

132E-129-020 Community College District 5—Procedure for reduction in force—Creation of special review committee. [Order 73-1, § 132E-129-020, filed 11/29/73, effective 1/1/74.] Repealed by 79-06-060 (Order 79-5-1, Resolution 79-5-1), filed 5/23/79. Statutory Authority: RCW 28B.50.030, 28B.50.140(13), and 28B.50.852.

**WAC 132E-129-001 Reduction in force.** It is the policy of the Board of Trustees of Washington Community College District V that all matters relating to reduction in force of academic employees shall be governed by the laws of the State of Washington and terms of the negotiated agreement between the Board and the duly elected academic employee bargaining agent as contained in that agreement. [Statutory Authority: RCW 28B.50.030, 28B.50.140(13), and 28B.50.852. 79-06-060 (Order 79-5-1, Resolution 79-5-1), § 132E-129-001, filed 5/23/79.]

**WAC 132E-129-010 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132E-129-020 Repealed.** See Disposition Table at beginning of this chapter.

## Title 132F WAC

### COMMUNITY COLLEGES--SEATTLE COMMUNITY COLLEGE

#### Chapters

**132F-120 Seattle Community College student policies and procedures.**

#### Chapter 132F-120 WAC

#### SEATTLE COMMUNITY COLLEGE STUDENT POLICIES AND PROCEDURES

#### WAC

132F-120-020 Students' right to privacy.  
132F-120-030 Student programs.  
132F-120-040 Student program development.  
132F-120-050 Student organizations.  
132F-120-060 Student publications.  
132F-120-070 Use of the college name.  
132F-120-080 Student expression and evaluation.  
132F-120-090 Student complaints.  
132F-120-100 Student conduct.  
132F-120-110 Misconduct.  
132F-120-120 Disciplinary actions.  
132F-120-130 Jurisdiction.  
132F-120-140 Disciplinary authority of deans of students.  
132F-120-150 Appeals/referrals.  
132F-120-160 Campus committee on conduct and standards.  
132F-120-170 Hearing guidelines.  
132F-120-180 Sanctions.  
132F-120-190 Review for readmission.  
132F-120-200 Emergency authority of the campus president.  
132F-120-300 Repealed.  
132F-120-310 Repealed.  
132F-120-400 Repealed.  
132F-120-410 Repealed.  
132F-120-420 Repealed.

132F-120-430 Repealed.  
132F-120-440 Repealed.  
132F-120-450 Repealed.  
132F-120-460 Repealed.  
132F-120-470 Repealed.  
132F-120-480 Repealed.  
132F-120-500 Repealed.  
132F-120-510 Definitions.

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

132F-120-300 Grievances. [Order 2, § 132F-120-300, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-310 Violation of the Code of Student Rights and Responsibilities. [Order 2, § 132F-120-310, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-400 College committee on conduct and standards. [Order 2, § 132F-120-400, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-410 Interim Suspension Pending Hearing. [Order 2, § 132F-120-410, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-420 Hearing—Notice. [Order 2, § 132F-120-420, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-430 Hearings—Failure to appear. [Order 2, § 132F-120-430, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-440 Witnesses—Evidence. [Order 2, § 132F-120-440, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-450 Hearing procedure. [Order 2, § 132F-120-450, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-460 Decisions of the committee. [Order 2, § 132F-120-460, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-470 Disruption of hearing. [Order 2, § 132F-120-470, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-480 Sanctions. [Order 2, § 132F-120-480, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).  
132F-120-500 General procedures. [Order 2, § 132F-120-500, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

**WAC 132F-120-020 Students' right to privacy.** The Seattle Community College District shall respect the students' right to privacy. Accordingly, it will not inquire into the activities of its students away from the campus where their behavior is subject to regulation and control by public authorities. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-020, filed 10/4/78; Order 2, § 132F-120-020, filed 9/20/72.]

**WAC 132F-120-030 Student programs.** Seattle Community College District recognizes the need to provide its students with the opportunity for personal growth and development beyond the curricular offering of instruction. It is the purpose of student programs to meet needs in the areas of social and personal growth

through opportunities for cultural, leadership, recreational and athletic experiences. In addition, student programs provide student support services within the scope of the campus, designed to enhance the students' abilities to achieve educational goals. It is by means of student programs that the college offers students the maximum opportunity to realize fully the potential of their collegiate experience within the constraints of its mission and legal authority. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-030, filed 10/4/78; Order 2, § 132F-120-030, filed 9/20/72.]

**WAC 132F-120-040 Student program development.** The college recognizes the special role that students play in the development and maintenance of student programs. On each campus the students shall be represented by the designated student governing body. The designated administrative officer will assure a broad selection of student programs open to the students and all other interested members of the college community. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-040, filed 10/4/78; Order 2, § 132F-120-040, filed 9/20/72.]

**WAC 132F-120-050 Student organizations.** (1) Organizations may be established within the college for any legal purpose, whether their aims are religious, political, educational, economic, or social. Affiliation with an external organization shall not disqualify the college-based branch or chapter from college privileges. Membership in all college-related organizations shall be open to any member of the college community who is willing to subscribe to the stated aims of the organization.

(2) The college shall not require membership lists of any organization, but it may require as a condition of access to college funds and facilities, the names and addresses of officers or four representatives and at least one shall be responsible to the college.

(3) It is not necessary to have a college staff member as an advisor to function as an organization; however, it is a requirement for the use of college funds.

(4) Where funds are allocated to a student organization, financial accountability will be required, including a statement of income and expenses on a regular basis. Organizations receiving funds allocated by the designated student governing body shall submit to the designated administrative officer a statement of their income and expenditures which will be recorded as an integral part of the college's budget and accounting system by the designated representative of the organization. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-050, filed 10/4/78; Order 2, § 132F-120-050, filed 9/20/72.]

**WAC 132F-120-060 Student publications.** (1) Student newspapers are published by the designated student governing body for the purpose of promoting free and responsible discussion of campus and community issues. Guidelines for the publication of student newspapers shall be published college regulations and the Code of

Newspaper Ethics as adopted by the American Society of Newspaper Editors and state and federal laws regarding libel and obscenity.

(2) The designated student governing body shall establish a Board of Publications composed of student, faculty, and administration representatives who shall serve as publishers for all student publications.

(3) Student newspapers shall be free of censorship and advance approval of copy.

(4) Its editors shall be free to develop their own editorial policies within the guidelines established by the Board of Publications.

(5) The editors of student newspapers shall be protected from arbitrary suspension and removal because of student, faculty, administrative or community disapproval of editorial policy or content.

(6) The editors shall be subject to removal only upon violation of the Code of Newspaper Ethics as interpreted by the guidelines as adopted by the Board of Publications or for violations of laws. The decision for removal is subject to review by the campus president. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-060, filed 10/4/78; Order 2, § 132F-120-060, filed 9/20/72.]

**WAC 132F-120-070 Use of the college name.** (1) No individual, group, or organization may use the college name without written authorization from the designated administrative officer.

(2) College approval or disapproval of any external policy or position may not be stated or implied by an individual, group or organization.

(3) Use of all seals and/or symbols of the college except where further restricted by board policy shall be regulated. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-070, filed 10/4/78; Order 2, § 132F-120-070, filed 9/20/72.]

**WAC 132F-120-080 Student expression and evaluation.** (1) The Seattle Community College recognizes the rights of students to freedom of discussion and expression of views. It is the responsibility of the instructor to insure and encourage the realization, not only of the fact, but of the spirit of free inquiry.

(2) In particular, students must be guaranteed fair and consistent course evaluation from the instructor. Instructors have the responsibility to maintain order, but this authority must not be used to inhibit the expression of views contrary to their own.

(3) It is the responsibility of the student to support the instructor's efforts to assure freedom of expression and to maintain order. It is consistent with the concept of freedom in the classroom for the instructor to require participation in classroom discussion or submission of written materials relevant to the course. Evaluation of skills or intellectual capacity should not threaten the right to privacy. Fair and professional course evaluation is a legitimate classroom experience.

(4) Information about student views, beliefs and political associations which is acquired by instructors in the

course of their work is confidential and shall not be disclosed to others.

(5) As constituents of the college community, students must be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Individuals affected by a policy shall have ample opportunity to express their viewpoint.

(6) On-campus recruitment of students for lawful employment is an appropriate adjunct to the educational process. College participation in the placement process is a service function assumed by the college. So long as any recruitment is permitted on campus, every student enrolled in the college has the right to be interviewed. Similarly, any student or group of students has the right to dissent from the appearance on campus of any organization, provided that the dissent does not interfere with other students' opportunity to participate in such an interview. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-080, filed 10/4/78; Order 2, § 132F-120-080, filed 9/20/72.]

**WAC 132F-120-090 Student complaints.** Seattle Community College shall establish a process whereby students may file a complaint against any member of the college community. Students who feel they have a complaint relating to an action by a member of the college community have the following procedure available:

(1) If the complaint relates to an instructor or course, the student is encouraged first to consult with an instructor before initiating the complaint.

(2) If the student determines the complaint may be handled more appropriately without the instructor involvement, the student may contact the head of the appropriate division/department or the designated administrative officer.

(3) If complaints filed with the head of the appropriate division/department have not been resolved, the student may bring the formal complaint to the administrative officer designated by the president for further action.

(4) The designated administrative officer shall discuss the concerns outlined by the student and the options available for resolution. Should the student elect to proceed with a formal complaint, the concerns must be outlined in writing, specifying the complaint and identifying dates and persons involved as accurately as possible.

(a) When the written complaint is filed with the designated administrative officer, it shall be forwarded to the appropriate division/department and other persons named in the complaint for response, within ten instructional days.

(b) Should the written responses not resolve the complaint, then a conference shall be convened by the designated administrative officer among all parties involved, within ten instructional days, for the purpose of achieving a resolution of the complaint.

(c) The designated administrative officer shall keep all written statements, transcripts, and minutes associated with the complaint as part of the confidential files of the college.

(d) If the conference resolutions do not satisfy the complainant, the designated administrative officer shall notify the appropriate dean and forward the complaint for resolution.

(5) The appropriate dean shall review the minutes, transcripts, and other pertinent statements and discuss the complaint with the parties involved. The dean shall then issue a recommendation for resolution of the complaint.

(6) The recommendations of the dean shall be reviewed by the campus president who may amend, modify, reverse or accept the recommendations, and who shall then implement the resolution of the complaint.

(7) The decision of the campus president shall be final. Appeals or formal hearings to the board of trustees shall not be provided.

(8) If the complaint relates to a faculty member and is endorsed by the campus president, a grievance shall then be filed in accordance with the provisions of the current SCCFT agreement.

(9) No complaints requesting a grade review will be considered after two consecutive quarters from the date of issue for that grade. Student complaints related to grades shall be reviewed as follows:

(a) Students are encouraged to consult with an instructor before initiating a grade review process as outlined in this procedure.

(b) The student shall indicate the grade received in the course together with the reason for complaint, specifying as accurately as possible all pertinent performance scores and attendance data. This information shall be filed in writing with the designated administrative officer.

(c) When the complaint has been received by the designated administrative officer, it shall be forwarded to the division/department and the course instructor who reported the grade.

(d) The course instructor shall reply in writing, listing the grade reported for the student, the evaluation criteria for the course and the performance scores and attendance data achieved by the student in that course.

(e) Ordinarily the above process of review should be sufficient, but if the student feels there were extenuating circumstances, a conference may be requested with the division/department administrator, the course instructor and the administrative officer with whom the complaint was originally filed. The conference shall review the circumstances of performance in the course and determine appropriate adjustments if warranted.

(f) Since the evaluation of course content is exclusively within the province of the instructor for a particular course, any adjustments or grade changes may be initiated only by that instructor, or, under extenuating circumstances by the appropriate dean of instruction, upon approval by the campus president. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-090, filed 10/4/78; Order 2, § 132F-120-090, filed 9/20/72.]

**WAC 132F-120-100 Student conduct.** Pursuant to the authority granted by RCW 28B.50.140, the board of

trustees of Seattle Community College District VI hereby establishes regulations on student conduct and student discipline.

Seattle Community College is a public institution having special responsibility for providing instruction in higher education. As a postsecondary learning institution, the college has an obligation to maintain conditions which are conducive to freedom of inquiry and expression in the degree compatible with the orderly conduct of its functions. For this purpose all of the campuses operated by District VI are governed by regulations and procedures promulgated under this policy.

(1) Admission to the college carries with it the presumption that students will conduct themselves as responsible members of the college community. When students enroll in any of the campuses operated by District VI, they assume the obligation to observe standards of conduct which are appropriate to the pursuit of academic/vocational goals.

(2) Students have the obligation to:

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

(b) Respect the rights of others and cooperate with all parts of the college community to insure that such rights are guaranteed, whether or not the views of those exercising such rights are consistent with their own;

(c) Refrain from those actions which would interfere with the college functions or endanger the health, safety, welfare or property of others;

(d) Comply with and support college rules and regulations;

(e) Comply with and support duly constituted civil authority. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-100, filed 10/4/78; Order 2, § 132F-120-100, filed 9/20/72.]

**WAC 132F-120-110 Misconduct.** The college defines misconduct as that which adversely affects the institution's pursuit of its educational objectives.

Irresponsible behavior for which the college may impose sanctions is defined as follows:

(1) Academic dishonesty, to include cheating, plagiarism, or knowingly furnishing false information to the college.

(2) The intentional making of false statements and/or filing of false charges against the college and members of the college community.

(3) Forgery, alteration or misuse of college documents, records, funds or instruments of identification with the intent to defraud.

(4) The intentional obstruction or disruption of teaching research, administration, disciplinary proceedings or other college activities, including public service functions and other authorized activities on college premises.

(5) Physical and/or verbal abuse of any person on college premises or at any college-sponsored or college-supervised function; or conduct which threatens or endangers the health and safety of any such person.

(6) Theft from or damage to college premises and/or property or theft of or damage to property of a member of the college community or college premises.

(7) Possession, use or furnishing on college premises of intoxicating beverages where prohibited by law or college regulations, and controlled substances or unlawful drugs.

(8) Failure to comply with the direction of college officials acting in the legitimate performance of their duties.

(9) Violation of published college regulations which may from time-to-time be properly enacted.

(10) Possession of firearms, even if licensed to do so except commissioned police officers as prescribed by law. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-110, filed 10/4/78; Order 2, § 132F-120-110, filed 9/20/72.]

**WAC 132F-120-120 Disciplinary actions.** Ordinarily, disciplinary proceedings will be conducted informally between the student and the dean of students in matters alleging misconduct as outlined in this procedure. More formal procedures are provided, including an appeal to the committee on conduct and standards. In all situations involving allegations of misconduct in hearings before the dean of students or on appeal to the committee on conduct and standards, basic standards of fairness will be observed.

(1) In handling allegations of misconduct, a record of all hearings shall be kept. These records shall be set down in writing and shall contain the following:

(a) The determination of fact—a statement of the charges against a student.

(b) Conclusions—the truth or falsity of the charges against a student; whether the allegation is, in fact, a violation of college standards of conduct.

(c) Recommendations of sanctions which should be imposed.

(2) If questions of mental or physical health are raised relating to conduct cases, the dean of students may request the student to appear for examination before a physician-consultant mutually agreed upon by the dean of students and the student. The physician-consultant after examining the student, shall make a recommendation to the dean of students as to whether the case should be handled as a case for medical or other treatment. Decisions based upon these recommendations by the dean of students may be appealed in accordance with the provisions for appeals.

(3) College authority and civil law:

(a) If a student is charged with an off-campus violation of law, the matter shall be of no disciplinary concern to the college unless the student is incarcerated and unable to comply with academic requirements.

(b) If the violation of law occurs on campus and is also a violation of a published college regulation, the college may institute its own proceedings against the offender if the college interest involved is clearly distinct from that of the outside community.

(c) The college shall in no case proceed with a sanction that, in fact or appearance, duplicates punishment for the same offense unless the interests of the college are implicated in some separate way by the violation of law.

(4) A student who has been judged to violate college standards of conduct will be subject to disciplinary sanctions up to and including dismissal from the college for the most serious offenses. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-120, filed 10/4/78; Order 2, § 132F-120-120, filed 9/20/72.]

**WAC 132F-120-130 Jurisdiction.** (1) The dean of students at each campus is responsible for initiating disciplinary proceedings for infractions of the rules and regulations of the college or for misconduct as defined in this procedure.

(2) Misconduct in course work by a student enrolled in a program under the jurisdiction of a division shall be reported to the chairman of that division in which the student is enrolled. The division chairman is responsible for taking or initiating appropriate disciplinary action in matters related to misconduct in course work and referring in writing such cases for review to the dean of students of each campus.

(3) The provisions of these procedures do not apply to the evaluation of the students course performance including the assignment of grades by instructors. District Policy 315, Student Complaints, provides a process 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 course misconduct. However, the lowering of a course grade is not appropriate as a disciplinary sanction. If disciplinary action is warranted by course misconduct, it will be initiated by the provisions of these procedures.

(4) An instructor has the authority to exclude a student from any class session in which the student is disorderly or disruptive. The instructor should report the incident of disruptive or disorderly behavior to the division chairman who shall refer the matter in writing to the dean of students of the campus in which the student is enrolled. The dean may initiate disciplinary action as provided in this procedure.

(5) Reports of misconduct as defined in this procedure by a student enrolled in the college and engaged in activities in other areas of the campus or in student programs shall be reported to the dean of students. The dean may initiate disciplinary action as provided in these procedures.

(6) Library borrowing and use regulations (consisting of fines for late return of library materials and repair and replacement for damage or lost materials) are under the jurisdiction of each campus instructional resource center. The director of the instructional resource center has authority to decide cases involving alleged violations of rules. Appeals of the decisions of the director of the instructional resource center may be made according to the provisions of the appeal procedure. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-130, filed 10/4/78; Order 32, 132F-120-130, filed 1/28/77; Order 2, § 132F-120-130, filed 9/20/72.]

**WAC 132F-120-140 Disciplinary authority of deans of students.** (1) The deans of students of District VI are responsible for initiating disciplinary proceedings for infractions of rules and regulations as outlined in these procedures. The deans of students may delegate this responsibility to members of their staffs, and they may also establish committees or other 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 several sanctions that may be involved for misconduct.

(3) After considering the evidence in a case and interviewing the student or students involved, the deans of students or their duly empowered representatives or committees 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 as described in this procedure. 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 campus committee on conduct and standards for appropriate action. The student shall be notified in writing that the matter has been referred to the committee. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-140, filed 10/4/78; Order 2, § 132F-120-140, filed 9/20/72.]

**WAC 132F-120-150 Appeals/referrals.** Any disciplinary action taken by the deans of students of District VI or their representatives or duly designated committees may be appealed by the student to the committee on conduct and standards with the following conditions:

(1) If a student chooses to make an appeal, the committee on conduct and standards will base its decision on the record of the proceedings in the initial hearing, or if it chooses, may receive additional evidence or rehear the case entirely. The committee may sustain, reduce or vacate the penalty initially imposed.

(2) The committee may elect to designate a hearing officer to hear cases on appeal and make recommendations for disposition to the committee on conduct and standards. In instances where the committee designates a hearing officer, such hearings shall be held under the procedures outlined herein and a full record shall be kept of such proceedings.

(3) A student wishing to appeal to the committee on conduct and standards shall indicate that intention in writing within five instructional days of the original decision to the chairperson of the committee on conduct and standards.

(4) Sanctions imposed by the committee on conduct and standards shall be reviewed by the campus president

in which the student is enrolled. The president may sustain or amend the sanction recommended by the committee on conduct and standards. There shall be no appeal beyond the campus president in which the student is enrolled except as outlined in RCW 28B.19.150. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-150, filed 10/4/78; Order 2, § 132F-120-150, filed 9/20/72.]

**WAC 132F-120-160 Campus committee on conduct and standards.** (1) A standing campus committee on conduct and standards, composed of administrative, faculty, and student representatives, will provide a hearing and make decisions on all disciplinary cases referred to it by the deans of students or appealed to it by students who have been disciplined by the deans of students, their representatives or duly designated committees.

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

(a) A full-time administrator appointed by the campus president who shall serve as chairman for a period of four consecutive quarters. The campus president may reappoint the chairman if desired.

(b) Four members of the campus staff holding faculty or administrative appointments provided that not more than two members at any one time shall hold administrative appointment. The designated staff members should hold their appointments for at least one year. The committee members shall serve terms of three consecutive quarters or until such time as their successors are appointed.

(c) Four full-fee paying students in good standing who shall serve for three consecutive quarters. The student members who interrupt their enrollment at the college or fail to attend meetings of the committee shall be considered resigned.

(d) The committee will be impaneled at the beginning of each fall quarter.

(3) Selection of committee members:

(a) Each of the four staff positions on the committee on conduct and standards shall be identified from a panel selected by a dean of instruction and the campus representative of the recognized faculty negotiating unit.

(b) Each of the four student positions on the committee on conduct and standards shall be identified from a panel not to exceed twenty-five, randomly selected from the entire full-time student body. Should students so identified decline to serve or fail to respond, a new panel shall be drawn until such time as all student positions have been filled.

(c) Panels of staff and students shall be maintained in advance but the names included shall not be disclosed.

(d) Staff or student members may be relieved from service for a particular case or for a particular period of time by advising the chairman of their desire not to serve.

(e) No members of the committee on conduct and standards shall participate in a case in which they are a witness or have acted in an advisory capacity. A committee member's eligibility to participate in a case may be challenged for cause by either the dean of students or

a designated representative initiating the case, or the student appealing the case by notifying the chairman five days prior to the date set for the hearing. The chairman shall review the challenges and if sustained, shall temporarily replace the member of the committee for the duration of the case in question.

(f) The chairman of the committee may be challenged for cause by either the dean of students, the representative initiating the case or the student appealing by submitting such challenge in writing to the campus president at least five days prior to the date set for the hearing. The president shall review the challenge and if sustained shall appoint a temporary chairman for the purposes of the case in question.

(4) Responsibility:

(a) It is the responsibility of the chairman of the committee on conduct and standards to insure that all procedural guidelines are followed, that basic standards of fairness are observed, to decide all questions of procedure that arise during or in connection with the hearing, to take whatever steps are necessary 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 committee at the conclusion of the hearing. The chairman shall be responsible for implementing and maintaining required panels as outlined above. The chairman is also responsible for notifying the appropriate offices and college officials of committee decisions.

(b) Committee decisions shall ordinarily be made on the basis of consensus after discussion of the evidence. For both hearing and deciding (terms of resolution), a quorum of the committee shall be five committee members with representation from each constituency.

(5) Decision of the committee:

(a) At the conclusion of a hearing, the committee shall formulate a statement outlining the facts of the case based on the evidence presented to it, the conclusions reached by the committee based on these findings, in fact, and its recommendation for action. This statement shall be made in writing and forwarded by the chairman to the dean of students, the student involved in the case, and the campus president.

(b) A review period of five instructional days will occur during which the campus president may accept appeals in writing from any of the parties involved in the case. At the end of this period, the campus president will finalize action.

(c) The chairman and members of the committee shall continue in their offices beyond the expiration of their terms until such time as those cases initiated and convened during their term shall be concluded. In no instance shall a new case be presented to a chairman whose term has expired.

(d) Records of cases referred to the committee on conduct and standards shall be maintained by the chairman of the committee until the expiration of term. At that time all records shall be filed in the office of the dean of students and shall be maintained there in accordance with college and state procedures. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order



37), § 132F-120-160, filed 10/4/78; Order 2, § 132F-120-160, filed 9/20/72.]

**WAC 132F-120-170 Hearing guidelines.** (1) The student shall be accorded a fair and impartial hearing by the committee on conduct and standards on any charge of misconduct referred to the committee for initial hearing or appeal. However, the failure or refusal to appear or participate in the hearing procedure shall not preclude the committee from making its findings of fact, conclusions and decisions as provided. A notice of hearing:

(a) The chairman of the committee on conduct and standards shall give the student notice of the time and place for the hearing.

(b) The notice shall contain an outline of the charges, a list of witnesses who will appear, a description of any documentary, or any other evidence that will be presented at the hearing.

(c) The notice shall be given to the student in writing and shall be given ten instructional days prior to the date set for hearing.

(d) 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 date shall be rescheduled to another date.

(e) A notice for hearing shall be mailed to the student's address of record with the college, or it may be presented to the student in person by an appropriate campus official, or by any other reasonable means of communication. In no case shall efforts to avoid receipt of notice be allowed to interrupt the process of consideration.

(2) Students shall be entitled to hear and examine the evidence and be informed of the identity of its sources. They shall be entitled to present evidence on their own behalf and to ask questions of those appearing (as to factual matters), and present evidence and witnesses on their own behalf.

(3) The evidence and witnesses alleging that the student engaged in misconduct shall be presented by the official who initiated the charges. Only those matters presented at the hearing will be considered in the decision of the committee, 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 choose to be represented or accompanied by legal counsel and/or accompanied by an advisor. Should the student elect representation by legal counsel, the college official initiating the charges may also be represented by legal counsel.

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

(6) Hearings conducted by the committee will be held in closed session, except when the student requests that persons other than those directly involved be invited to attend. Such requests shall be made to the chairman at least three days in advance of the hearing. When a hearing has been opened to other than those directly involved, the committee shall conduct the hearing in a room which will accommodate a reasonable number of

invited observers. The chairman may exclude from the hearing room any persons that are disruptive of the proceedings and may limit the number who may attend the hearing in order to afford safety and orderliness to the participants of the proceedings.

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

(8) An adequate summary of the proceedings will be kept. Such a summary may include a recording of the testimony.

(9) The committee proceeding records shall be considered privileged information.

(10) The student will be provided with a copy of the findings-of-fact, the conclusions and sanctions if any so imposed. The student will also be advised of the right to appeal the committee's decision within five instructional days in a written statement to the campus president.

(11) If there is no appeal to the campus president, the sanction shall be in effect at the end of the five instructional day appeal period or at such other time as may be indicated by the committee.

(12) A hearing examiner may be appointed who shall be a member of the staff holding a faculty or administrative appointment or a member of the bar to conduct the hearing in accordance with these procedures and any rules adopted by the committee. The hearing examiner will provide the committee with the findings in fact, conclusions and recommendations. However, such recommendations shall not be binding on the committee which shall make its findings, conclusions and decisions based on record of the hearing. The hearing examiner shall rule on all objectives but any such ruling may be appealed to the committee for final decision. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-170, filed 10/4/78.]

**WAC 132F-120-180 Sanctions.** (1) Warning: Formal action censuring the student for violation of the procedures. Warnings are made in writing to the student by the committee on conduct and standards. A warning indicates to the student that continuation of the specific conduct could result in further action by the college.

(2) Probation: Formal action placing conditions upon the student's continued attendance. The committee on conduct and standards will specify in writing the period of probation and the conditions. Probation will be for a specific term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(3) Suspension: Formal action by the committee on conduct and standards dismissing a student temporarily from the college for violation of procedures. Suspension may be for a stated time or for an indefinite period. The student under suspension may return to the college under the conditions specified by the campus president or his designee.

(4) Expulsion: The student may be expelled from the college only on approval of the campus president and upon the recommendation of the dean of students and the committee on conduct and standards. There will be

no refund of fees for the quarter in which the action is taken, but fees paid in advance for subsequent quarters are to be refunded.

(5) Registration denied: Formal action refusing to allow a student to register for subsequent quarters for violation of procedures. Student may be denied registration only on the approval of the campus president and upon recommendation of the dean of students. Registration will not be allowed until the initiating authority is satisfied that the conditions have been met. [Statutory Authority: RCW 28B.50.140(13), 78-10-109 (Order 37), § 132F-120-180, filed 10/4/78.]

**WAC 132F-120-190 Review for readmission.** (1) Students who have been expelled from the college or denied enrollment or suspended for a particular time may apply for readmission by filing requests in writing with the dean of students of the campus in which they were enrolled at the time of disciplinary action.

(2) The dean of students shall:

(a) Review the disciplinary case resulting in termination of enrollment and determine if the subsequent actions of the student have been sufficient to warrant consideration for readmission.

(b) Should the dean of students be of the opinion that the student's behavior has been modified sufficiently to be reconsidered for enrollment, a committee shall be convened which shall review the behavior and activity of the student during the interim period and recommend appropriate action to the dean, together with any conditions for readmission.

(c) The dean of students shall submit a report to the campus president for final decision on application for readmission. The report shall include the dean's evaluation and the recommendation of the committee. [Statutory Authority: RCW 28B.50.140(13), 78-10-109 (Order 37), § 132F-120-190, filed 10/4/78.]

**WAC 132F-120-200 Emergency authority of the campus president.** Ordinarily, disciplinary actions will be imposed only after the appropriate informal or formal hearing procedures have been invoked. However, the campus president or his authorized representative, by virtue of the authority delegated to him by the board of trustees (WAC 132F-136-050) under conditions which the president or authorized representative deems to be an emergency situation, may suspend students from participation in any or all college privileges, pending the application of the college conduct procedures outlined herein, in order to protect the safety and property of members of the college community or to assure the college's ability to function. In any case in which this provision is invoked, the student or students in question are entitled to an early hearing before the deans of students or their representatives, or duly designated committees and to appeal before the committee on conduct and standards as outlined in the provisions of these procedures. [Statutory Authority: RCW 28B.50.140(13), 78-10-109 (Order 37), § 132F-120-200, filed 10/4/78; Order 25, § 132F-120-200, filed 9/16/75; Order 2, § 132F-120-200, filed 9/20/72.]

**WAC 132F-120-300 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-310 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-400 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-410 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-420 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-430 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-440 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-450 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-460 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-470 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-480 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-104-500 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132F-120-510 Definitions.** As used in this chapter, these terms shall have the following meanings:

(1) Administration: Persons whose duties are primarily administrative in nature and who are employed by the Community College District VI, state of Washington, for the purpose of carrying out policies as directed by the board of trustees.

(2) Designated Representative, Student Body Organization: The officially recognized organization of the student body currently enrolled in courses of instruction at any community college administered by the board of trustees of Community College District VI, state of Washington.

(3) Board of Trustees: That body defined by state law as having the responsibility for the policies and operations of Community College District VI, state of Washington and all colleges existing therein.

(4) Classified Personnel: Secretaries, custodians and all other service personnel employed by the board of trustees of Community College District VI, state of Washington, and who are under the general cognizance of the Higher Education Personnel Board.

(5) College: North Seattle Community College, Seattle Central Community College, South Seattle Community College or any other community college created by the board of trustees.



(6) **College Community:** Any student, faculty member, administrator or support personnel of any of the colleges administered by the board of trustees, shall be considered members of the college community.

(7) **College Facilities:** Any real property owned or operated by the board of trustees, including all buildings affixed thereon and attached thereto.

(8) **Faculty:** Persons employed by the Community College District VI, state of Washington, for the purpose of teaching a class of instruction, or as counselors and/or librarians.

(9) **Students:** Persons currently officially enrolled in a class of instruction at any college administered by the board of trustees of Community College District VI, state of Washington.

(10) **Designated Administrative Officer.** Those employees holding the rank of administrative officer designated by the appropriate campus or district president with the authority and responsibility to implement a policy or procedure established by the board of trustees of Community College District VI, state of Washington. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-510, filed 10/4/78; Order 2, § 132F-120-510, filed 9/20/72.]

## Title 132G WAC

### COMMUNITY COLLEGES--SHORELINE COMMUNITY COLLEGE

#### Chapters

- 132G-104 Meetings of the board of trustees--Delegation of board responsibility.
- 132G-120 Student conduct code.
- 132G-126 Reduction in force and tenure code.
- 132G-136 Use of college facilities.
- 132G-140 College records.
- 132G-160 Admission and registration procedures.
- 132G-168 Use of library.

#### Chapter 132G-104 WAC

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

#### WAC

132G-104-010 Time and place of Board meetings.

**WAC 132G-104-010 Time and place of board meetings.** The Board of Trustees shall hold one regular meeting on the third Friday of each month at 8:00 a.m. and such special meetings as may be requested by the Chairman of the Board or by a majority of the members of the Board and announced in accordance with law.

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

No official business shall be conducted by the Board of Trustees except during a regular or special meeting. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-104-010, filed 6/6/79; Order 2-10:74, § 132G-104-010, filed 4/26/74; Order 1-35:72, § 132G-104-010, filed 11/29/72, effective 1/1/73.]

### Chapter 132G-120 WAC STUDENT CONDUCT CODE

#### WAC

132G-120-110 Disciplinary terms.

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

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

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

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

(4) **Disciplinary Probation:** Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the college's expectations regarding conduct. The office placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions. Disciplinary probation warns the student that