office(s) receiving a subpoena or judicial

order for education records should immediately notify the Attorney General's Division.

(2) Where the consent of a student is obtained for the release of education records, it shall be in writing, signed and dated by the person giving such consent, and shall include:

- (a) A specification of the records to be released,
- (b) The reasons for such release, and
- (c) The names of the parties to whom such records will be released.

(3) In cases where records are made available without student release as permitted by WAC 478-140-024(1)(b), (c), (d), (e) and (f), the University shall maintain a record kept with the education record released, which will indicate the parties which have requested or obtained access to a student's records maintained by the University and which will indicate the legitimate interest of the investigating party. Releases in accordance with WAC 478-140-024(1)(a) need not be recorded.

(4) Personally-identifiable education records released to third parties, with or without student consent, shall be accompanied by a written statement indicating that the information cannot be subsequently released in a personally-identifiable form to any other parties without obtaining consent of the student.

(5) The term "directory information" used in WAC 478-140-024(1) is defined as student's name, address, telephone number, date and place of birth, major field of studies, participation in officially-recognized sports activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may request that the University not release directory information by so indicating on their registration form or through written notice to the Registration Department of the Registrar's Office, 225 Schmitz Hall, Window 3, 1400 N.E. Campus Parkway.

(6) Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s). [Order 75-1, § 478-140-024, filed 3/5/75.]

**WAC 478-140-050 University records.** All University individual(s) or office(s) which have custody of education records will develop procedures in accord with WAC 478-140-010 through 478-140-060. Any supplementary regulations found necessary by departments will be filed with the Student Records Committee, which will be responsible for periodic review of policy and procedures.

(1) Disciplinary records shall be kept separate and apart from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action. Special precautions shall be exercised to insure that information from disciplinary or counseling files is not revealed to unauthorized persons.

Provision shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records.

(2) No records shall be kept that reflect a student's political or ideological beliefs or associations. [Order 75-1, § 478-140-050, filed 3/5/75; Order 72-11, § 478-140-050, filed 11/30/72.]

**WAC 478-140-060 Student Records Committee.** The Student Records Committee shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules. The Committee shall also be responsible for hearing appeals as defined in WAC 478-140-021. The Committee shall consist of the Registrar, a graduate student, an undergraduate student, two faculty and two University staff members. The Committee will be advised by a representative of the University's Attorney General's Division. [Order 75-1, § 478-140-060, filed 3/5/75; Order 72-11, § 478-140-060, filed 11/30/72.]

### Chapter 478-156 WAC REGULATIONS FOR THE UNIVERSITY OF WASHINGTON RESIDENCE HALLS, APARTMENTS AND FAMILY HOUSING

**WAC**

478-156-010	Legal authority to enact.
478-156-011	Purpose of residence halls, apartments and family housing's existence.
478-156-012	Modification of these regulations.
478-156-013	Residence halls—Eligibility.
478-156-014	Assignment priority.
478-156-015	Occupancy deadline.
478-156-016	Apartments and family housing—Eligibility.
478-156-017	Assignment priority.
478-156-018	Unit size—Eligibility standards.

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

478-156-001, 478-156-002, 478-156-003, 478-156-004, 478-156-005, 478-156-006, 478-156-007, 478-156-008, 478-156-009. [Order 72-2, § 478-156-001 through § 478-156-009, filed 4/27/72, effective 6/19/72.] Repealed by Order 73-4, filed 4/16/73.

**WAC 478-156-010 Legal authority to enact.** Pursuant to the authority granted by RCW 28B.20.130, chapter 223, Laws of 1969 ex. sess., and RCW 28B.15.031, section 2, chapter 279, Laws of 1971 ex. sess., the Board of Regents of the University of Washington has established the following regulations governing the operation of the University's residence halls, apartments and family housing. [Order 72-6, § 478-156-010, filed 11/6/72.]

**WAC 478-156-011 Purpose of residence halls, apartments and family housing's existence.** The residence halls, apartments and family housing exist to provide a conveniently-located living environment for University students which will contribute to their educational development. [Order 72-6, § 478-156-011, filed 11/6/72.]

**WAC 478-156-012 Modification of these regulations.** The Board of Regents reserves the right to add, delete, or modify portions of these regulations in accordance with its regulations and applicable laws. [Order 72-6, § 478-156-012, filed 11/6/72.]

**WAC 478-156-013 Residence halls—Eligibility.** Priority in use of residence hall space is given to registered students at the University of Washington. Subject to space availability, the following may be granted residence privileges in the order of their application after student needs have been fulfilled:

(1) Participants in University-sponsored short courses, conferences and state tests and examinations.

(2) Visiting scholars sponsored by an academic department.

(3) Students attending nearby community colleges.

(4) On a transient basis, visiting students from other institutions, visiting faculty members and guests of student residents.

(5) Other groups when approved by the University's Committee on the Use of University Facilities. [Order 72-6, § 478-156-013, filed 11/6/72.]

**WAC 478-156-014 Assignment priority.** Priority in the assignment of residence hall space will be on the following basis:

(1) Returning residents will be given priority, within established deadlines, according to the number of quarters of prior occupancy with the student having the longest residence being given the highest priority.

(2) New residents will be assigned according to the date of application with highest priority being given to those who applied the earliest. [Order 72-6, § 478-156-014, filed 11/6/72.]

**WAC 478-156-015 Occupancy deadline.** Students who have applied and have been assigned to a hall must occupy their rooms by noon of the second day of the quarter or their reservations will be terminated and such deposits as required by the Housing and Food Services Office will not be refunded unless notification is given the Manager of the students' assigned hall by noon of the second day of instruction that the students will occupy their rooms at a later date as agreed to by the Hall Manager. [Order 72-6, § 478-156-015, filed 11/6/72.]

**WAC 478-156-016 Apartments and family housing—Eligibility.** Residents must be registered students at the University of Washington except during the Summer Quarter. [Order 72-6, § 478-156-016, filed 11/6/72.]

**WAC 478-156-017 Assignment priority.** Applicants for University-owned apartments and family housing are assigned in the following order of priority:

(1) Students in the University's Educational Opportunity Program.

(2) (a) Women students who are single parents and have dependent children.

(b) Men students who are single parents and have dependent children.

(3) Students who have special housing problems such as the physically handicapped and others with extreme financial or personal hardship.

(4) Other students within income limits as set forth below.

(5) Other students and staff members over income limits.

Those students in priority groups 1 through 4, noted above, must be within the following income limits:

(1) Single persons – \$3,750 plus tuition.

(2) Married couples – \$4,750 plus tuition.

(3) To the above add:

(a) \$750 for the first dependent child and \$400 for each additional child.

(b) \$150 for books and the tuition of the second spouse if both spouses are attending school.

(c) \$600 for employment expenses if the student's spouse is working half time or more. [Order 72-6, § 478-156-017, filed 11/6/72.]

**WAC 478-156-018 Unit size—Eligibility standards.** (1) Studio units. Married couples with no children or single persons at least 20 years of age or of Junior standing.

(2) One bedroom units. Married couples with no children. Single parents with one child or married couples with one child.

(3) Two bedroom units. Married couples with one or two children. Single parents with one or two children.

(4) Three bedroom units. Married couples with two or more children, one of whom is 5 years or older. Single parents with two or more children, one of whom is 5 years or older. (The 5-year age requirement may be lowered when there are insufficient eligible applicants with children that age.) [Order 72-6, § 478-156-018, filed 11/6/72.]

## Chapter 478-160 WAC

### ADMISSION AND REGISTRATION PROCEDURES FOR THE UNIVERSITY OF WASHINGTON

#### WAC

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- 478-160-220 Verification of classification.
- 478-160-225 Southeast Asian veterans.
- 478-160-230 Appeal of a determination.
- 478-160-231 Residence Classification Review Committee.
- 478-160-235 Enrollment and registration procedures—Statement of purpose.
- 478-160-240 Definitions.
- 478-160-246 \$50.00 Enrollment Service Fee for new and returning students only, for Autumn, Winter and Spring Quarters.
- 478-160-251 Enrollment Service Fee waivers.
- 478-160-256 Refund of the Enrollment Service Fee.
- 478-160-260 Foreign students—Accident insurance requirement.
- 478-160-265 Registration for residence credit courses.
- 478-160-270 Registration periods.
- 478-160-275 Late registration.
- 478-160-280 Change of registration periods.
- 478-160-285 Change of registration service fee.
- 478-160-290 Withdrawal from the university.
- 478-160-295 Military withdrawals.
- 478-160-300 Registration requirements for graduate students.
- 478-160-305 On-leave status for graduate students.
- 478-160-310 Change of school or college.
- 478-160-315 Auditors.
- 478-160-320 Special instructional programs offered Summer Quarter.

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

- 478-160-245 Advance fee payment requirement for autumn, winter, and spring quarters. [Order 72-8, § 478-160-245, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.
- 478-160-250 Advanced fee payment waivers. [Order 72-8, § 478-160-250, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.
- 478-160-255 Refund of the advance fee payment. [Order 72-8, § 478-160-255, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.

**WAC 478-160-005 Legal authority to enact.** Pursuant to the authority granted by RCW 28B.20.130 and chapter 28B.15 RCW, the Board of Regents of the University of Washington has established the following regulations governing the admission, residence classification and registration of students at the University of Washington. [Order 72-5, § 478-160-005, filed 11/6/72.]

**WAC 478-160-010 Admissions procedures—Statement of purpose.** The purpose of these regulations is to provide prospective University students with information on how to apply for admission at their proposed level of study. [Order 72-5, § 478-160-010, filed 11/6/72.]

**WAC 478-160-015 Admission categories.** The University of Washington offers programs of study which lead to undergraduate, graduate and advance professional degrees and/or professional certificates. (1) Undergraduate study includes programs of study which normally lead to a bachelor's degree.

(2) Graduate study includes programs of post-baccalaureate study normally leading to a graduate degree.

(3) Advanced professional study includes programs of study normally leading to a professional degree in Medicine, Dentistry or Law.

In addition, the University has a special admissions category, nonmatriculated status, which is intended for students who have a limited educational objective which does not include a University of Washington degree or a professional certificate. [Order 72-5, § 478-160-015, filed 11/6/72.]

**WAC 478-160-020 Undergraduate admission policy.** The University of Washington's Board of Admissions, Scholastic Standards and Graduation, appointed by the President of the University, is responsible for the interpretation and administration of the regulations governing the admission of undergraduate students.

The Office of Admissions has been assigned the responsibility of distributing and processing applications for admission with undergraduate standing at the University of Washington.

Application closing dates are established for all admission classifications for all quarters. Applications are generally not accepted after closing dates except for Summer Quarter when they will be accepted routinely through the official Change of Registration period. Applications will be accepted after the closing date only from students returning to the University in the classification under which they last attended or students new to the University as "Summer Only Nonmatriculated" students. Applications accepted after the closing date will be subject to a late application fee. [Order 74-1, § 478-160-020, filed 3/4/74; Order 72-5, § 478-160-020, filed 11/6/72.]

**WAC 478-160-025 Undergraduate student classifications.** A person may apply as an entering freshman, a transfer student, or a fifth-year student depending on his academic background and present educational goal.

(1) Entering freshmen have completed their secondary school education and intend to engage in a program of study leading to a bachelor's degree.

(2) Transfer students have completed some academic work at another collegiate institution and intend to engage in a program of study leading to a bachelor's degree.

(3) Fifth-year students have previously earned at least one bachelor's degree and intend to engage in a program



of study leading to an additional bachelor's degree and/or a professional certificate. [Order 72-5, § 478-160-025, filed 11/6/72.]

**WAC 478-160-030 Early application guidelines.** In order to be assured of consideration, prospective freshmen should submit applications for the Autumn Quarter of any given year during the preceding December. Applicants for Winter and Spring quarters and transfer and fifth-year applicants for Autumn Quarter should submit applications *at least* six months in advance of their proposed date of entry. Applicants for Summer Quarter should submit applications *at least* three months in advance of the beginning of Summer Quarter. [Order 72-5, § 478-160-030, filed 11/6/72.]

**WAC 478-160-035 Application forms for undergraduate standing.** To apply for freshman, transfer or fifth-year status, either an "Application for Admission to an Undergraduate College or School" or an "Application for Admission to Four-year Colleges and Universities in the State of Washington" must be submitted to the Office of Admissions, 1400 N.E. Campus Parkway, Room 348, Seattle, Washington 98195. An application form with complete instructions will be provided to prospective applicants upon request. [Order 72-5, § 478-160-035, filed 11/6/72.]

**WAC 478-160-040 Admission of undergraduate students through the educational opportunity program.** In recognition of the numerous factors which may have interfered with the earlier education of students from certain ethnic minorities and/or poverty environments, the University offers an Educational Opportunity Program.

Minority and disadvantaged students are encouraged, regardless of their previous academic records, to apply for admission to the University through this Program.

Prospective applicants may obtain undergraduate application forms and additional information by contacting the Office of Minority Affairs, 1400 N.E. Campus Parkway, Room 394, Seattle, WA 98195. [Order 72-5, § 478-160-040, filed 11/6/72.]

**WAC 478-160-045 Admission of students from foreign countries.** Virtually no foreign students who are in need of financial assistance from the University can be accepted at the undergraduate level. [Order 72-5, § 478-160-045, filed 11/6/72.]

**WAC 478-160-050 Application forms for foreign students.** Foreign students who have sufficient financial support, foreign students who intend to transfer to the University from another United States school, and foreign students who wish to attend Summer Quarter only must submit an "Application for Admission to an Undergraduate College or School" to the Office of Admissions, 1400 N.E. Campus Parkway, Room 348, Seattle, WA 98195. The application form with complete instructions will be provided to prospective applicants upon request. [Order 72-5, § 478-160-050, filed 11/6/72.]

**WAC 478-160-055 Admission to specific major degree programs.** Undergraduate and fifth-year applicants who are qualified for admission to the University are required to enter one of the University's colleges or schools. At the time an application is completed, applicants are asked which of the University's schools or colleges they wish to enter. In addition, applicants may indicate, at the time they make application, the major degree program of their choice. However, all applicants who are qualified for admission to the University cannot always be accommodated in the college, school or degree program of their choice because of space limitations or because some prerequisites for the program have not yet been fulfilled. In such cases, applicants may be offered admission to the University in the College of Arts and Sciences as pre-majors.

In order to be considered for admission in the degree program of their choice, at a later date, such students may be required to submit a supplemental application and present additional information to the appropriate academic department or unit.

Examples of the information which might be considered may include but are not necessarily limited to the following: achievement of at least sophomore or junior standing, grade point average, successful completion of elementary courses in the field, an audition, samples of previous accomplishments, recommendations, and test scores.

Although criteria for acceptance may vary from department to department, they are binding if all of the following conditions have been met: (1) They are the result of action by the faculty of the department concerned and have been approved by the dean of that school or college and the President of the University.

(2) They apply to all students seeking admission to the degree program at a particular time.

(3) They have been announced through printed statements available in the Office of Admissions and in the advising office of the department sponsoring the program no later than the first day of the quarter (excluding Summer Quarter) preceding the quarter in which they are to become effective. [Order 72-5, § 478-160-055, filed 11/6/72.]

**WAC 478-160-060 Requests for reconsideration of admission decision.** Applicants who are denied admission may request further consideration by presenting additional information in support of their application. Such requests should be addressed to the Board of Admissions, Office of Admissions, 1400 N.E. Campus Parkway, Seattle, WA 98195. [Order 72-5, § 478-160-060, filed 11/6/72.]

**WAC 478-160-065 Admission of former students.** Former undergraduate students who wish to resume study in the degree or certificate program for which they were last registered and graduate students who are officially on leave and who wish to return to the University must submit a "Returning Student Re-enrollment Application" form to the Office of the Registrar.

Applications may be obtained by contracting the Registrar's Office, 1400 N.E. Campus Parkway, Room 225, Seattle, WA 98195.

Returning former students are advised to file such an application *at least* four months in advance of the quarter they intend to return.

Former students who completed a degree or certificate program at the time they were last enrolled and former graduate students must apply as new students if they wish to return to the University. [Order 72-5, § 478-160-065, filed 11/6/72.]

**WAC 478-160-070 Graduate admission policy.** The Dean of the Graduate School is responsible for the interpretation and administration of regulations governing the admission of graduate students.

The Office of Graduate Admissions has been assigned the responsibility of collecting and processing applications for admission to the University's Graduate School. [Order 72-5, § 478-160-070, filed 11/6/72.]

**WAC 478-160-075 Graduate classifications.** A person may apply for admission as either a Regular Graduate Student or a Visiting Graduate Student: (1) Regular Graduate Students have previously earned a bachelor's degree or the equivalent and intend to engage in a program of study leading to a graduate degree. Admission as a Regular Graduate Student signifies admission to a particular program of study leading to a master's degree or into post-master's study. Acceptance of a graduate student into a program of study leading to a doctor's degree is not implied by admission to the Graduate School but is usually signified by the appointment of a doctoral Supervisory Committee for a student who has been previously admitted to the Graduate School.

(2) Visiting Graduate Students are students in good standing at another graduate institution who desire to enroll for a single quarter in the Graduate School at this University and who intend thereafter to return to the graduate school where they are engaged in a program of study for an advanced degree. [Order 72-5, § 478-160-075, filed 11/6/72.]

**WAC 478-160-080 Early application.** In order to assure consideration of their applications, prospective graduate students are advised to submit applications *at least* seven months in advance of their proposed date of entry. [Order 72-5, § 478-160-080, filed 11/6/72.]

**WAC 478-160-085 Application forms.** Prospective applicants to the Graduate School may obtain an "Application for Admission to the Graduate School" by writing to the Graduate Program Adviser of the department in which the applicant expects to engage in a program of study or by writing to the Office of Graduate Admissions, University of Washington, 98 Administration Building, Seattle, WA 98195.

An application form with instructions will be provided to prospective graduate or visiting graduate applicants upon request. [Order 72-5, § 478-160-085, filed 11/6/72.]

**WAC 478-160-090 The Joint Center for Graduate Study—Admission classifications and application forms.** The Joint Center for Graduate Study, located at Richland, Washington, is administered by the University of Washington, Washington State University, and Oregon State University.

The Center is operated to provide educational opportunities at the upper division and graduate level principally, but not exclusively, for students who are employees of contractors of the United States Atomic Energy Commission.

Prospective students may apply for either graduate status or non-matriculated status.

Graduate student applicants must complete and submit an "Application for Admission to the Graduate School". Applicant interested in nonmatriculated status must complete and submit a special application form.

Application forms should be obtained from and submitted to the Joint Center for Graduate Study, 100 Sprout Road, Richland, Washington 99352. [Order 72-5, § 478-160-090, filed 11/6/72.]

**WAC 478-160-095 Admission to the advanced professional schools of dentistry, law, and medicine—Policy.** The Dean of each of the advanced professional schools is responsible for the interpretation and administration of regulations governing the admission of students to the school. [Order 72-5, § 478-160-095, filed 11/6/72.]

**WAC 478-160-100 Admission to the School of Dentistry.** The University of Washington School of Dentistry gives primary preference in admission to qualified residents of the State of Washington. Second preference is given to qualified residents of Alaska, Arizona, Colorado, Idaho, Hawaii, Montana, New Mexico, Wyoming, and Utah, which states have contractual arrangements for this purpose with the State of Washington and the University of Washington. [Order 72-5, § 478-160-100, filed 11/6/72.]

**WAC 478-160-105 Application forms.** Application forms may be obtained by writing to the School of Dentistry, Health Sciences Building, Seattle, WA 98195. Applications for admission to the class entering in the fall term of any given year will be accepted only until December 1 of the preceding year. [Order 72-5, § 478-160-105, filed 11/6/72.]

**WAC 478-160-110 Admission to the School of Law—Application forms.** Applicants to the first-year class may obtain application forms by contacting the School of Law, Condon Hall, Seattle, WA 98195. Applications for admission to the class entering in the fall term of any given year will be accepted only until February 1 of that year. [Order 72-5, § 478-160-110, filed 11/6/72.]

**WAC 478-160-115 Admission with advanced standing.** Students in good academic standing at a school approved by the Association of American Law Schools

may apply for admission with advanced standing. [Order 72-5, § 478-160-115, filed 11/6/72.]

**WAC 478-160-120 Application forms.** Application for admission with advanced standing may be obtained from the School of Law, Condon Hall, Seattle, WA 98195. Applications for admission to the fall term of any given year will be accepted only until July 15 of that year. [Order 72-5, § 478-160-120, filed 11/6/72.]

**WAC 478-160-125 Admission to the School of Medicine.** The University of Washington School of Medicine gives primary preference in admission to qualified residents of the State of Washington. Second preference is given to qualified residents of Alaska, Idaho, Montana, and Wyoming, which states have contractual arrangements for this purpose with the State of Washington and the University of Washington.

Applicants in good academic standing in an accredited two or four-year U.S. medical school may apply as third-year transfers. In addition to the consideration which is given to an applicant's place of residence, preference in admission at the transfer level will be given to applicants from two-year medical schools. [Order 72-5, § 478-160-125, filed 11/6/72.]

**WAC 478-160-130 First-year admission—Application forms.** The School of Medicine is a participant in the American Medical College Application Service Program (AMCAS). Application forms may be obtained by writing to AMCAS, Suite 301, 1776 Massachusetts N.W., Washington, D.C. 20036. Applications for admission to the class entering in the fall term of any given year will be accepted only until December 15 of the preceding year. [Order 72-5, § 478-160-130, filed 11/6/72.]

**WAC 478-160-135 Early Decision Program.** An applicant, at his option, may request through AMCAS to have his application considered under the Early Decision Program. To participate in this program, an applicant must agree to: (1) Apply to only one medical school in the United States until such time as he is rejected as an "early decision" candidate by that specific school. After that time, he is free to apply to other medical schools.

(2) Attend the school to which he has applied if it offers him admission during the "early decision" period of the admissions year.

Applications for admission to the class entering in the fall term of any given year under the Early Decision Program will be accepted only until September 1 of the preceding year. Early decision applicants will be notified regarding their admission status by October 15. [Order 72-5, § 478-160-135, filed 11/6/72.]

**WAC 478-160-140 Third-year transfer—Application forms.** Application for transfer into the third year of the School of Medicine may be obtained by writing to the School of Medicine, University of Washington, C-304 Health Sciences Building, Seattle, WA 98195. These applications are due by March 1 of the year in

which the applicant wishes to enter. [Order 72-5, § 478-160-140, filed 11/6/72.]

**WAC 478-160-145 Admission with nonmatriculated status policy.** The University of Washington's Board of Admissions, Scholastic Standards and Graduation, appointed by the President of the University, is responsible for the interpretation and administration of the regulations governing the admission of nonmatriculated students. [Order 72-5, § 478-160-145, filed 11/6/72.]

**WAC 478-160-150 Definition of nonmatriculated status.** Nonmatriculated status is a special classification for students with a limited educational objective which does not include a University of Washington degree or a professional certificate.

Nonmatriculated students accepted for enrollment Autumn, Winter, or Spring Quarters register for classes after matriculated students have had an opportunity to register, and are permitted to register only to the extent that the assigned capacity of individual classes has not been met. During Summer Quarter nonmatriculated students register for classes with the same priority as matriculated students.

Prospective students who wish to audit classes only must apply for nonmatriculated status. [Order 72-5, § 478-160-150, filed 11/6/72.]

**WAC 478-160-155 Application forms for nonmatriculated status.** To apply for nonmatriculated status, an "Application for Admission to an Undergraduate College or School" must be submitted to the Office of Admissions, 1400 N.E. Campus Parkway, Room 348, Seattle, WA 98195. An application form with complete instructions will be provided by the above-named office to prospective applicants upon request.

Former nonmatriculated students who wish to resume study at the University must submit a "Former Student Re-enrollment Application" through the Registrar's Office, 1400 N.E. Campus Parkway, Room 225, Seattle, WA 98195. [Order 72-5, § 478-160-155, filed 11/6/72.]

**WAC 478-160-160 Applications for housing and financial aid.** An application for admission *does not* constitute an application for either housing accommodations or financial aid, *nor* does an application for housing or an award of financial aid constitute an application for admission. Information and applications for housing may be obtained from the Office of Housing and Food Services, 1400 N.E. Campus Parkway, Seattle, WA 98195. Information and applications for financial aid may be obtained from the Office of Financial Aid, 1400 N.E. Campus Parkway, Seattle, WA 98195. [Order 72-5, § 478-160-160, filed 11/6/72.]

**WAC 478-160-165 Continuing education procedures—Statement of purpose.** The purpose of these regulations is to provide information regarding the programs and services which are available and to indicate where additional information may be obtained. [Order 72-5, § 478-160-165, filed 11/6/72.]

**WAC 478-160-170 Continuing education—Policy.** Continuing Education, in cooperation with the various schools and colleges, develops and administers college-level programs to provide continued educational opportunities, primarily for adults and occasionally for young people. [Order 72-5, § 478-160-170, filed 11/6/72.]

**WAC 478-160-175 Credit definitions.** Continuing Education offers courses which confer extension credit or continuing studies credit, or are noncredit in nature. For the purpose of these regulations, the following definitions shall apply:

(1) The term *noncredit* means that the course carries no credit.

(2) **Continuing Studies credit** is that credit associated with certain specifically designed Continuing Education courses. Continuing studies credit is *not applicable* toward a University degree or a professional certificate.

(3) **Extension credit** is that academic credit associated with extension and correspondence study courses. Matriculated students may apply extension credit toward a University degree or a professional certificate within certain prescribed limitations as outlined in the University *Bulletin*.

(4) **Residence credit** is that academic credit associated with those courses which are offered at the University within the regular academic curriculum. Credit earned through satisfactory completion of such courses is applicable toward a University degree or a professional certificate to the extent it satisfies specific college or school degree requirements. [Order 72-5, § 478-160-175, filed 11/6/72.]

**WAC 478-160-180 Extension credit.** Extension credit courses are offered throughout the state, on campus, and through correspondence study.

Classes for extension credit are available to persons who have a high school diploma or the equivalent. Information regarding correspondence courses which are currently being offered may be obtained by writing the Division of Independent Study, Lewis Hall, Seattle, WA 98195. Specific information regarding other extension courses which are available may be obtained from the Office of Extension Classes, Lewis Hall, Seattle, WA 98195. [Order 72-5, § 478-160-180, filed 11/6/72.]

**WAC 478-160-185 Continuing studies credit courses.** Continuing Studies credit courses are designed to assist individuals, normally those who possess a baccalaureate or advanced degree, in keeping up to date in their fields. Students need not be regularly admitted to the University in order to be eligible to enroll for these courses.

Information concerning Continuing Studies credit courses and registration instructions may be obtained by writing the Office of Short Courses and Conferences, Lewis Hall, Seattle, WA 98195. [Order 72-5, § 478-160-185, filed 11/6/72.]

**WAC 478-160-190 Noncredit courses.** Noncredit courses, covering a variety of topics, are offered during

the day and evening for both adults and young people. They include lecture-discussion series, one-to-three day symposia, residential seminars, short courses and conferences, women's programs, lectures and concerts and telecourses.

Specific information may be obtained by contacting the Office of Noncredit Programs, Lewis Hall, Seattle, WA 98195. [Order 72-5, § 478-160-190, filed 11/6/72.]

**WAC 478-160-195 Community services.** Continuing Education offers additional community services, including:

(1) Educational, cultural, and scientific programs broadcast over the FM Radio Station, KUOW.

(2) Assistance to communities in the state in arranging seminars and workshops dealing with the cultural arts.

(3) Civil emergency management training sessions for public officials, business, industry, and civic leaders within the state.

(4) Community development training courses for communities within the state in order that citizen resources may be used more fully to solve community problems.

For further information regarding any of these community programs, contact the Division of Community Development, Lewis Hall, Seattle, WA 98195. [Order 72-5, § 478-160-195, filed 11/6/72.]

**WAC 478-160-200 Residence classification procedures—Statement of purpose.** The purpose of these regulations is:

(1) To provide application information for nonresidents who think they may qualify for a change in resident status.

(2) To identify those classifications of nonresident students who are entitled to pay resident tuition and fees regardless of age or domicile and to provide information to such students on how they may verify their classification.

(3) To provide information regarding the tuition and fee benefits which are available to certain Southeast Asian veterans. [Order 72-5, § 478-160-200, filed 11/6/72.]

**WAC 478-160-205 Definition of resident student.** As found in RCW 28B.15.012, as last amended by section 1, chapter 149, Laws of 1972 1st ex. sess., the term "resident student" shall mean a student who has had a domicile in the state of Washington for the period of one year immediately prior to the time of commencement of the first day of the semester or quarter for which he has registered at any institution and has in fact established a bona fide domicile in this state for other than educational purposes: *Provided*, That a nonresident student enrolled for more than six hours per semester or quarter shall be considered as attending for educational purposes only and, for tuition and fee-paying purposes only, such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this

state unless such student proves that he has in fact established a bona fide domicile in this state for other than educational purposes. [Order 72-5, § 478-160-205, filed 11/6/72.]

**WAC 478-160-210 Application forms.** Nonresident students who desire to apply for a change in resident status must complete and submit an "Application for Change in Residence Status" to the Office of Residence Classification, 1400 N.E. Campus Parkway, Seattle, WA 98195. An application and complete instructions will be mailed to students upon request. [Order 72-5, § 478-160-210, filed 11/6/72.]

**WAC 478-160-215 Nonresidents who are entitled to pay resident tuition and fees.** As provided in RCW 28B.15.014, as last amended by section 4, chapter 273, Laws of 1971 1st ex. sess., the following are entitled to classification as resident students regardless of age or domicile:

(1) Any person who is employed not less than twenty hours per week at an institution (a Washington institution of higher education), and the children and spouses of such persons.

(2) Military personnel and federal employees residing or stationed in the state of Washington, and the children and spouses of such military personnel and federal employees. For these purposes federal employees will include employees of federally-supported agencies, commissions or other organizations who are stationed on the University of Washington campus.

(3) All veterans, as defined in RCW 41.04.005, whose final permanent duty station was in the state of Washington, so long as such veteran is receiving federal, vocational, or educational benefits conferred by virtue of his military service. [Order 77-1, § 478-160-215, filed 7/7/77; Order 72-5, § 478-160-215, filed 11/6/72.]

**WAC 478-160-220 Verification of classification.** Military personnel and federal employees residing or stationed in the state must present verification of the duration of their assignment at the time they first enroll at the University. Veterans receiving educational benefits whose final permanent duty station was in the state must verify their status annually. Employees of Washington Institutions of Higher Education must verify the status of their employment each quarter.

The appropriate forms for this purpose and complete information may be obtained from the Office of Residence Classification, 1400 N.E. Campus Parkway, Room 352, Seattle, WA 98195. [Order 72-5, § 478-160-220, filed 11/6/72.]

**WAC 478-160-225 Southeast Asian veterans.** Veterans of the Vietnam conflict who have served in the southeast Asia theatre of operations and who are claiming exemption pursuant to RCW 28B.15.620 from tuition and fees increase must submit an "Application for a Change in Residence Status" and furnish proof of their military service in southeast Asia to the Office of Residence Classification, 1400 N.E. Campus Parkway,

Seattle, WA 98195. [Order 72-5, § 478-160-225, filed 11/6/72.]

**WAC 478-160-230 Appeal of determination.** Any student wishing to appeal a determination of the Residence Classification Office may request reconsideration through the Residence Classification Review Committee, 1400 N.E. Campus Parkway, Room 320, Seattle, Washington 98195. Appeals must be made in writing within one year from the date the original determination was rendered by the Residence Classification Office. Decisions of the Residence Classification Review Committee shall be final.

Forms appropriate for this purpose may be obtained from the Office of Residence Classification, 1400 N.E. Campus Parkway, Room 320, Seattle, Washington 98195. [Order 74-2, § 478-160-230, filed 3/4/74; Order 72-5, § 478-160-230, filed 11/6/72.]

**WAC 478-160-231 Residence Classification Review Committee.** The Residence Classification Review Committee shall be composed of three persons appointed by the Vice President for Academic Affairs and Provost, each for a term of one academic year. [Order 74-2, § 478-160-231, filed 3/4/74.]

**WAC 478-160-235 Enrollment and registration procedures—Statement of purpose.** The purpose of these regulations is to provide new, returning former, and continuing students with information regarding enrollment and registration procedures at the University of Washington. [Order 72-8, § 478-160-235, filed 11/30/72.]

**WAC 478-160-240 Definitions.** For the purpose of these regulations the following definitions shall apply:

(1) An "admissible person" is one who has applied for and been offered an opportunity to enroll at the University of Washington for a given quarter.

(2) An "enrolled student" is one who is admissible to the university for a given quarter and has given a firm commitment, usually by means of an advance payment on tuition and fees, of his intention to attend the university. (The advance fee payment is not required Summer Quarter.)

(3) A "registered student" is one who has enrolled and has been assigned by the university registrar to one or more courses in a given quarter.

(4) A "new student" is either one who has not previously registered for residence credit courses at the university or one who will be in his first quarter in a status different from that in which he last attended.

(5) A "returning student" is one who has formerly attended the university as a matriculated student who did not complete the degree or professional certificate program for which he was last registered, or as a nonmatriculated student, or as a graduate student who is in his first quarter of attendance following his return from official on-leave status.

(6) "Continuing student" is either one who was registered in the same status the preceding quarter or one

who is registered Autumn Quarter in the same status he was registered the preceding Spring Quarter.

(7) "On-Leave graduate student" is a graduate student in good standing who plans to be away from the university and who has applied for and been granted on-leave status.

(8) "Residence credit" is that academic credit associated with those courses which are offered by the university within the regular academic curriculum. Credit earned through the satisfactory completion of such courses is applicable toward a university degree or professional certificate to the extent it satisfies specific school or college degree requirements.

(9) "Matriculated student" is one who has been accepted into one of the university's schools or colleges to pursue a program of study which normally leads to a degree or professional certificate.

(10) "Nonmatriculated student" is one who will be permitted to register for courses on a space-available basis but whose educational objective does not include a University of Washington degree or professional certificate.

(11) "Summer only nonmatriculated" student is one who attends the University only during the Summer Quarter and who is not engaged in a degree or certificate program at the University. Such a student must apply for admission as a new student should he or she wish to attend any quarter other than Summer Quarter.

(12) The first 4-1/2 weeks of the Summer Quarter constitute "a" term. Some classes are offered during "a" term only.

(13) The second 4-1/2 weeks of the Summer Quarter constitute "b" term. Some classes are offered during "b" term only. [Order 74-1, § 478-160-240, filed 3/4/74; Order 72-8, § 478-160-240, filed 11/30/72.]

**WAC 478-160-246 \$50.00 Enrollment Service Fee for new and returning students only, for Autumn, Winter and Spring Quarters.** A \$50.00 Enrollment Service Fee will be required of new students and of returning students in Autumn, Winter and Spring Quarters. Payments of the fee will be requested at the time the student is offered admission. This prepaid \$50.00 will apply toward the first quarter's tuition if the student accepts the offer of admission and if spaces remain available in the appropriate student category at the time the payment is received. If space is not available when the payment is received, the \$50.00 payment will be returned.

The Enrollment Service Fee is not applicable to continuing students. Further information about the Enrollment Service Fee may be obtained from the Registrar, 1400 N.E. Campus Parkway, Room 225, Seattle, Washington 98195. [Order 73-9, § 478-160-246, filed 11/30/73.]

**WAC 478-160-251 Enrollment Service Fee waivers.** Students who are attending the University under the auspices of the Educational Opportunity Program will have the Enrollment Service Fee automatically waived. [Order 73-9, § 478-160-251, filed 11/30/73.]

**WAC 478-160-256 Refund of the Enrollment Service Fee.** The Enrollment Service Fee is refundable under the following conditions: (1) New and returning non-matriculated students who cannot be scheduled for the courses they request during registration and who do not enroll or attend other courses will be refunded their \$50.00 Enrollment Service Fee upon written request to the Registrar. Such requests for refund must be submitted by Friday of the second week of the quarter to which they are applicable.

(2) New and returning matriculated students who are unable to obtain courses required for completion of their degree or certificate program or courses which are determined by an appropriate academic adviser to be acceptable alternate courses, and who do not enroll in or attend other courses, will be refunded the \$50.00 Enrollment Service Fee upon written request to the Registrar. Such requests for refunds must be submitted by Friday of the second week of the quarter.

(3) New and returning students who apply by the prescribed deadline for financial aid administered by the University Financial Aid Office, and who cannot be awarded financial aid adequate to their needs as determined by that office, and who are therefore unable to attend the University, will be refunded the \$50.00 Enrollment Service Fee upon application to the Registrar no later than two weeks after receipt of notice of the financial aid award.

(4) New and returning students who are unable to attend the University because of pregnancy, disability or death or because they are called involuntarily into the military service of the United States or into civil duty will be refunded the amount, if any, by which the Enrollment Service Fee exceeds the amount of tuition and fees assessed at the time of withdrawal. Requests for refund must be submitted in writing to the University Comptroller by the last day of the quarter for which the student was determined admissible and for which the Enrollment Service Fee has been paid. [Order 73-9, § 478-160-256, filed 11/30/73.]

**WAC 478-160-260 Foreign students—Accident insurance requirement.** All foreign students on temporary visas are required to have accidental injury and illness insurance while attending school at the University of Washington. [Order 72-8, § 478-160-260, filed 11/30/72.]

**WAC 478-160-265 Registration for residence credit courses.** No person, other than a faculty member attending informally with the approval of the instructor, may attend a University residence credit course in which he has not been registered. [Order 72-8, § 478-160-265, filed 11/30/72.]

**WAC 478-160-270 Registration periods.** There are two official registration periods: (1) Pre-registration and (2) Registration. Specific dates, criteria for eligibility and procedural steps for each of the registration periods are published in the *University Daily*, the *University Calendar*, and the quarterly *Time Schedule* and are posted about the campus by the University Registrar

before either of the registration periods begins. [Order 72-8, § 478-160-270, filed 11/30/72.]

**WAC 478-160-275 Late registration.** Any student who registers after both of the official registration periods have passed will be charged a late registration service fee.

No student shall be permitted to register after the first *seven* calendar days of Autumn, or Winter, or Spring Quarter, except with the written consent of the dean of his college and the written approval of the instructors whose classes the student wishes to enter.

No student shall be permitted to register for "a" term courses after the first *two* calendar days of Summer Quarter, for full-quarter courses after the first *five* calendar days of Summer Quarter, or for "b" term courses after the first *two* calendar days of "b" term, except with the written consent of the dean of his college and the written approval of the instructors whose classes the student wishes to enter. [Order 72-8, § 478-160-275, filed 11/30/72.]

**WAC 478-160-280 Change of Registration periods.** There are two official Change of Registration periods. Specific dates for Change of Registration periods are published in the *University Calendar*, the *University Daily*, and the quarterly *Time Schedule* and are posted about the campus by the University Registrar before either Change of Registration period begins.

A student who has once registered for a schedule of courses may drop courses from this schedule until the last day of instruction.

No grade will be entered on a student's permanent record for a course dropped during the first *fifteen* calendar days of Autumn, or Winter, or Spring Quarter.

No grade will be entered on a student's permanent record for an "a" term course dropped during the first *five* calendar days of Summer Quarter, for a full-quarter course dropped during the first *twelve* calendar days of Summer Quarter, or for a "b" term course dropped during the first *seven* calendar days of term "b".

No change of registration involving entrance to a course shall be permitted after the first *seven* calendar days of Autumn, or Winter, or Spring Quarter except with the written consent of the dean of the school or college concerned and of the instructor whose class the student wishes to enter.

No change of registration involving entrance to an "a" term course after the first *two* calendar days of Summer Quarter, to a full-quarter course after the first *five* calendar days of Summer Quarter, or to a "b" term course after the first *two* calendar days of "b" term shall be permitted except with the written consent of the dean of the school or college concerned and of the instructor whose class the student wishes to enter. [Order 72-8, § 478-160-280, filed 11/30/72.]

**WAC 478-160-285 Change of Registration service fee.** A service fee will be assessed when a student changes his registration after both of the official Change of Registration periods have passed. [Order 72-8, § 478-160-285, filed 11/30/72.]

**WAC 478-160-290 Withdrawal from the University.** Withdrawal from the University is official when a Withdrawal form has been signed by the student's academic adviser and filed with the University Registrar.

Students who officially withdraw may be entitled by law to a refund of all or a portion of the tuition and fees for a given quarter depending on the time of the quarter the withdrawal is completed.

An official withdrawal during the first *fifteen* calendar days of Autumn, or Winter, or Spring Quarter shall result in the student's permanent record showing only the date of withdrawal.

During Summer Quarter official withdrawals shall be entered on the student's permanent record as follows:

(1) For full-quarter courses, during the first *twelve* calendar days of the quarter only the date of withdrawal shall be entered.

(2) For "a" term courses, during the first *five* calendar days of the quarter only the date of withdrawal shall be entered.

(3) For "b" term courses, during the first *seven* calendar days of "b" term only the date of withdrawal shall be entered. [Order 72-8, § 478-160-290, filed 11/30/72.]

**WAC 478-160-295 Military withdrawals.** If a student is inducted or enlists in the Armed Forces, he may be entitled to some academic credit and/or a refund of some of the tuition and fees depending on the time of the quarter he officially withdraws. A Withdrawal form must be signed by the student's academic adviser and filed with the Registrar's office. A copy of the student's military orders must also be submitted. Complete information is available from the Registrar's office, 1400 N.E. Campus Parkway, Room 225, Seattle, WA 98195. [Order 72-8, § 478-160-295, filed 11/30/72.]

**WAC 478-160-300 Registration requirements for graduate students.** Every graduate student from the time of first enrolling in the Graduate School is required either to be registered each quarter or to be officially on leave until the completion of all requirements for the graduate degree for which such a student is working. Failure to register each quarter (except Summer) or to go on leave will constitute presumptive evidence that the student has withdrawn and resigned from the Graduate School. [Order 72-8, § 478-160-300, filed 11/30/72.]

**WAC 478-160-305 On-leave status for graduate students.** If a graduate student in good standing plans to be away from the University and out of contact with the University faculty and facilities for a period of time, not to exceed four successive quarters except in the case of absence for military reasons, he may apply for On-Leave status. Forms for this purpose and further information may be obtained from the departmental Graduate Program Adviser.

A graduate student who is either registered or officially on leave for a given Spring Quarter and who does not register for the immediately following Summer Quarter is automatically on leave for that Summer Quarter. [Order 72-8, § 478-160-305, filed 11/30/72.]

**WAC 478-160-310 Change of school or college.** An undergraduate student desiring to transfer from one school or college within the University to another must obtain approval from the deans of the two schools or colleges concerned. Change of College forms may be obtained from and must be submitted to the Registrar, 1400 N.E. Campus Parkway, Room 225, Seattle, WA 98195. [Order 72-8, § 478-160-310, filed 11/30/72.]

**WAC 478-160-315 Auditors.** With the consent of the instructor, and to the extent that space is available after the students who are registering for credit have been accommodated, a student may register as an auditor in a non-laboratory course or the lecture section of a laboratory course.

A student who audits a course may not participate in class discussion or laboratory work, or take an examination in the course. The fact that a course has been audited will not appear on the student's permanent record. [Order 72-8, § 478-160-315, filed 11/30/72.]

**WAC 478-160-320 Special instructional programs offered Summer Quarter.** In recognition of the special needs of students who can attend the University only in the summer, a number of Institutes, Workshops, and special programs are offered each Summer Quarter. Because the nature and content of the programs vary from year to year, interested persons are invited to contact the Summer Quarter Office, Lewis Hall, Seattle, WA 98195 to obtain a copy of the Summer Quarter *Bulletin*. [Order 72-8, § 478-160-320, filed 11/30/72.]

### Chapter 478-168 WAC

#### REGULATIONS FOR THE UNIVERSITY OF WASHINGTON LIBRARIES

##### WAC

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**WAC 478-168-010 Legal authority to enact.** Pursuant to the authority granted by RCW 28B.20.130, chapter 223, Laws of 1969 ex. sess. (RCW 28B.20.130), and section 2, chapter 279, Laws of 1971 ex. sess. (RCW 28B.15.031), the Board of Regents of the University of Washington has established the following regulations governing the service schedules for and the lending of library materials from library facilities devoted mainly to the educational or research activities of the University of Washington. [Order 72-3, § 478-168-010, filed 8/7/72.]

**WAC 478-168-020 Purpose of libraries' existence.** The libraries constitute a vital instructional arm of the University of Washington and exist primarily to contribute to the university's teaching and research functions. In addition, the libraries seek to serve the citizens of the state of Washington, consistent with their primary function and within the limits of their resources. [Order 72-3, § 478-168-020, filed 8/7/72.]

**WAC 478-168-030 Modification of these regulations.** The board of regents 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 72-3, § 478-168-030, filed 8/7/72.]

**WAC 478-168-040 Manuscript collection and university archives access policy—Basis of policies and procedures.** Policies and procedures described herein are based on the special characteristics of manuscript and archival materials. Manuscript and archival materials are unique items or nearly so unique that they are administered as if they were in effect the only copies extant (examples: correspondence, diaries, minutes, reports, business record books, client files, et cetera).

Manuscripts and archives alone are rarely sufficient to document the area of study addressed by the researcher. Consequently, persons are discouraged from using manuscript and archival materials unless they are thoroughly familiar with relevant published source materials. [Order 72-3, § 478-168-040, filed 8/7/72.]



**WAC 478-168-050 Manuscript collection and university archives access policy—Use regulations.** (1) The user must demonstrate a familiarity with the general subject matter by which manuscripts and archives might relate. This is done by interview with the archivist or curator of manuscripts. The interview assists in establishing the nature of user need of these materials, and whether or not there is relevant material in the collections.

(2) Because the manuscript collection and the personal papers in the university archives are obtained from private sources, the inquirer:

(a) If a student, he normally must be sponsored by a faculty member. It is advisable for the sponsoring faculty member to make arrangements beforehand when he wants access for his students.

**NOTE:** If unusually heavy use is anticipated, facsimile copies must be substituted for the original material.

(b) If a faculty member, he must present identification and is encouraged to correspond beforehand about his research interests.

(c) Access to all other potential users is regulated in conformity with WAC 478-168-060(1) and 478-168-060(2): The inquirer must demonstrate that manuscript and archival materials are relevant to his purpose.

(3) Public records in the university records center.

(a) Permission in writing from the office of origin must be given for access to any records in the scheduled records section because these are not under control of the records center.

(b) Access is given to all such records in the university archive proper as distinct from those in the scheduled records section, once need is established.

(4) Care of the materials by the user.

(a) Materials must be used in the area designated by the staff.

(b) Materials must not be removed from the assigned area or in any way damaged or defaced.

**NOTE:** Removal or mutilation of records is forbidden by law. (RCW 40.16.010)

(c) Materials must be kept in the same order as received.

(d) Users may not smoke, eat, or drink in the assigned reading room.

(e) Users may not use ink or comparable writing instruments in the research area. Pencils, typewriters and tape recorders may be used. Permission to use any other note-taking device must be obtained from the curator of manuscripts, the university archivist, or his designee.

(f) Permission from the responsible authority must be secured for any facsimile copying.

(g) Freedom of access does not include the right of publication. The user is hereby notified that literary rights adhere permanently to all unpublished items unless expressly declared to be public by the author, heirs, or assigns. The user assumes full responsibility for obtaining permission to publish such items in whole or in part. [Order 72-3, § 478-168-050, filed 8/7/72.]

**WAC 478-168-060 Use regulations and service schedule for the law library.** (1) The law library will be open while law school is in session:

(a) During the regular academic quarters (autumn, winter, spring) at least 90 hours per week.

(b) During the summer quarter at least 80 hours per week.

(2) When the law school is not in session, the law library will remain open at least 30 hours per week.

(3) The law library may close on university holidays without regard to the closure's effect on the total open hours for that week.

(4) Subject to the availability of funds, hours may be extended beyond these minimum to meet patron needs. [Order 72-3, § 478-168-060, filed 8/7/72.]

**WAC 478-168-070 Use regulations and service schedule for the law library—Use of the facilities.** (1) The reading room and seating on open stack floors are open for use to any person having need of legal materials shelved there. The library is closed to nonlaw students and nonlawyers for use as a study hall (i.e., for use not related to that law library's materials).

(2) The faculty library is for the use of law faculty only, but books may be taken by library staff from the faculty library for the use of other patrons.

(3) The attorney's library is for the use of members of the Washington bench and bar only, except when scheduled through the office of the dean for seminar meetings and conferences of the law school. [Order 72-3, § 478-168-070, filed 8/7/72.]

**WAC 478-168-080 Use regulations and service schedule for the law library—Circulation regulations.** The law library serves the students, faculty and staff of the law school, the students, faculty and staff of other university departments, faculty of other colleges and universities, librarians of other libraries, and members of the Washington bench and bar. Law school students and law faculty have priority when various classes of patrons need the same materials.

(1) Reference Books. Many law library books are reference books to be used in the library. "In the library" is defined here as meaning in the reading room, the seating on open stack floors, established typing rooms, classrooms, the law students' lounge and conference rooms, or the law review offices.

(2) General Reference Books. Because of the reference nature, the following should be limited to three day loans: Court reports, encyclopedias, digests, statutes and briefs.

(3) Reserve Books. Books on reserve at any of the library service desks may be checked out for use in the library and are due at closing time on the same day. Reserve books may be charged out for overnight use at 9 p.m. Monday through Friday and Sunday, and at 3 p.m. on Saturday; these books are due at 9:30 the following morning (or at 1:30 p.m. on Sunday, if the library is then open).

Current and unbound issues of Anglo-American law reviews may be borrowed from the reserve collection on

three day loan and are due within an hour after the library opens on the third day.

(4) **Special Reserve Books.** Class assignments and examination reviews often increase the demand for certain books which are then placed on special reserve; the loan period for such books is usually two hours. Any desk attendant may place a book on special reserve when the demand warrants it, but only the circulation librarians may remove a book from special reserve. Special reserve books loaned for overnight use are due at 8:10 the following morning (or 12:30 p.m. on Sunday if the library is then open).

(5) **Two-Week Books.** Collateral reading and reference materials not in demand for law school assignments may be charged out for two weeks, and may be renewed once unless a patron demand has developed since the initial loan. Loans of two-week books to out of the city borrowers may be made initially for three weeks, to allow time for transit through the mails. Two-week books sent to the inter-library loan division of the university libraries will be initially charged for four weeks.

(6) **Indefinite and Extended Loans.** Law faculty may borrow library materials for indefinite periods with the exception of: looseleaf services, current periodicals shelved in the reserve stack or material which has been placed on special reserve. Indefinite loans to faculty may be recalled by the circulation librarians when the materials are needed for student use. Extended loans to other borrowers are granted with the permission of the circulation librarians.

(7) The circulation staff is authorized to make short-term out-of-library loans of restricted material or to extend a loan period for other material when it is apparent that the value of the particular book to a prospective borrower out-weighs the value of keeping it on the shelf for someone who might call for it. All books loaned under such conditions are subject to recall. [Order 72-3, § 478-168-080, filed 8/7/72.]

**WAC 478-168-090 Service schedules—Application.** Service schedules apply to the main library, undergraduate library, and branch libraries except the law library. [Order 72-3, § 478-168-090, filed 8/7/72.]

**WAC 478-168-100 Service schedules—Basis of determining business hours.** Business hours are based on the identifiable needs of the university community as a whole and in consideration of the staff made available to support public service activities of the libraries. [Order 72-3, § 478-168-100, filed 8/7/72.]

**WAC 478-168-110 Service schedules—Regular academic schedules.** Regular academic sessions are defined as autumn, winter and spring quarters.

(1) Main and undergraduate libraries will maintain a basic service schedule of eighty hours per week with additional hours added as staffing levels permit.

(2) Branch libraries will maintain a basic service schedule of forty hours per week with additional hours added as staffing levels permit. [Order 72-3, § 478-168-110, filed 8/7/72.]

**WAC 478-168-120 Service schedules—Summer quarter schedules.** Summer quarter schedules are defined as corresponding to the summer quarter only.

(1) Main and undergraduate libraries will maintain a basic service schedule of seventy hours per week with additional hours added as staffing levels permit.

(2) Branch libraries will maintain a basic service schedule of forty hours per week with additional hours added as staffing levels permit. [Order 72-3, § 478-168-120, filed 8/7/72.]

**WAC 478-168-130 Service schedules—Interim schedules.** Interim schedules are defined as the period from 5:00 p.m. of the last day of quarterly final examinations until 9:00 a.m. of the first day of the following quarter.

(1) Main and undergraduate libraries will maintain a basic service schedule of forty hours per week.

(2) Branch libraries with fewer than three full-time equivalent staff (F.T.E.) are not required to maintain a service schedule. Branch libraries with more than 3 F.T.E. staff will maintain a service schedule of twenty to forty hours as staffing levels permit. [Order 72-3, § 478-168-130, filed 8/7/72.]

**WAC 478-168-140 Legal and university holidays.** All libraries may close on legal and university holidays without regard to the closure's effect on the total service hours for that week. Such closures are posted at the respective library locations seven days in advance. [Order 72-3, § 478-168-140, filed 8/7/72.]

**WAC 478-168-150 Unscheduled closures.** Unscheduled closures may be declared by the director of libraries or his assignee, due to staffing or physical plant problems beyond the libraries' control which constitute a threat to life, limb, essential creature comforts or utility of the facilities by users and staff. [Order 72-3, § 478-168-150, filed 8/7/72.]

**WAC 478-168-160 Loan code for the University of Washington libraries—Purpose.** The Board of Regents of the University of Washington has established the following regulations to govern the lending of library material from library facilities devoted mainly to the educational or research activities of the University of Washington. [Order 73-1, § 478-168-160, filed 1/8/73.]

**WAC 478-168-170 Borrower identification—Borrower classification.** Borrowers are classified as:

- (1) Campus borrowers:
  - (a) Undergraduates and unclassified students.
  - (b) Graduate and professional students, and persons with on-leave graduate status.
  - (c) Faculty, consisting of the president, the vice presidents, professors, associate professors, assistant professors, instructors, research associates, and lecturers, whether serving under visiting, acting, research, clinical, or affiliate appointment, whether serving part-time or full-time, and whether serving in an active or emeritus

capacity; academic staff, administrative personnel; and visiting scholars.

(d) Nonacademic staff.

(e) Continuing education participants in the divisions of evening classes, independent study, extension services, and continuing education.

(2) Off-campus borrowers:

(a) Reciprocal faculty (faculty of each of the Washington state colleges and universities as specified in University Libraries General Order No. 42).

(b) Retired academic and staff employees of the University of Washington, their spouses, faculty spouses, and members in good standing of the alumni association living in the immediate Seattle area.

(c) Persons accorded borrowing privileges by the director of libraries, including state, federal, and municipal employees borrowing in an official capacity.

(d) Special borrowers, defined as persons not eligible to borrow under WAC 478-168-170(1) and 478-168-170(2)(a) through (c) who have been granted permission to borrow library materials. [Order 73-1, § 478-168-170, filed 1/8/73.]

**WAC 478-168-180 Borrower identification—Identification card.** (1) Each borrower is responsible for obtaining an official identification card from the proper university offices or from the main library, whichever is appropriate to the borrower's classification.

(2) Special borrowers may obtain an official identification card only in cases of demonstrated need by making application to the circulation librarian and paying a special borrower fee of twenty dollars to the main library cashier. The special borrower fee is not refundable. Special borrower identification cards are effective for a period of one year from the date of issue.

(3) Official identification will be required for the completion of all loan transactions. [Order 73-1, § 478-168-180, filed 1/8/73.]

**WAC 478-168-190 Borrower identification—Disclosure of borrower identity.** The names of borrowers (borrower class WAC 478-168-170(1)) will be disclosed to other borrowers in this class upon request, except that the name of a borrower who has placed a HOLD will not be disclosed. Those units having automated circulation systems will not provide this information. [Order 73-1, § 478-168-190, filed 1/8/73.]

**WAC 478-168-200 Loan time periods—Basis of loan time periods.** The libraries have established loan time periods based on anticipated demand for the various forms of material by the several classes of borrowers. [Order 73-1, § 478-168-200, filed 1/8/73.]

**WAC 478-168-210 Loan time periods—Main library collection loan time periods.** (1) Monographs (books) and serials:

(a) Material will be checked out to the last day of the current quarter to borrowers WAC 478-168-170 (1)(a) through (e). Library material checked out within fourteen days of the end of the current quarter is due the last day of the following quarter. *Exception* – Faculty, as

defined in WAC 478-168-170(1)(c), may be granted an extended loan on request.

(b) Material will be checked out for four weeks to borrowers WAC 478-168-170(2)(a) through (d).

(2) Periodicals (defined as: Publications appearing at regular or stated intervals, generally more frequently than annually, each issue of which generally contains separate articles, stories, or other writings. *Not* included as periodicals are annuals (reports, yearbooks, et cetera), newspapers, memoirs, proceedings, transactions of societies, and other publications excluded by the head, serials division):

(a) Noncirculating periodicals (bound and unbound issues, including duplicates) and reference materials, as determined by the head, serials division: Library use only.

(b) Circulating periodicals (bound and unbound issues): One week. [Order 73-1, § 478-168-210, filed 1/8/73.]

**WAC 478-168-220 Loan time periods—Undergraduate library collection loan time periods.** (1) Monographs (books) and serials: Two weeks.

(2) Periodicals: Library use only.

(3) Reserve material: Four hours, overnight, three days, or any combination thereof. [Order 73-1, § 478-168-220, filed 1/8/73.]

**WAC 478-168-230 Loan time periods—Branch library collection loan time periods.** (1) Monographs (books) and serials:

(a) Two weeks or four weeks as specified by each branch library.

(b) At the option of each branch library and at the request of the borrower (Borrower classes WAC 478-168-170(1)(b) and/or (1)(c)), material will be checked out to the last day of the current quarter. Library material checked out within fourteen days of the end of the current quarter is due the last day of the following quarter.

(c) At the option of each branch library, faculty as defined in WAC 478-168-170(1)(c) may be granted an extended loan on request.

(2) Periodicals: Library use only, two hours, overnight, three days, one week, or any combination thereof. [Order 73-1, § 478-168-230, filed 1/8/73.]

**WAC 478-168-240 Loan time periods—Waiver of loan time periods.** As to the specific loan time periods set forth in WAC 478-168-210 and 478-168-230, division heads, section heads, and branch librarians shall have authority to waive the requirements when in their judgment such action is deemed necessary. Such waivers will be reported to the director of libraries on an annual basis. [Order 73-1, § 478-168-240, filed 1/8/73.]

**WAC 478-168-250 Loan time periods—Special collections.** Certain material is maintained in special collections in the main library collection, undergraduate library collection, and branch library collections because of format, subject, rarity, etcetera. Borrowers should consult the library staff member in charge concerning

conditions of use for library material in special collections. [Order 73-1, § 478-168-250, filed 1/8/73.]

**WAC 478-168-260 Conditions of use—Borrowing of library material.** (1) Personal pick-up by borrower: Borrowers are expected to pick up library material personally.

(2) Proxy pick-up for faculty: Faculty may appoint no more than two agents or proxies to borrow on their behalf, but each proxy borrower must hold his or her own valid university identification or borrower's card. Information about proxy identification cards may be obtained from the circulation division.

(3) Responsibilities of borrowers: Borrowers are responsible for material checked out in their names until such material is returned. Faculty members utilizing agent or proxy borrowers assume the responsibility for all material borrowed in their names by the agent or proxy borrowers. [Order 73-1, § 478-168-260, filed 1/8/73.]

**WAC 478-168-270 Conditions of use—Date library material is due.** (1) Quarter, 4-week, 2-week, 1-week, and 3-day material is due by closing time on the "date due" indicated.

(2) Overnight material is due on the next day the library is open, two hours after the opening of the library from which such material has been borrowed.

(3) Hourly material is due at the hour specified. [Order 73-1, § 478-168-270, filed 1/8/73.]

**WAC 478-168-280 Conditions of use—Return of library material.** (1) Material is considered returned to the issuing unit as of the date returned to any library in the system. *Exception* – periodicals, reserve materials, and material from special collections must be returned to the location in the particular library from which it was borrowed.

(2) After-hours "book returns" are emptied before the libraries open and material found in them is considered to have been returned at closing time of the previous day. [Order 73-1, § 478-168-280, filed 1/8/73.]

**WAC 478-168-290 Conditions of use—Holds, recalls, and searches.** (1) Holds: Campus borrowers, borrower class WAC 478-168-170(1), or any operational unit of the library may place a HOLD on any material circulating for three days or more. A campus borrower may not place a HOLD on material already checked out to himself. *Exception* – a HOLD may not be placed on reserve material.

(2) Recalls:

(a) Library material (two-week or longer loan period) on which a HOLD has been placed will be recalled two weeks or more from the date checked out.

(b) Material needed for reserve may be recalled at any time.

(3) Searches: Borrowers who have not succeeded in locating material on the shelves should request a SEARCH. [Order 73-1, § 478-168-290, filed 1/8/73.]

**WAC 478-168-300 Conditions of use—Renewal of library material.** (1) Renewals are allowed for circulating material unless requested by other borrowers by means of a HOLD, except as noted in WAC 478-168-300(2) through (4).

(2) Overdue material may be renewed subject to the same conditions as similar material not overdue. *Exception* – Overdue material on which a replacement charge has been assessed must be brought in by the borrower for renewal.

(3) Material may be renewed twice. The renewal limitations do not necessarily preclude initiation of a new loan on any item at the time when such material is returned. *Exceptions* – reserve material in some collections may not be renewed; undergraduate library circulating material may be renewed once.

(4) Telephone renewals will be made only if staff time permits. The libraries assume no responsibility for errors resulting from such transactions. Borrowers appearing in person at a check-out desk will receive service first. *Exception* – the undergraduate library does not accept telephone renewals. [Order 73-1, § 478-168-300, filed 1/8/73.]

**WAC 478-168-310 Fines and charges—System-wide applicability of fines and charges.** All borrowers are subject to a uniform system of fines and charges for late return of library materials and for replacement costs when required. [Order 73-1, § 478-168-310, filed 1/8/73.]

**WAC 478-168-320 Fines and charges—Notice of overdue material.** The libraries shall send at least one reminder notice one week or more in advance of the billing date for replacement charges. Borrowers should rely on the date stamped in or on the library material to determine when the material is due. The libraries shall send a notice by U.S. first class mail or campus mail as appropriate when the library material is to be recalled or when fines or charges are to be assessed. Failure to receive a reminder notice, fine notice, recall notice, or notification of replacement charges does not exempt the borrower from fines and/or charges incurred. In the case of extended faculty loans, status reports shall be requested periodically. [Order 73-1, § 478-168-320, filed 1/8/73.]

**WAC 478-168-330 Fines and charges—Fines.**

(1) Nonreserve material circulating three days or longer:

(a) Fines will be levied if there is a HOLD on the material and it becomes overdue.

(b) Fines will be levied when RECALLED material is not returned by the new assigned "date due" as indicated on the recall notice. The new assigned "date due" will be five days from the HOLD date.

(c) Fines accrue from the original due date or from the recall due date, whichever is earlier.

(d) Fines are 25 cents for each day fines are levied. Maximum fine is \$7.50.

(2) Reserve material and nonreserve material circulating less than three days:

(a) Fines will be levied when:

(i) Overdue material has been requested by another borrower and another copy is not available.

(ii) Overdue material which has not been requested and is still overdue the next day the library is open, two hours after the opening of the library from which material has been borrowed.

(b) Fines accrue from the first hour overdue. Any part of an hour is computed as a full hour for fining purposes.

(c) Fines are \$1.00 for the first hour overdue and 10 cents per hour thereafter until the maximum fine is reached. The maximum fine is \$10.00.

(d) During the interval between quarters regular book fine rates apply to reserve material.

(3) Fines do not accrue when the library unit is closed.

(4) Fines are noncancelable except as determined by the appeal procedure specified in WAC 478-168-380, except in cases of library error.

(5) The libraries may dispense with the assessment of fines amounting to less than \$1.00. [Order 73-1, § 478-168-330, filed 1/8/73.]

**WAC 478-168-340 Fines and charges—Replacement charges.** Replacement charges are determined by the librarian in charge or by the acquisitions division. Such charges are based on the cost to the libraries for replacement. Minimum replacement charges for various types of material will be established at the beginning of each fiscal year by the head, acquisitions division. Replacement charges are in addition to any fines or penalty fees.

(1) Replacement charges will be levied when:

(a) Library material is reported lost.

(b) Library material is irreparably damaged.

(c) Library material which has not been requested by another borrower is not returned or renewed within forty-five days of the due date.

(d) Library material which has been requested is not returned by the time overdue fines have accrued to the maximum amount.

(2) Replacement charges will be canceled or refunded when:

(a) Library material is returned within six months of the billing date.

(b) Library material is replaced with a copy acceptable to the library within six months of the billing date. [Order 73-1, § 478-168-340, filed 1/8/73.]

**WAC 478-168-350 Fines and charges—Penalty fee.** A nonrefundable \$2.00 penalty fee will be levied with replacement charges. *Exception* - no penalty fee will be levied on material reported lost before the billing date. [Order 73-1, § 478-168-350, filed 1/8/73.]

**WAC 478-168-360 Fines and charges—Rebinding charges.** Rebinding charges for damaged material are determined by the acquisitions division. Such charges are based on the cost to the libraries for rebinding. Minimum charges will be established at the beginning of each fiscal year by the head, acquisitions division. Rebinding charges are in addition to any fines

or penalty fees accrued. [Order 73-1, § 478-168-360, filed 1/8/73.]

**WAC 478-168-370 Fines and charges—Book card charges.** Book card charges will be levied when mutilated or lost book cards used in the automated circulation system are noted or reported. The charge is \$1.00 per card. The book card charge is noncancelable except as determined by the library advisory committee through the appeals procedure. [Order 73-1, § 478-168-370, filed 1/8/73.]

**WAC 478-168-380 Fines and charges—Appeal of fines and charges, or either.** Appeal of fines and charges, or either, may be filed with the assistant director of libraries for public services by securing appropriate forms from the circulation desk at which the fine or charge was levied. All disputed appeals are adjudicated by the library advisory committee. [Order 73-1, § 478-168-380, filed 1/8/73.]

**WAC 478-168-390 Fines and charges—Failure to pay fines or charges, or either.** Failure to pay fines and charges, or either, will result in:

(1) Holds being placed on the borrower's transcript and University records, or

(2) Collection procedures by the comptroller's office, or

(3) Loss of borrowing privileges as are appropriate to the borrower's classification, or

(4) Any combination thereof. [Order 73-1, § 478-168-390, filed 1/8/73.]

## Chapter 478-276 WAC

### GOVERNING ACCESS TO PUBLIC RECORDS

#### WAC

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**WAC 478-276-010 Purpose.** This chapter is enacted by the Board of Regents of the University of Washington in compliance with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign—Finances—Lobbying—Records; and in particular with §§ 25-32 of that act dealing with public records. [Order 73-5, § 478-276-010, filed 5/29/73.]

**WAC 478-276-020 Definitions.** (1) "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 characteristic.

(2) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents. [Order 73-5, § 478-276-020, filed 5/29/73.]

**WAC 478-276-030 Description of central and field organization of the University of Washington.** As designated by RCW 28B.20.010, the University of Washington is the state university located and established on a campus situated within the city of Seattle, King County. This campus comprises the central headquarters for all operations of the University including such "field" activities as are established from time to time. [Order 73-5, § 478-276-030, filed 5/29/73.]

**WAC 478-276-040 General course and method of government.** The government of the University of Washington is vested in a board of regents, consisting of seven members appointed by the Governor of the state pursuant to RCW 28B.20.100. Regular meetings of the board are held each month (except for the month of July), at a time established by resolution of the board, in Room 301 of the Administration Building on the campus in Seattle, or at such other place as the board may direct.

The general course and method of government at the University, including all formal and informal procedures, are subject to the authority, by-laws, and standing orders of the board of regents. [Order 73-5, § 478-276-040, filed 5/29/73.]

**WAC 478-276-050 Public records available.** All public records of the University of Washington, as defined in WAC 478-276-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by law. [Order 73-5, § 478-276-050, filed 5/29/73.]

**WAC 478-276-060 Public records officer.** For purposes of compliance with chapter 1, Laws of 1973, a public records officer shall be designated by the president of the University. The duties of the public records officer shall be as provided by the president of the University and may include but not be limited to: The implementation of the University's rules and regulations regarding release of public records, coordinating the staff of the Visitors' Information Center in this regard, and generally coordinating compliance by the University with the public records disclosure requirements of chapter 1, Laws of 1973. The person so designated shall be located in the Visitors' Information Center, 1416 N.E. 41st Street, University of Washington. [Order 73-5, § 478-276-060, filed 5/29/73.]

**WAC 478-276-070 Office hours.** For the purposes of this chapter, the office hours of the Visitors' Information Center shall be the regular business hours of the University of Washington. [Order 73-5, § 478-276-070, filed 5/29/73.]

**WAC 478-276-080 Requests for public records.** In accordance with requirements of chapter 1, Laws of 1973, 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 required to be disclosed by chapter 1, Laws of 1973, may be inspected or copied, or copies of such records may be obtained, by members of the public upon compliance with the following procedures: All requests shall be directed to the public records officer at the address set forth in WAC 478-276-140. The request shall include the following information: (1) The name of the person requesting the record;

(2) The time of day and calendar date on which the request was made; and

(3) The public record(s) requested. [Order 73-5, § 478-276-080, filed 5/29/73.]

**WAC 478-276-090 Commercial purposes.** No provision of any regulation contained in this chapter 478-276 WAC shall be construed as giving authority to any officer or staff member of the University of Washington to give, sell, or provide access to lists of individuals requested for commercial purposes. [Order 73-5, § 478-276-090, filed 5/29/73.]

**WAC 478-276-100 Inspection of public records—Copying.** (1) Public records of the University of Washington required to be disclosed by chapter 1, Laws of 1973, shall be provided for inspection and copying by those requesting such records at the Visitors' Information Center under the supervision of the public records officer and the staff of the Visitors' Information Center. Persons requesting such records may not remove them from that facility.

(2) No fee shall be charged for the inspection of public records. The University may impose a charge for providing copies of public records. Such charges shall not exceed the amount necessary to reimburse the University for its actual costs incident to such copying.

(3) No person shall be provided a copy of a public record which has been copied by the University at the request of such person until and unless such person has tendered payment for the charge for providing such copying. [Order 73-5, § 478-276-100, filed 5/29/73.]

**WAC 478-276-110 Exemptions—Court protection.** (1) The University of Washington reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 478-276-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the University of Washington 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 1, Laws of 1973.

(3) Responses by the University of Washington refusing, in whole or in part, inspection of any record shall include a statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.

(4) Pursuant to section 33, chapter 1, Laws of 1973, the University of Washington reserves the right to seek to enjoin the examination of any specific record, the examination of which the University determines would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially and irreparably damage vital governmental functions. [Order 73-5, § 478-276-110, filed 5/29/73.]

**WAC 478-276-120 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may submit to the public records officer a petition for prompt review of such decision. The written request shall specifically refer to the written statement by the public records officer or staff member 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 or other staff member denying the request shall refer it to the office of the president of the University of Washington. The petition shall be reviewed promptly and the action of the public records officer shall be approved or disapproved. Such approval or disapproval shall constitute final University action for purposes of judicial review. [Order 73-5, § 478-276-120, filed 5/29/73.]

**WAC 478-276-130 Records index.** The University of Washington shall maintain and make available for public inspection and copying an appropriate index in accordance with section 26, chapter 1, Laws of 1973. [Order 73-5, § 478-276-130, filed 5/29/73.]

**WAC 478-276-140 Visitors' Information Center—Address.** All requests for public records to the University of Washington shall be addressed as follows: University of Washington, c/o Public Records Officer, Visitors' Information Center, Room 104, 1416 N.E. 41st Street, JI-60, Seattle, Washington 98195. The telephone number of the Visitors' Information Center is 543-9198. [Order 73-5, § 478-276-140, filed 5/29/73.]

**Chapter 478-325 WAC**  
**RULES AND REGULATIONS FOR THE**  
**UNIVERSITY OF WASHINGTON**  
**IMPLEMENTATION OF THE STATE**  
**ENVIRONMENTAL POLICY ACT**

**WAC**

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478-325-180 Preparation, contents and circulation of final EIS.  
478-325-190 Use and effects of other EIS's.

**WAC 478-325-010 Authority.** These rules are adopted pursuant to RCW 43.21C.120 which requires each state and local agency to adopt its own rules, ordinances or resolutions governing the implementation of the State Environmental Policy Act (SEPA) consistent with the provisions of WAC 197-10-010 through WAC 197-10-910. [Order 76-2, § 478-325-010, filed 8/26/76.]

**WAC 478-325-020 Purpose and scope.** The purpose of this chapter is to establish University rules interpreting and implementing the State Environmental Policy Act of 1971 in a manner which reduces duplicative and wasteful practices, establishes effective and uniform procedures, encourages public involvement, and promotes certainty with respect to the requirements of the Act. It is the intent of the University of Washington Board of Regents that compliance with these rules shall constitute complete procedural compliance with SEPA for any "action" undertaken by the University. [Order 76-2, § 478-325-020, filed 8/26/76.]

**WAC 478-325-030 Integration of SEPA procedures with university operations.** To the full extent possible, the procedures required by these rules shall be integrated with existing planning and decision-making procedures utilized by the University. These procedures should be initiated early and undertaken in conjunction with other operations to avoid lengthy delays and unnecessary duplication of effort. When an environmental impact statement or declaration of nonsignificance is required to be prepared by these rules, it shall accompany a proposal through the existing review processes. [Order 76-2, § 478-325-030, filed 8/26/76.]

**WAC 478-325-040 Definitions.** The University adopts the definitions promulgated in WAC 197-10-040. The defined terms appearing most frequently in these rules are reprinted here for easy reference: (1) **Action.** Action means an activity potentially subject to the environmental impact statement requirements of SEPA. All University actions fall within one of the following categories:

(a) *Action of a project nature.* This includes and is limited to:

(i) the decision by the University to undertake any activity which will directly modify the physical environment, whether such activity will be undertaken directly by the University or through contract with another agency; and

(ii) the decision to purchase, sell, lease, transfer or exchange natural resources, including publicly-owned land, whether or not it directly modifies the environment.

(b) *Action of a nonproject nature.* This includes and is limited to:

(i) the adoption or amendment of rules or regulations which contain standards controlling use or modification of the physical environment;

(ii) the adoption or amendment of comprehensive land use plans:

(iii) the adoption of any policy, plan or program which will govern the development of a series of functionally related major actions, but not including any policy, plan or program for which approval must be obtained from any federal agency prior to implementation; and

(iv) capital budgets.

(2) **Declaration of nonsignificance.** Declaration of nonsignificance means the written decision by the responsible official of the University that a proposal will not have a significant adverse environmental impact and that therefore no environmental impact statement is required.

(3) **Declaration of Significance.** Declaration of significance means the written decision by the responsible official of the University that a proposal will or could have a significant adverse environmental impact and that therefore an environmental impact statement is required.

(4) **Draft EIS.** EIS means an environmental impact statement prepared prior to the final detailed statement.

(5) **EIS.** EIS means the detailed statement required by RCW 43.21C.030(2)(c). It may refer to either a draft or a final environmental impact statement, or both, depending upon context.

(6) **Final EIS.** Final EIS means an environmental impact statement prepared to reflect comments to the draft EIS. It may consist of a new document or of the draft EIS together with supplementary material prepared pursuant to WAC 478-325-180 and/or 478-325-190.

(7) **Lead Agency.** Lead agency means the agency which is responsible for making the threshold determination and preparing or supervising preparation of the draft and final environmental impact statements.

(8) **Lead Unit.** Lead unit means that unit of the University which is responsible for making the threshold determination and preparing, or supervising preparation of, the draft and final environmental impact statements.

(9) **Major Action.** Major action means any action as defined in this section which is not included as a categorical exemption.

(10) **Proposal.** Proposal means a specific request to undertake any activity submitted to, and which is seriously considered by, a decision-maker within the University, as well as any action or activity which may result from approval of any such request.

(11) **Responsible Official.** Responsible official means that officer, or officers, designated by the President to undertake the University's SEPA responsibilities for that unit's actions.

(12) **Threshold Determination.** Threshold determination means the decision by a lead unit whether or not an environmental impact statement is required for a proposal. [Order 76-2, § 478-325-040, filed 8/26/76.]

**WAC 478-325-050 Timing of the EIS process.** (1) The primary purpose of the EIS is to provide environmental information to decision makers to be considered prior to making their decision. The process should thus be completed before any decisions are made which commit the University to a particular course of action, and which would preclude or foreclose alternative courses of action. The actual decision to proceed with many actions may involve a series of individual approvals or decisions. Completion of the threshold determination and EIS (if required) should occur at the earliest point in the planning and decision-making process when the principal features of the proposal and its impact upon the environment can be reliably identified. In many cases, however, preliminary decisions must be made upon a proposal before the proposal is sufficiently definite to permit environmental analysis.

(2) For project-type actions involving construction or modification of facilities, the threshold determination and any required EIS shall be completed prior to the approval of working drawings. When an EIS is required, the draft EIS shall be completed before authorization is provided to prepare working drawings.

(3) For nonproject type actions, the threshold determination and any required EIS shall be completed prior to final approval of the action. [Order 76-2, § 478-325-050, filed 8/26/76.]

**WAC 478-325-060 SEPA information center.** (1) The University of Washington Information Center at 4014 University Way N.E., Seattle, Washington 98105, shall serve as the University's SEPA information center.

(2) The following documents shall be maintained at the SEPA public information center:

(a) Copies of all declarations of nonsignificance filed by the University for a period of one year.

(b) Copies of all EIS's prepared by the University for a period of three years. Draft EIS's which have been superseded by a final EIS need not be maintained at the center.

(c) A current list of individuals designated as responsible officials for University compliance with SEPA.

(d) Agendas, minutes and a current membership list of the University's Environmental Advisory Committee.

(3) In addition, the following registers shall be maintained at the information center, each register including for each proposal its location, a brief description of the nature of the proposal, the date first listed on the register, and a contact person or office from which further information may be obtained:

(a) A Proposed Declaration of NonSignificance Register which shall contain a list of all current proposed declarations on nonsignificance;



(b) An EIS In-Preparation Register which shall contain a list of all proposals for which the University is currently preparing an EIS, and the date by which the EIS is expected to be available;

(c) An EIS Available Register which shall contain a list of all draft and final EIS's prepared by the University during the previous three years, including the date by which comments must be received on draft EIS's and the date for any public hearing scheduled for the proposal.

(4) Each of the registers required by WAC 478-325-060(3) shall be kept current and maintained at the information center for public inspection. In addition, the registers, or updates thereof containing new entries added since the last mailing shall be mailed once every two weeks to those organizations and individuals who make written request therefor, unless no new proposals are placed on the register, in which event a copy of the register or update shall be mailed when a new proposal is added. A fee to cover the actual costs of copying and postage may be charged for the service of mailing the registers or updates.

(5) The documents required to be maintained at the information center shall be available for public inspection and copies thereof shall be provided upon request. A fee to cover the actual cost of copying will be charged for copies. [Order 76-2, § 478-325-060, filed 8/26/76.]

**WAC 478-325-070 Scope of proposal and its impact for purposes of threshold determination and EIS determination.** The proposal considered during the threshold determination and EIS preparation shall be the total proposal including its direct and indirect impacts, as further defined in WAC 197-10-060. [Order 76-2, § 478-325-070, filed 8/26/76.]

**WAC 478-325-080 Exemptions.** (1) Actions which fall within the categories listed below may be categorical exemptions under WAC 197-10-170 and therefore exempt from the threshold determination and EIS requirements of SEPA. The definitions of WAC 197-10-170 are to be followed in determining whether a lead unit's proposal falls within such category. Specific categorical exemptions of special relevance to potential University actions include the following:

(a) The construction of an office, school, commercial, recreational, service or storage building with less than 4,000 square feet of floor area, and with associated parking facilities designed for twenty automobiles or less.

(b) The construction of a parking lot designed for twenty automobiles or less.

(c) The repair, maintenance or minor alteration of existing private or public structures, facilities or equipment, including utilities, involving no material expansions or changes in use beyond that previously existing.

(d) The procurement and distribution of general supplies, equipment and services previously authorized, or necessitated by previously-approved functions or programs.

(e) The adoption of all budgets and requests for appropriation: *Provided*, That if such adoption includes a

final decision to undertake a major action, that portion of the budget is not exempted by this subsection.

(f) The borrowing of funds, issuance of bonds, or applying for a grant and related financing agreements and approvals.

(g) All personnel actions, including hiring, terminations, appointments, promotions, allocations of positions, and expansions or reductions in force.

(h) All organization, reorganization, internal operational planning or coordination of plans or functions.

(i) The purchase or acquisition of any right to real property.

(j) Proposals for basic data collection, research, resource evaluation and the conceptual planning of proposed actions. These may be for strictly information-gathering purposes, or as part of a study leading to a proposal which has not yet been approved, adopted or funded. This exemption does not include any agency action which commits the University to proceed with the proposal.

(2) The University may petition, pursuant to RCW 34.04.060 and WAC 197-10-150, for adoption of additional exemptions or for deletion of existing exemptions through amendments to these rules. All such petitions must be reviewed by the Environmental Advisory Committee and approved by the President.

(3) Certain categorical exemptions may not apply in any areas designated as environmentally sensitive in city or county SEPA rules. Such rules should be consulted if applicable. Major actions which will be located within environmentally sensitive areas are to be treated no different from other major actions. A threshold determination shall be made for all such actions, and an EIS shall not be automatically required for a proposal merely because it is proposed for location in an environmentally sensitive area. Certain categorical exemptions do not apply on lands covered by water, and this remains true regardless of whether or not lands covered by water are mapped.

(4) Actions which must be undertaken immediately, or within a time too short to allow full compliance with these rules, to avoid an imminent threat to public health or safety, to prevent an imminent danger to public or private property, or to prevent an imminent threat of serious environmental degradation, shall be exempt from the procedural requirements of this chapter. Such actions include, but are not limited to, the following:

(a) Emergency pollution control actions responding to accidental discharges, leaks or spills into the air, state waters, or on land.

(b) Implementation of a change in waste disposal procedures caused by unanticipated changes in waste sources which are in compliance with federal and state regulations and standards.

(c) Clean-up or decontamination of academic and research facilities or equipment accidentally exposed or contaminated, to permit maintenance, repair or relocation, when procedures followed are in accordance with federal or state guidelines, recommendations or standards.

(d) Emergency actions implemented to reduce an imminent hazard to the health and safety of an element of

the University resulting from structural failure, equipment malfunction, human error or natural event. [Order 76-2, § 478-325-080, filed 8/26/76.]

**WAC 478-325-090 Effect of exempt status.** (1) Those activities excluded from the definition of action in WAC 478-325-040, or categorically exempted by WAC 478-325-080, are exempt from the threshold determination (including completion of the environmental checklist) and EIS requirements of these guidelines and RCW 43.21C.030(2)(c) and (2)(d). No exemption is allowed for the sole reason that actions are considered to be of a "ministerial" nature or of an environmentally regulatory or beneficial nature. If a proposal includes a series of actions, physically or functionally related to each other, some of which are categorically exempt and some of which are not, the proposal is not exempt. However, for such proposal, exempt activities or actions may be undertaken prior to the threshold determination, subject to the timing considerations in WAC 478-325-050. For each such proposal a threshold determination shall be made prior to any major action with respect to the proposal, and prior to any decision irreversibly committing the University to adopt or approve the proposal. If the proposal includes a series of exempt actions which are physically or functionally related to each other, but which together may have a significant environmental impact, the proposal is not exempt.

(2) No presumption as to the significance of the impacts upon the environment shall be given to any proposed action merely because it was not exempted. [Order 76-2, § 478-325-090, filed 8/26/76.]

**WAC 478-325-100 Lead agency.** (1) Except as otherwise specifically provided herein, the University shall serve as the lead agency for all proposals it initiates. In the event that one or more additional agencies share in the implementation of the proposal, the University and the agencies shall by agreement determine which agency will assume the status of lead agency. Any dispute over lead agency determination shall be settled in accordance with the provisions of WAC 197-10-260.

(2) When the total proposal will involve both private and University construction activity, it shall be characterized as either a private or a University project for the purposes of lead agency designation, depending upon whether the primary sponsor or initiator of the project is the University or a private party. Any project in which University and private interests are too intertwined to make this characterization shall be considered a University project.

(3) The University's responsibilities as lead agency include complying with the threshold determination procedures; the supervision, or actual preparation, of draft EIS's, including the circulation of such statements, the conduct of any public hearings required by these rules; and the supervision or preparation of required final EIS's.

(4) Exceptions to the University's status as lead agency are as follows:

(a) For all proposals which are being processed under the Environmental Coordination Procedures Act of 1973

(ECPA), chapter 90.62 RCW, the lead agency shall be determined by the Department of Ecology.

(b) For proposals that will result in an impoundment of water with a water surface in excess of 40 acres, the lead agency shall be the Department of Ecology.

(c) For proposals to construct facilities on a single site designed for or capable of storing a total of one million or more gallons of any liquid fuel, the lead agency shall be the Department of Ecology. [Order 76-2, § 478-325-100, filed 8/26/76.]

**WAC 478-325-110 Lead unit.** (1) For University action subject to SEPA, the University academic or administrative unit initiating the action shall be charged with the University's lead agency responsibilities, with the exceptions indicated in WAC 478-325-110(2) and 478-325-110(3).

(2) For actions involving more than one University unit, the involved units shall by agreement determine which unit will assume the University's lead agency responsibilities. Any dispute as to lead unit determination shall be resolved by the President.

(3) The Department of Facilities Planning and Construction shall have primary University responsibility for providing procedural advice with regard to these rules. All University units with environmental expertise should strive to make their services available to lead units to assist in the University's compliance with SEPA. [Order 76-2, § 478-325-110, filed 8/26/76.]

**WAC 478-325-120 Responsible officials.** (1) The President shall appoint a responsible official for each unit of the University which may initiate a major action which may directly or indirectly adversely affect the quality of the environment.

(2) A current list of all designated responsible officials shall be maintained at the SEPA information center.

(3) Responsible officials shall carry out the duties and functions of the University with regard to these rules for all major actions initiated by their unit. [Order 76-2, § 478-325-120, filed 8/26/76.]

**WAC 478-325-130 Environmental Advisory Committee.** (1) An Environmental Advisory Committee shall be established to assist with University compliance with the State Environmental Policy Act. The President shall appoint committee members representing the students, faculty and staff.

(2) The Committee shall adopt procedures which provide for the review of environmental documents within the time limits established by WAC 478-325-150(2) and 478-325-170(3).

(3) The Committee shall be provided with the opportunity to review the following environmental documents:

(a) All draft environmental impact statements;

(b) All contested proposed or final declarations of nonsignificance, and other proposed or final declarations of nonsignificance as identified by the chairperson and secretary of the Committee; and

(c) Any proposed revisions to this chapter or to the State SEPA Guidelines.

(4) The Committee's recommendations shall be advisory only and shall in no way relieve responsible officials of their responsibilities as established by these rules and regulations. [Order 76-2, § 478-325-130, filed 8/26/76.]

**WAC 478-325-140 Threshold determination.** (1) For every major action, a threshold determination shall be made by the responsible official unless the responsible official has initially determined that an EIS is required. The timing of the threshold determination shall be as indicated in WAC 478-325-050. The scope of the proposal to be considered for the purpose of threshold determination should be as indicated in WAC 478-325-070.

(2) A form is provided in WAC 197-10-365 for an environmental checklist which must be completed by an action proponent to be used in the threshold determination. Explanations of "yes" and "maybe" answers on the checklist shall be provided, and persons completing the checklist may provide explanations of "no" answers. Persons filling out an environmental checklist may refer to studies or reports which are available to any agency to which the checklist is being submitted.

(3) This checklist shall be reviewed by the responsible official for the proposal, who shall apply the questions in the environmental checklist to the total proposal, including its indirect effects, to determine whether the proposal will result in a significant adverse impact upon the quality of the environment. This process will lead to one of three determinations:

(a) The proposal will not have a significant adverse impact upon the quality of the environment; in which case the responsible official shall initiate the negative threshold determination procedures of WAC 478-325-150; or

(b) The proposal will have a significant adverse impact upon the quality of the environment; in which case the responsible official shall initiate the EIS preparation procedures of WAC 478-325-160; or

(c) There is not sufficient information available to the responsible official to enable him/her to reasonably make a determination of the environmental significance of the proposal; in which case the responsible official shall initiate further studies and, if necessary, consult with other University units or public agencies, requesting substantive information as to potential environmental impacts of the proposal which lie within the area of expertise of the particular unit or agency consulted. The responsible official may also request the advice of the University's Environmental Advisory Committee. However, the responsibility for making the final determination shall rest with the responsible official.

(4) The threshold determination based upon the environmental checklist shall be made in accordance with the considerations listed in WAC 197-10-360. [Order 76-2, § 478-325-140, filed 8/26/76.]

**WAC 478-325-150 Declarations of nonsignificance.** (1) In the event a responsible official shall determine that a proposal will not have a significant adverse impact on the quality of the environment, he/she shall

prepare a proposed or final declaration of nonsignificance in accordance with the provisions of WAC 197-10-340 and 197-10-355.

(2) Whenever a proposed or final negative threshold determination is made by a responsible official, before the declaration of nonsignificance can be sent to the information center it must be reviewed by the Environmental Advisory Committee. The committee shall complete its review of a declaration of nonsignificance within two weeks of receiving the document. Following this review the committee shall forward its recommendations to the responsible official. These recommendations must be considered by the responsible official, but shall not be binding on his/her further action in complying with SEPA.

(3) All final declarations of nonsignificance must be filed in the SEPA information center and accompany the proposal through its decision-making process.

(4) The responsible official may withdraw any proposed or final declaration of nonsignificance at any time to reconsider the threshold determination based on further information or modification of the proposal. [Order 76-2, § 478-325-150, filed 8/26/76.]

**WAC 478-325-160 Draft environmental impact statements.** (1) In the event the responsible official determines that a proposal will have a significant adverse effect upon the quality of the environment, he/she shall prepare a declaration of significance, using the form in WAC 197-10-355, which shall be retained in the files of the lead unit. The responsible official shall then list the proposal in the EIS In-Preparation Register maintained at the SEPA public information center and begin the EIS preparation procedures of this section.

(2) Pre-draft consultation with other units and agencies may be initiated at the option of the responsible official. Predraft consultation is commenced when the responsible official sends to the consulted unit or agency a packet of material relevant to the proposal, including but not limited to a copy of the environmental checklist. Agencies so consulted will have 45 days from receipt of the packet to respond in writing.

(3) Preparation of the EIS is the responsibility of the lead unit, by or under the direction of its responsible official. No matter who participates in the preparation of the EIS, it is nevertheless the EIS of the responsible official of the lead unit. The responsible official, prior to distributing the draft EIS, shall be satisfied that it complies with the provisions of these rules and the state SEPA Guidelines. An EIS may be prepared by another University unit or by an outside consultant retained by the University. In such case, the responsible official within the lead unit shall assure that the EIS is prepared in a responsible manner and with appropriate methodology. The responsible official shall direct the areas of research and examination to be undertaken, as well as the organization of the resulting document.

(4) The required contents of a draft EIS for proposals of both a project and a nonproject nature are set forth in WAC 197-10-440. The draft EIS shall be prepared

pursuant to the section and its contents shall be organized as set forth in that section and in WAC 197-10-425.

(5) The requirements of WAC 478-325-160(3) apply to the contents of a draft EIS on a proposal for a non-project action. Responsible officials, however, have greater flexibility in their approach to achieving compliance with those requirements in writing an EIS for non-project actions, because normally less specific details are known about the proposal and any implementing projects, as well as the anticipated impacts on the environment. Responsible officials should be alert to the fact that it is in the development and review of proposals for nonproject actions where the range of alternatives is typically more broad than that of a proposal for a project action (which is often narrowed to a specific location and design). The proposal should be described in a manner which encourages consideration of a number of alternative methods of accomplishing its objective. [Order 76-2, § 478-325-160, filed 8/26/76.]

**WAC 478-325-170 Public awareness, hearings and circulation of draft EIS.** (1) Upon publication of the draft EIS, the responsible official shall send the document to the SEPA public information center, where it will be listed in the University's EIS Available Register. The draft EIS will also be sent to the University's Environmental Advisory Committee, the Office of the Governor, the Ecological Commission, and any agency with jurisdiction over the proposal.

(2) The responsible official is required to use any reasonable method calculated to inform the public of the availability of the draft EIS and of the procedures for requesting a public hearing. Examples of such methods are publication of notice in a newspaper of general circulation in the county, city or general geographic area where the proposal is located; notifying private groups that are known to be interested in a certain proposal; contacting news media personnel and encouraging news coverage; and placing notices in appropriate regional, neighborhood or ethnic periodicals.

(3) The public, consulted agencies and the Environmental Advisory Committee shall be provided with a minimum of 35 days from the date of listing in the EIS Available Register to review the draft EIS and forward to the responsible official any comments upon or substantive information related to the proposal and the draft EIS.

(4) If a public hearing on the proposal is held pursuant to some other requirement of law, such hearing shall be open to consideration of the environmental impact of the proposal, together with any available environmental document.

(5) In all other cases a public hearing on the environmental impact of a proposal shall be held whenever one or more of the following situations occur:

(a) The responsible official determines, in his/her sole discretion, that a public hearing would assist the University in meeting its responsibility to implement the purposes and goals of SEPA and these rules; or

(b) When 50 or more persons make written request to the lead unit of the University within 35 days of the listing of the proposal in the EIS Available Register; or

(c) When two or more agencies with jurisdiction over a proposal make written request to the lead agency within 35 days of the listing of the proposal in the EIS Available Register.

(6) Whenever a public hearing is held under WAC 478-325-170(4) it shall occur no later than 51 days from the listing of the proposal in the EIS Available Register and no earlier than 15 days from such date of listing.

(7) The responsible official shall assure that the University follows the further reporting and hearing procedures of WAC 197-10-455, 197-10-460, 197-10-465, 197-10-470, 197-10-485, 197-10-490 and 197-10-495 in regard to the proposal for which he/she has responsibility. [Order 76-2, § 478-325-170, filed 8/26/76.]

**WAC 478-325-180 Preparation, contents and circulation of final EIS.** The responsible official shall see that the requirements of WAC 197-10-550, 197-10-570, 197-10-580 and 197-10-600 are met. [Order 76-2, § 478-325-180, filed 8/26/76.]

**WAC 478-325-190 Use and effects of other EIS's.** (1) A lead unit may adopt and utilize a previously prepared EIS in accordance with the provisions of WAC 197-10-660.

(2) In any case where the lead unit is preparing a supplement to an earlier EIS or to an EIS prepared pursuant to the National Environmental Policy Act (NEPA), it shall prepare a draft supplemental EIS and comply with WAC 478-325-170(1) and 478-325-170(2). Copies of both the prior and the supplemental EIS shall be maintained at the SEPA public information center, and copies of the prior EIS, as well as the supplement, shall be transmitted to the consulted agencies which had not previously received it.

(3) Upon preparation of the draft supplemental EIS, the lead unit shall comply with WAC 197-10-550, 197-10-570 and 197-10-580, and the final supplemental EIS, together with the earlier EIS, shall be regarded as a final EIS for all purposes of these rules.

(4) No major action may be taken on a proposal for which an EIS has been required, prior to seven days from publication of the final EIS and its listing in the EIS Available Register maintained at the University's SEPA public information center. [Order 76-2, § 478-325-190, filed 8/26/76.]