

In addition, transcripts may be withheld and/or registration privileges denied based upon failure to complete required exit interviews with the office of financial aid and failure to return borrowed college property, including college library books. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-070, filed 6/6/79; Order 1-35:72, § 132G-140-070, filed 11/29/72, effective 1/1/73.]

### Chapter 132G-160 WAC

#### ADMISSION AND REGISTRATION PROCEDURES

##### WAC

132G-160-500 Graduation requirements.

**WAC 132G-160-500 Graduation requirements.** A student seeking to graduate from Shoreline Community College may elect to meet the requirements in the current catalog or one for any prior year of his/her attendance. The student must secure an application for a degree from the graduation window in the registration office during normal business hours and fill it out as instructed.

Any deviation from graduation requirements must be requested by petition to the registrar, who has final decision-making authority in these matters. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-160-500, filed 6/6/79.]

### Chapter 132G-168 WAC

#### USE OF LIBRARY

##### WAC

132G-168-012 Library hours.  
132G-168-014 Inspection.  
132G-168-016 Prohibited entry.  
132G-168-018 Gifts.

**WAC 132G-168-012 Library hours.** The library is generally open from 7:30 a.m. to 9:00 p.m. Monday through Thursday, and 7:30 a.m. to 5:00 p.m. on Friday. The library will be closed on holidays. These hours are subject to change with advance notice. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-012, filed 6/6/79.]

**WAC 132G-168-014 Inspection.** The library shall have the right to inspect packages, brief cases, containers, articles, materials, etc., leaving the building to prevent unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-014, filed 6/6/79.]

**WAC 132G-168-016 Prohibited entry.** The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose. [Statutory Authority: RCW 28B.50.130 and

28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-016, filed 6/6/79.]

**WAC 132G-168-018 Gifts.** The library welcomes the donations of books and other library materials as well as money to be used for the library. Gifts become library property when accepted and received, and their disposition is a library matter. The college, through the Board of Trustees or their designee, reserves the right to reject, refuse to accept, or return to the donor any gift made available to the Shoreline Community College library. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-018, filed 6/6/79.]

## Title 132H WAC

### COMMUNITY COLLEGES--BELLEVUE COMMUNITY COLLEGE

#### Chapters

- 132H-104 Bylaws and standing orders of governing boards.
- 132H-105 Bylaws and standing orders of Community College District VIII.
- 132H-116 Parking and traffic rules.
- 132H-120 The Student Code of Community College District VIII.
- 132H-140 Fees--Facility rental--Additional services for Community College District VIII.
- 132H-160 Admissions, residency classification and registration regulations--Schedule of fees and financial aid for Community College District VIII.

#### Chapter 132H-104 WAC

#### BYLAWS AND STANDING ORDERS OF GOVERNING BOARDS

##### WAC

132H-104-010 through 132H-104-150 Repealed.

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

- 132H-104-010 Regular meeting of Community College District VIII Board of Trustees. [Order 26, § 132H-104-010, filed 3/7/75; Order 5, § 132H-104-010, filed 10/5/72.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-020 Procedure--Audience participation. [Order 8, § 132H-104-020, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-030 Procedure--Order of the agenda. [Order 8, § 132H-104-030, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.

- 132H-104-040 Preparation of agenda materials. [Order 8, § 132H-104-040, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-050 Distribution of board materials. [Order 8, § 132H-104-050, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-120 Appointing authority. [Order 9, § 132H-104-120, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-130 Delegation of authority for Higher Education Personnel Law—Classified Personnel. [Order 50, § 132H-104-130, filed 4/8/77; Order 9, § 132H-104-130, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-140 Written contracts. [Order 9, § 132H-104-140, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-150 Tenure. [Order 9, § 132H-104-150, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.

**WAC 132H-104-010 through 132H-104-150 Repealed.** See Disposition Table at beginning of this chapter.

### Chapter 132H-105 WAC BYLAWS AND STANDING ORDERS OF COMMUNITY COLLEGE DISTRICT VIII

#### WAC

- 132H-105-010 Introduction.
- 132H-105-020 Offices of the board of trustees.
- 132H-105-030 Meetings of the board of trustees.
- 132H-105-040 Agenda.
- 132H-105-050 Records of board meetings.
- 132H-105-060 Parliamentary procedure.
- 132H-105-070 Officers of the board.
- 132H-105-090 Restrictions of individual authority.
- 132H-105-100 Fiscal year of the board of trustees.
- 132H-105-110 Seal and name of the college.
- 132H-105-120 Delegation of responsibility.
- 132H-105-130 Appointing authority.
- 132H-105-140 Delegation of authority for higher education personnel law—Classified personnel.
- 132H-105-150 Written contracts.
- 132H-105-160 Tenure.
- 132H-105-170 Bylaws of the board of trustees.

**WAC 132H-105-010 Introduction.** The Board of Trustees, under law, is charged with the responsibility of Community College District VIII. The authority is vested in the Board, not in its individual board members. To assist the Board in carrying out its responsibilities, an Executive Officer of Community College District VIII and President of Bellevue Community College shall be employed with the delegated responsibility for administering the policies of the District as approved by the Board.

Policies of the Board of Trustees are found in the records of Board action and in the Policies and Procedures Manual of which this document is a part. The bylaws which follow contain the rules adopted by the Board which are in force and which relate to the organization

and powers of the Board and its method of conducting business. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-010, filed 9/13/78.]

**WAC 132H-105-020 Offices of the board of trustees.** The Board of Trustees shall maintain an office at Bellevue Community College, 3000 Landerhold Circle S.E., Bellevue, Washington 98007, where all regular meetings shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the state of Washington.

Correspondence or other business for the Board shall be sent to the Secretary of the Board who is located in this office. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-020, filed 9/13/78.]

**WAC 132H-105-030 Meetings of the board of trustees.** The Board of Trustees of Community College District VIII shall hold at least two regular meetings each quarter and such other regular or special meetings as may be requested by the Chairman or by a majority of the members of the Board.

Therefore, the Board of Trustees will hold a regular meeting on the first Tuesday of each month. The meeting will begin at 12 noon in the Bellevue Campus Cafeteria, with a discussion of agenda items, and at 1:30 p.m. in the Board Room, Bellevue Campus, Bellevue, Washington, for a business session. (1) If that day is a legal holiday, the meeting will be held as soon thereafter as possible.

(2) In the event the Board of Trustees of Community College District VIII is unable to meet on the regular meeting date, a special meeting may be scheduled and held as soon thereafter as possible.

(3) In the event the Board of Trustees of Community College District VIII is unable to meet, the Chairman of the Board may order that no regular meeting of the Board of Trustees be held that month.

(4) All regular and special meetings of the Board of Trustees shall be open to the general public in accordance with chapter 42.30 RCW (the Open Public Meeting Act).

(5) No official business shall be conducted by the Board of Trustees except during a regular or special meeting.

(6) The Board of Trustees may convene in executive session whenever it is deemed necessary pursuant to RCW 42.30.110. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-030, filed 9/13/78.]

**WAC 132H-105-040 Agenda.** (1) Preparation of information. Information and materials pertinent to the agenda of all regular meetings of the board should when possible be sent to trustees prior to each meeting. Persons wishing to recommend items for the agenda or present any matters of business or correspondence shall

notify the secretary of the board, in writing, by 12 noon, five days prior to the meeting at which they desire to have the item considered. The chairman shall determine whether or not an item is placed on the agenda. The chairman will notify all other board members if he rejects an item suggested to be placed on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his judgment the matter is of importance.

Reports to the board will include provision for reports by students, faculty and classified employees.

All materials to be considered by the board must be submitted in sufficient quantities to provide each member of the board and the secretary with appropriate copies.

(2) Order of the Agenda. The order of the agenda governing all regular meetings of the board of trustees of community college district VIII shall be as follows: (a) Roll Call

- (b) Approval of previous minutes
- (c) Executive session
- (d) Recommendations for action of the board
- (e) Future action items
- (f) Reports to the board
- (g) Information items
- (h) Other business
- (i) Adjournment

The order of the agenda may be changed by the chairman with the consent of a majority of the board members present.

The chairman shall announce at the beginning of each meeting that members of the audience may speak to any item on the agenda at the time of its presentation. The chairman shall have the right to limit the length of time used by speakers for the discussion of any subject. [Statutory Authority: RCW 28B.50.140. 79-10-050 (Order 65, Resolution 122), § 132H-105-040, filed 9/17/79; 78-10-017 (Order 61, Resolution 116), § 132H-105-040, filed 9/13/78.]

**WAC 132H-105-050 Records of board meetings.** The minutes of all regular and special meetings, except executive sessions of the Board, shall be recorded and such records shall be open for public inspection. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-050, filed 9/13/78.]

**WAC 132H-105-060 Parliamentary procedure.** Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the trustees of the Board in accordance with RCW 28B.50.130.

Normally, voting shall be *viva voce*. However, a roll call vote may be requested by any member of the Board for purposes of the record.

In questions of parliamentary procedure, the actions of the Board shall be conducted according to Robert's Rules of Order unless specified otherwise by state law or regulation of the State Board or Community College

District VIII Board of Trustees. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-060, filed 9/13/78.]

**WAC 132H-105-070 Officers of the board.** At the meeting of the Board in April the Board shall elect from its membership a Chairman and Vice-Chairman to serve for the ensuing year. In addition, the President of Bellevue Community College or the President's designee shall serve as Secretary to the Board of Trustees as specified by state law. (1) The Chairman, in addition to any duties imposed by rules and regulations of the State Board, shall preside at each regular or special meeting of the Board, sign all legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The Chairman shall, while presiding at official meetings, have full right of discussion and vote.

(2) The Vice-Chairman, in addition to any duties imposed by rules and regulations of the State Board, shall act as Chairman of the Board in the absence of the Chairman.

(3) The Secretary of the Board or the President's designee shall serve as Chairman, without privilege of vote, in any official meeting of the Board conducted in the absence of the Chairman and Vice-Chairman. In addition to any duties imposed by rules and regulations of the State Board, the secretary shall keep the official seal of the Board, maintain all records of meetings and other official actions of the Board.

The Secretary or the President's designee shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

The Secretary or the President's designee must attend all regular and special meetings of the Board and official minutes must be kept of all such meetings. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-070, filed 9/13/78.]

**WAC 132H-105-090 Restrictions of individual authority.** Legal authority is vested in the Board of Trustees and may be exercised by formal action of the Board taken in regular or special meetings by the President or his designee pursuant to delegated authority. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board. Every member of the Board shall be under obligation to support the decision or policy of the majority and shall not actively oppose such a decision or policy after it has been adopted by the majority. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-090, filed 9/13/78.]

**WAC 132H-105-100 Fiscal year of the board of trustees.** The fiscal year of the Board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30 inclusive. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-100, filed 9/13/78.]

**WAC 132H-105-110 Seal and name of the college.** The Board of Trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the Board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue Community College, Community College District VIII. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-110, filed 9/13/78.]

**WAC 132H-105-120 Delegation of responsibility.** It shall be the responsibility of the Board of Trustees to establish policy and to evaluate the total college program. The Board of Trustees shall appoint a College President to administer the College and shall delegate to him the authority and responsibility for implementation of Board policy. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-120, filed 9/13/78.]

**WAC 132H-105-130 Appointing authority.** The Board of Trustees of Community College District VIII, pursuant to RCW 28B.10.528 and 28B.50.140, delegates to the President of Bellevue Community College the appointing authority for all nonclassified employees of the college. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-130, filed 9/13/78.]

**WAC 132H-105-140 Delegation of authority for higher education personnel law--Classified personnel.** Be it resolved that the President or his designee, the Executive Assistant to the President and Director of Personnel, is hereby delegated the power and duty of the Board of Trustees to act in its behalf as the appointing authority of the college for the purpose of the Higher Education Personnel Law. This delegation shall include but not be limited to the authority to employ, dismiss, suspend, demote, lay off, reassign or accept the resignations of members of the classified staff. In addition, the President or his designee, the Executive Assistant to the President and Director of Personnel, is hereby delegated such authority as is necessary to effectuate the administration of the classified personnel; provided that all contracts between recognized bargaining agents of classified personnel and Bellevue Community College shall be valid only after those contracts have received the approval of the Board of Trustees. The President of the college or his designee, the Executive Assistant to the President and Director of Personnel, may be delegated the authority to negotiate on behalf of the Board of Trustees, but in no event shall the President or his designee, the Executive Assistant to the President and Director of Personnel, be authorized to bind contractually the college in any agreement with a recognized bargaining agent of the classified staff. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-140, filed 9/13/78.]

**WAC 132H-105-150 Written contracts.** No full-time teacher, counselor, librarian or administrator shall

be employed, and no teacher, counselor, librarian or administrator shall be employed in a different position from his present position, except by written contract or notice of employment signed by the proper appointing authority.

The President of Bellevue Community College may grant signing authority to the Director of Personnel for the purpose of consummating employment agreements for part-time employees. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-150, filed 9/13/78.]

**WAC 132H-105-160 Tenure.** The Board of Trustees of Community College District VIII reserves to itself the final determination of the granting of tenure to any academic employee of the district; the dismissal of a tenured academic employee; or the dismissal of a probationer during the term of his contract, pursuant to the policies of the Board of Trustees and the laws of the state of Washington. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-160, filed 9/13/78.]

**WAC 132H-105-170 Bylaws of the board of trustees.** Bylaws of the Board may be revised by majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the Board at the same meeting at which the revision is originally proposed. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution 116), § 132H-105-170, filed 9/13/78.]

**Chapter 132H-116 WAC  
PARKING AND TRAFFIC RULES**

- WAC
- 132H-116-350 Permits required for vehicles on campus.
- 132H-116-490 Allocation of parking space and priorities of applicants.
- 132H-116-510 Special permits.
- 132H-116-520 Permit revocations.
- 132H-116-540 Second car permits.
- 132H-116-542 Temporary permit.
- 132H-116-570 Responsibility of person to whom permit issued.
- 132H-116-620 Fines.
- 132H-116-670 Election to forfeit or contest.
- 132H-116-740 Impounding of vehicles.
- 132H-116-810 Parking and traffic fines schedule.

**WAC 132H-116-350 Permits required for vehicles on campus.** No person shall drive any vehicle, nor shall any person stop, park, or leave any vehicle, whether attended or unattended, upon the campus of Bellevue Community College without a permit issued by the security division, cashier or registration offices. Permission to park on campus will be shown by display of a valid permit. (1) A valid permit is:

- (a) A current vehicle permit and area designator displayed in accordance with instructions. (See [WAC 132H-116-580] [132H-116-280][.])
- (b) A temporary permit authorized by the security division and displayed in accordance with instructions.

(c) A parking permit issued by a gate attendant. This permit must be displayed on the vehicle in accordance with instructions shown on permit.

(d) A parking permit dispensed by machine at Bellevue Community College and displayed in accordance with instructions shown on permit.

(2) Parking permits are not transferable, except as provided in WAC 132H-116-530.

(3) The college reserves the right to refuse the issuance of a parking permit. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-350, filed 9/17/79; Order 43, § 132H-116-350, filed 8/10/76. Formerly WAC 132H-116-120.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-116-490 Allocation of parking space and priorities of applicants.** The parking space available on the campus shall be allocated by the director of campus operations and services among applicants for permits in such manner as will best obtain the objectives of these regulations. The director of campus operations and services is further authorized to designate and mark the various parking areas on the campus with numbers or titles or both by posting of signs in those areas.

Students, staff and faculty may obtain daytime and/or evening parking on campus to the extent spaces are available as follows: (1) Student daytime parking is limited to areas designated Student Parking.

(2) Staff/Faculty daytime parking is limited to areas designated Staff/Faculty Parking.

(3) Evening parking, after 3:30 p.m., for students, staff and faculty is available in all designated parking areas with the exceptions of the parking spaces for the handicapped and the college motor pool parking lot. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-490, filed 9/17/79; Order 43, § 132H-116-490, filed 8/10/76. Formerly WAC 132H-116-210.]

**WAC 132H-116-510 Special permits.** (1) Physically handicapped faculty members, staff personnel and students may apply through the security office for a special parking permit in a reserved area. Such individuals must obtain a certificate from a physician indicating that special parking assignment is essential in order for them to perform their assigned duties or to attend classes.

(2) Salespersons, maintenance and service personnel, persons serving the college without pay, and other visitors who must frequently visit the campus on college business, may be issued a parking permit from the security division, upon request of the division benefiting from the services provided, subject to approval by the director of campus operations and services. Parking on [the] campus will not be provided to persons intending to make personal solicitations from or personal sales to college employees or students.

(3) The security division supervisor will assist college divisions which sponsor functions such as conferences, seminars, dinners and similar events, in arranging reserved parking and direction signs as needed. Notification must be received 48 hours in advance by the security division supervisor.

(4) Overnight or extended period permits may be obtained from the security office for disabled vehicles, field trips or other valid reason[,] that may necessitate the operator leaving the vehicle on the Bellevue Community College campus. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-510, filed 9/17/79; Order 43, § 132H-116-510, filed 8/10/76.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-116-520 Permit revocations.** Permits are licenses and the property of the college, and may be recalled for any of the following reasons: (1) When the purpose for which the permit was issued changes or no longer exists.

(2) When a permit is used by an unauthorized individual.

(3) Falsification on a second car parking permit application.

(4) Continued violations of parking regulations.

(5) Counterfeiting or altering of permits.

(6) Failure to comply with a final decision of the citation review committee.

(7) Appeals of permit revocations may be made to the institutional hearing officer. Appeal must be filed within fifteen days of revocation. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-520, filed 9/17/79; Order 43, § 132H-116-520, filed 8/10/76. Formerly WAC 132H-116-150.]

**WAC 132H-116-540 Second car permits.** Faculty, staff and students may be issued a second car permit for another vehicle either personally owned, family owned, or owned by their employer at the fee listed in the schedule of fees. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-540, filed 9/17/79; Order 43, § 132H-116-540, filed 8/10/76.]

**WAC 132H-116-542 Temporary permit.** Any permit holder may obtain a temporary permit at the security office without charge for another vehicle when the vehicle for which a permit was purchased is unavailable due to repair or for another valid reason. These permits are good for a period of two weeks only and may not be renewed. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-542, filed 9/17/79; Order 43, § 132H-116-542, filed 8/10/76.]

**WAC 132H-116-570 Responsibility of person to whom permit issued.** The person to whom a permit is issued pursuant to these regulations shall be responsible

for all parking violations of these rules and regulations involving the vehicle [on] which the permit was displayed provided, however, that such responsibility shall not relieve other persons who violate these rules and regulations. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-570, filed 9/17/79; Order 43, § 132H-116-570, filed 8/10/76. Formerly WAC 132H-116-140.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-116-620 Fines.** The fines to be assessed for violations of these regulations shall be detailed in WAC 132H-116-890. (1) Fines - Payment[:]

(a) Persons cited for violation of these regulations may respond either by filing a written appeal as detailed in WAC 132H-116-630 or by forfeiting a fine within fifteen days of receipt of the citation.

(b) All fines are payable to the Bellevue Community College cashier. Fines may be paid by mail by sending the citation and amount of fine to the Bellevue Community College cashier.

(2) Fines - Unpaid[:]

(a) If any citation remains unpaid after fifteen days, the following action shall be taken by Bellevue Community College:

(i) No text.]

(ii) Registration for the following quarter shall be delayed.

(iii) The college shall consider impounding violator's vehicle.

(iv) Faculty, students and staff will be unable to purchase parking permits unless outstanding tickets are paid.

(b) These procedures will be applicable to all students, faculty and staff members receiving citations for violation of these regulations.

(3) Excessive citations[:]

(a) The citation review committee may review the parking privileges of students, faculty and staff acquiring an excessive number of citations and may take action as the circumstances warrant. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-620, filed 9/17/79; Order 54, § 132H-116-620, filed 12/9/77; Order 43, § 132H-116-620, filed 8/10/76. Formerly WAC 132H-116-160.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-116-670 Election to forfeit or contest.**

The summons or parking/traffic violation notice issued pursuant to WAC 132H-116-660 of these regulations shall direct the alleged violator that he/she may elect either to forfeit the fine applicable to the violation(s) charged or to appeal the matter(s) to the citation review committee. (1) If the alleged violator chooses to forfeit the fine(s), he/she may do so by paying directly to the

Bellevue Community College cashier or by mail, forwarding the appropriate amount by check or money order to Bellevue Community College, attention cashier. This shall be accomplished within 15 days of the date of citation. Such forfeiture shall constitute a waiver of the right to an appeal.

(2) If the alleged violator chooses to contest, a written appeal will be filed with the chairman of the citation review committee, through the dean for student services and development. Appeals must be submitted without posting of [the] fine within fifteen days after date of citation.

(3) Failure of an alleged violator to appear before the citation review committee on the date set or to apply for a continuance of the review date shall, unless extenuating circumstances are shown, constitute an admittance of guilt to the complaint and such penalty or fine may be imposed by the citation review committee as is appropriate under the schedule of fines established pursuant to WAC 132H-116-620. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-670, filed 9/17/79; Order 43, § 132H-116-670, filed 8/10/76.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-116-740 Impounding of vehicles.** Any vehicle parked upon state lands devoted mainly to the educational, recreational, or parking activities of Bellevue Community College in violation of these regulations, including the motor vehicle and other traffic laws of the state of Washington and the traffic code of the city of Bellevue as incorporated in WAC 132H-116-320 may be impounded or immobilized and taken to such place for storage as the campus security/safety supervisor selects. The expense of such [impounding] [impoundings] and storage, shall be charged to the owner or operator of the vehicle and paid by him prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such immobilization, impounding and/or storage. (1) Impounding of vehicles shall include but not be limited to the following:

(a) Blocking roadway which blocks the flow of traffic.

(b) Blocking walkway which impedes the flow of pedestrian traffic.

(c) Blocking a fire hydrant or fire lane.

(d) Safety hazard (danger to life, limb or property).

(e) Any violator who has two or more unpaid citations, as provided in WAC 132H-116-620 [or] [of] these regulations.

(f) Blocking another legally parked car.

(g) Parked in a marked tow-away zone. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution 120), § 132H-116-740, filed 9/17/79; Order 43, § 132H-116-740, filed 8/10/76. Formerly WAC 132H-116-180.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-116-810 Parking and traffic fines schedule.** Parking and traffic fines shall be charged for offenses as indicated in the following fines schedule.

- (1) Permit not displayed ..... \$ 5.00
- (2) Occupying more than one space ..... 5.00
- (3) Occupying space not designated for parking ..... 5.00
- (4) Failure to set brakes ..... 5.00
- (5) Failure to remove keys from ignition .... 5.00
- (6) Parking in area not authorized ..... 5.00
- (7) Overtime parking ..... 5.00
- (8) Parking in reserved stall ..... 5.00
- (9) Blocking traffic ..... 5.00
- (10) Parking adjacent to fire hydrant ..... 5.00
- (11) Parking in fire lane ..... 5.00
- (12) Parking in zone or area marked "NO PARKING" ..... 5.00
- (13) Impound or immobilization ..... 5.00
- (14) Failure to yield right of way ..... 10.00
- (15) Failure to stop - sign/signal ..... 10.00
- (16) Speeding ..... 20.00
- (17) Reckless or negligent driving ..... 30.00
- (18) Other violations of the college parking and traffic regulations and its objectives ... 5.00

[Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution 120), § 132H-116-810, filed 9/17/79; Order 43, § 132H-116-810, filed 8/10/76.]

**Chapter 132H-120 WAC  
THE STUDENT CODE OF COMMUNITY COLLEGE  
DISTRICT VIII**

**WAC**

- 132H-120-200 Student responsibilities.
- 132H-120-205 Application for utilization of alcoholic beverages.

**WAC 132H-120-200 Student responsibilities.** Any student shall be subject to disciplinary action who either as a principal actor or aide or abettor: (1) Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;

- (2) Violates any provision[s] of this chapter; or
- (3) Commits any of the following acts which are hereby prohibited;
  - (a) Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet or educational program which has the special written authorization of the college president or his designee.

(b) Procedural guidelines for liquor policy implementation are as follows:

(i) When approved by the president or his designee, alcoholic beverages may be served by a recognized student organization, college administrative unit or a community organization. Such groups must adhere to the stipulation of building use policies (chapter 132H-140 WAC) and fully meet all laws, rules and regulations as

set forth in the Washington State Liquor Control Board regulations RCW 66.20.010, which permits consumption of spirits.

(ii) Approval for the serving of alcoholic beverages must be requested at least seven calendar days prior to the date of use. A student organization request (Form 010-116 6-78) must be filed with the Office of the Dean for Student Services and Development[.] If, in the judgment of the Dean for Student Services and Development, the request is congruent with the best interests of the student group and the college, the Dean will forward the request [to] the president for final approval. All other requests [(Form 010-116 6-78)] shall be filed with the Office of the President. The request shall be approved or denied at least three calendar days prior to the proposed event. The application for utilization of alcoholic beverages must be completed by an authorized representative who accepts responsibility for compliance with [the] college and other governmental rules and regulations, where applicable, and agrees to be present at the function. The Associate Dean for Student Programs and Activities or designee shall be available at all *student* functions involving alcoholic beverages and is empowered to make decisions that might arise covering college policies or procedures.

(iii) Upon approval for the use of alcoholic beverages at Bellevue Community College, it shall be the responsibility of the sponsor to obtain all necessary licenses from the Washington State Liquor Control Board and to display such licenses at the time of the event.

(iv) Banquet events (sit-down dinners) are recognized as different in nature from program events. At program events, permission to serve alcoholic beverages shall be restricted to beer and light wine and food appropriate for the event must be available. Banquet events shall be approved in accordance with Washington State Liquor Control Board regulations RCW 66.20.010 which permits the consumption of spirits.

(v) The matrix shall be set aside as the only location for the sale [of] and/or consumption of beer and wine at program-sponsored events. [There shall be no out-of-room consumption of any alcoholic beverage at such program sponsored events.]

(vi) A driver's license with picture or a Washington State Liquor Control Board identification card are the only acceptable identification sources in determining legal age.

(vii) The policing of identification cards shall be the responsibility of campus security.

(viii) No person who is under the influence of alcohol or dangerous substances or who is disorderly in conduct shall be allowed to serve, consume or dispense alcoholic beverages.

(ix) All sales and use of alcoholic beverages shall be governed by the Washington state law as interpreted by the Washington State Liquor Control Board. The regulation shall be posted outside of the room where alcoholic beverages are consumed.

(x) No alcoholic beverages may be consumed outside the approved area for the event (building, room, etc.).

(xi) Nonalcoholic beverages shall be available to persons under the legal age at all events where alcoholic beverages are permitted.

(xii) No state monies shall be used to purchase any alcoholic beverages or to pay any license fees or related expense. All revenues generated by the sale of alcoholic beverages shall be processed in accordance with normal college policy and procedures.

(xiii) To insure variety in programming, the use of alcoholic beverages shall be approved for only a limited number of major collegewide activities.

(c) Using, possessing, selling or being under the influence of any narcotic drug as defined in RCW 69.50.101 now law or hereafter amended, or any dangerous drug as defined in RCW 69.50.308 as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 29.04.005 as now law or hereafter amended.

(d) Entering any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

(e) Forgery, as defined in RCW 9.44.010 of any district record of instrument or tendering any forged record of instrument to an employee or agent of the district acting in his official capacity as such.

(f) Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the education and administrative functions of the college, or the private rights and privileges of others.

(g) Intentionally destroying or damaging any college facility or other public or private real or personal property.

(h) Failure to comply with directions of properly identified college officials acting in performance of their duties.

(i) 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 college-owned or controlled property or at college-sponsored or supervised functions.

(j) Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.

(k) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities of the college campus, except for authorized college purposes or for law enforcement officers[;] unless written approval has been obtained from the Dean for Student Services and Development; or any other person designated by the president.

(l) Engaging in lewd, indecent or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.

(m) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm or other device [device] established for the safety of individuals and/or college facilities.

[(n)] Being under the influence of liquor or alcoholic beverages or narcotic drugs while on college property or while participating in any college program, class or event or while in attendance in any class or college-sponsored or supervised activity[.] [Statutory Authority: RCW 28B.50.140. 78-07-024 (Order 57, Resolution 111), § 132H-120-200, filed 6/15/78; Order 44, § 132H-120-200, filed 8/11/76; Order 16, § 132H-120-200, filed 3/15/73.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-120-205 Application for utilization of alcoholic beverages.**

COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
3000 Landerholm Circle S.E.  
Bellevue, Washington 98007

**APPLICATION FOR UTILIZATION OF ALCOHOLIC BEVERAGES**

Authorized representative please complete the information requested and file with: 1. Student Organization - Dean for Student Services and Development; 2. College Administrative Unit - President's Office; 3. Community Organization - President's Office.

DATE OF EVENT ..... DATE OF REQUEST .....

NAME OF SPONSORING GROUP .....

AUTHORIZED BCC REPRESENTATIVE .....

ADDRESS ..... PHONE NO. ....

TYPE OF EVENT (Circle appropriate group: Student Organization; College Admin. Group; Community Organization. Describe function and the appropriate serving of food.

.....  
.....  
.....

FACILITY REQUESTED .....

I have read "Procedural Guidelines for Liquor Policy Implementation" which are excerpted from WAC 132H-120-200 STUDENT RESPONSIBILITIES and agree to abide by these regulations. I further agree to hold Bellevue Community College, Community College District VIII harmless from any claim, course of action, costs, liability or losses which may arise out of the provision of alcoholic beverages at this event and I agree to and assume total and complete responsibility for the total and complete adherence to all the rules and regulations that apply to the provision of alcoholic beverages at this event and to the forfeiture of the deposit paid if any such action is brought against Bellevue Community College, Community College District VIII or violation of rules occurs.

.....  
Name of Person Representing Sponsoring Group and Responsible for Purchasing Banquet License and Liquor.

.....  
Address

.....  
Phone No. Driver's License No.



-----  
 Signature of BCC  
 Authorized Representative  
 -----  
 Granted ----- Denied ----- Date ----- Granted -----  
 Denied ----- Date -----

-----  
 Dean for Student Services President or Designee  
 & Development  
 -----  
 BCC 010-116(6-78)

[Statutory Authority: RCW 28B.50.140. 78-07-024 (Order 57, Resolution 111), § 132H-120-205, filed 6/15/78.]

**Chapter 132H-140 WAC  
 FEES--FACILITY RENTAL--ADDITIONAL  
 SERVICES FOR COMMUNITY COLLEGE  
 DISTRICT VIII**

- WAC  
 132H-140-010 Title.  
 132H-140-020 Statement of purpose.  
 132H-140-030 Request for use of facilities.  
 132H-140-040 Basic facility fee structure.  
 132H-140-050 Additional service fees.  
 132H-140-060 Exceptions.  
 132H-140-900 Form--No. BCC-04-026--Application for use of college facilities.  
 132H-140-9001 Repealed.

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

132H-140-9001 Form--No. BCC-040-035--Request for optional services. [Order 28, Form BCC-040-035 (codified as WAC 132H-140-9001), filed 3/7/75.] Repealed by 79-10-051 (Order 64, Resolution 121), filed 9/17/79. Statutory Authority: RCW 28B.50.140.

**WAC 132H-140-010 Title.** WAC 132H-140-010 through 132H-140-060 will be known as fees relating to facility rental and additional services for community college district VIII. [Statutory Authority: RCW 28B.50.140. 79-10-051 (Order 64, Resolution 121), § 132H-140-010, filed 9/17/79; Order 28, § 132H-140-010, filed 3/7/75.]

**WAC 132H-140-020 Statement of purpose.** The purpose of these regulations is to establish a basic facility fee structure and additional services regulations for noncollege groups and for college groups where applicable. [Statutory Authority: RCW 28B.50.140. 79-10-051 (Order 64, Resolution 121), § 132H-140-020, filed 9/17/79; Order 28, § 132H-140-020, filed 3/7/75.]

**WAC 132H-140-030 Request for use of facilities.** Requests by noncollege groups for utilization of college facilities shall be made to the director of campus operations and services who shall be the agent of the college in consummating rental agreements. Application for use of college facilities form BCC 040-026 is to be completed by noncollege groups requesting facilities or college groups which use facilities under circumstances

where a service charge would be levied. [Statutory Authority: RCW 28B.50.140. 79-10-051 (Order 64, Resolution 121), § 132H-140-030, filed 9/17/79; Order 28, § 132H-140-030, filed 3/7/75.]

**WAC 132H-140-040 Basic facility fee structure.** Noncollege groups and college groups where applicable shall be charged according to the following [special] facility fee structure[.] All rates are for a minimum four hour period with charges being prorated for additional hours.

(1) Theatre	\$100.00
(2) Gymnasium	100.00
(3) Cafeteria	75.00
(4) Athletic fields	60.00
(5) Exercise Room	25.00
(6) Theatre service rooms E129, E101, E102, Lobby	25.00
(7) Garden Room	25.00
(8) Continental Room	25.00
(9) Matrix	25.00
(10) Planetarium	25.00
(11) Classrooms - over 50	25.00
(12) Classrooms - [inder] [under] 50	15.00

In cases where income from an event exceeds \$250.00 a 10% of the gross will be charged. [Statutory Authority: RCW 28B.50.140. 79-10-051 (Order 64, Resolution 121), § 132H-140-040, filed 9/17/79; Order 28, § 132H-140-040, filed 3/7/75.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-140-050 Additional service fees.** Non-college and college groups may be charged fees for additional services or equipment. These fees are to be assessed by the campus operations and services office (scheduling office) in conjunction with special area managers. These service or equipment fees shall be recorded on the application for use of facilities form BCC 040-026. Additional services and equipment include the following:

- (1) Custodial
- (2) Maintenance
- (3) Audiovisual services and/or equipment
- (4) Music equipment
- (5) Managers or technicians
- (6) Security
- (7) Other equipment

[Statutory Authority: RCW 28B.50.140. 79-10-051 (Order 64, Resolution 121), § 132H-140-050, filed 9/17/79; Order 28, § 132H-140-050, filed 3/7/75.]

**WAC 132H-140-060 Exceptions.** The following activities may be exempt from facility rental fee but not necessarily from service or equipment fees.

- (1) Sponsored by the college.
- (2) Sponsored by state, county or city agencies.
- (3) Educational public service meetings or gatherings and are open to the general public with no monies being involved.

(4) Group has contracted for catering in the cafeteria area. [Statutory Authority: RCW 28B.50.140. 79-10-

051 (Order 64, Resolution 121), § 132H-140-060, filed 9/17/79; Order 28, § 132H-140-060, filed 3/7/75.]

WAC 132H-140-900 Form--No. BCC-04-026--Application for use of college facilities.



<b>APPLICATION FOR USE OF COLLEGE FACILITIES</b> Complete <b>in full</b> and return <b>all</b> copies to Plant Operations.	Application No.
	Acct. Control No.

<b>APPLICANT</b>	Organization _____ Address _____ Phone _____
	Person in Charge _____ Address _____ Phone _____

<b>PROGRAM</b>	Nature or Purpose of Function	
	Lecturer and Subject Matter	Anticipated Attendance
	Will there be Admission/Tuition/Donation Specify Amount	Use of Proceeds

<b>TIME</b>	Day(s) and Date(s)	Program Start - Finish _____
	Day(s) and Date(s)	Unlock Time for Set-up

<b>FACILITY</b>	Facility Requested	
	Special Set-up	Catering Requested
	AV Equipment	

<b>AGREEMENT</b>	The undersigned hereby certifies that the information given in the application is correct. The applicant agrees to observe all rules and regulations of the college and to exercise the utmost care in the use of the school premises and property. The applicant also agrees to hold Bellevue Community College harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse Bellevue Community College for any damage arising from the applicant's use of said facilities and will accept the college's estimate of damage.	
	Applicant's Signature _____	Date _____

<b>APPROVAL</b>	Dept. Head	<b>CHARGES</b>			
	Director of Plant Operations				
	Date				
	Total				

BCC 040.026 (2 79)

[Statutory Authority: RCW 28B.50.140. 79-10-051 (Order 64, Resolution 121), § 132H-140-900, filed 9/17/79; Order 28, Form BCC-040-026 (codified as WAC 132H-140-900), filed 3/7/75.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The material in the above section does not appear to conform to this rule.

**WAC 132H-140-9001 Repealed.** See Disposition Table at beginning of this chapter.

**Chapter 132H-160 WAC  
ADMISSIONS, RESIDENCY CLASSIFICATION AND  
REGISTRATION  
REGULATIONS--SCHEDULE OF FEES AND  
FINANCIAL AID FOR  
COMMUNITY COLLEGE DISTRICT VIII**

- WAC  
132H-160-010 Title.  
132H-160-040 Quarterly registration fees--Resident students.  
132H-160-050 Quarterly registration fees--Nonresident students.  
132H-160-053 Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530.  
132H-160-056 Procedure for determining limitation of the amount of tuition and fee waivers.  
132H-160-059 Combination of tuition and fee waivers with other forms of student financial aid.  
132H-160-093 Tuition and fee waivers for full-time Bellevue Community College classified and administrative employees.  
132H-160-094 Tuition and fee waivers for Bellevue Community College annually--contracted faculty.  
132H-160-100 Repealed.  
132H-160-120 Credit examination.  
132H-160-140 General education development test.  
132H-160-180 Refund policy.  
132H-160-460 Late registration.  
132H-160-470 Change of student registration schedule.  
132H-160-490 Withdrawal from the college.

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

- 132H-160-100 Change of schedule. [Order 14, § 132H-160-100, filed 4/18/73.] Repealed by 78-07-026 (Order 58, Resolution 112), filed 6/15/78. Statutory Authority: RCW 28B.50.140.

**WAC 132H-160-010 Title.** WAC 132H-160-010 through 132H-160-710 will be known as the Admissions, Residency Classification and Registration Regulations - Schedule of Fees and Financial Aid for Community College District VIII as established by the Board of Trustees pursuant to the authority granted to them by RCW 28B.50.140 and chapter 28B.15 RCW. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-160-010, filed 6/15/78; Order 14, § 132H-160-010, filed 4/18/73.]

**WAC 132H-160-040 Quarterly registration fees--Resident students.** Full-time resident students of Community College District VIII will be charged \$101.00 for tuition and fees. Part-time resident students will be charged \$10.10 per credit hour. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-160-040, filed 6/15/78; Order 14, § 132H-160-040, filed 4/18/73.]

**WAC 132H-160-050 Quarterly registration fees--Nonresident students.** Full-time nonresident students of Community College District VIII will be charged

\$395.00 for tuition and fees. Part-time nonresident students will be charged [\$39.50] per credit hour. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-160-050, filed 6/15/78; Order 14, § 132H-160-050, filed 4/18/73.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-160-053 Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530.** (1) Tuition and fee waivers for needy or disadvantaged students in any fiscal year, excluding waivers granted for Summer Quarter enrollments, as authorized by RCW 28B.15.530 may not exceed three percent of any college district's estimated total collections of tuition, operating, and services and activities fees had no such waivers been made, after deducting the portion of that total amount which is attributable to the difference between resident and nonresident tuition and fees.

(2) The estimated total collection of tuition and fees shall be based on the budgeted, state supported, four-quarter annual average enrollment, minus the actual tuition and fees collected for the summer quarter of the year being estimated.

(3) Each district may waive an amount not to exceed three percent of the estimated collections in the event that actual enrollments or collections exceed estimated collections. Conversely, the three percent waiver capacity based upon estimated collections is allowable even though actual collections may not be as high as the estimate.

(4) Districts desiring to exceed their individual three percent waiver capacity may do so only upon written approval from the State Director of Community Colleges or his designee. Additional waiver capacity can only be granted to a district after it has been determined that the total waiver capacity for the community college system is not being utilized as a result of other districts waiving at levels less than the three percent capacity.

(5) There is no percentage limitation on the amount of tuition and fee waivers granted for Summer Quarter enrollments provided that recipients of such waivers qualify as needy, resident students. [Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution 115), § 132H-160-053, filed 8/10/78.]

**WAC 132H-160-056 Procedure for determining limitation of the amount of tuition and fee waivers.** For the purpose of determining the amount of any fee waiver established the various community colleges will limit any individual award to the difference between the cost of attending the community college, including the cost requirements of the student, his dependents, and/or his family, and the expected parental and/or independent student contribution toward such cost. [Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution 115), § 132H-160-056, filed 8/10/78.]

**WAC 132H-160-059 Combination of tuition and fee waivers with other forms of student financial aid.** Nothing is intended to prevent the award of tuition and fee waivers in conjunction with other forms of student financial aid as a package designed to meet the overall educational assistance needs of any student. [Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution 115), § 132H-160-059, filed 8/10/78.]

**WAC 132H-160-093 Tuition and fee waivers for full-time Bellevue Community College classified and administrative employees.** Pursuant to the authority granted by chapter 82, Laws of 1979, Bellevue Community College is authorized to and may waive tuition, operating and services and activities fees for full-time classified and administrative employees enrolled in courses at the college under the following conditions:

(1) Enrollment shall be on a space available basis after opportunity has been given for other students to register for courses offered by the college. Employee registration for classes shall follow the last regularly scheduled nonmatriculated student registration.

(2) No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this section.

(3) Enrollment information on employees enrolled on a space-available basis shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall persons enrolled pursuant to the provisions of this section be considered in any enrollment statistics which would affect budgetary determinations.

(4) Computations of enrollment levels, student-faculty ratio, or other similar enrollment related statistics must exclude student credit hours generated by enrollments for which waivers have been granted under this section.

(5) Employees enrolling on a space available basis shall be charged a registration fee of five dollars per class plus any lab fees that may be associated with the class.

(6) The college may enroll full-time cooperative extension service and agricultural research employees of Washington State University if such employees are stationed off-campus and their work station is situated within College District VIII.

(7) Classified employees and administrators may take such courses with release time provided the course is approved in advance by the appropriate supervisor and the Director of Personnel.

(8) For the purpose of this rule, full-time classified and administrative employees shall be defined as:

(a) Probationary and permanent classified employees.

(b) Annually-contracted administrators.

(9) Community Service courses and all noncredit workshops and seminars, because they are on a self-support basis, shall not be eligible for tuition waivers. An assessment of demand for and financial impact of

tuition and fee waivers shall be made this year to determine the feasibility of implementation for those programs. Exceptions may then be possible for some workshops and those will be individually advertised to the college community. [Statutory Authority: RCW 28B.50.140. 79-11-035 (Order 67, Resolution 124), § 132H-160-093, filed 10/12/79.]

**WAC 132H-160-094 Tuition and fee waivers for Bellevue Community College annually-contracted faculty.** Pursuant to the authority granted by chapter 82, Laws of 1979, Bellevue Community College is authorized to and may waive tuition, operating and services and activities fees for annually-contracted faculty enrolled in courses at the college under the following conditions: (1) Enrollment shall be on a space-available basis after opportunity has been given for other students to register for courses offered by the college. Employee registration for classes shall follow the last regularly scheduled nonmatriculated student registration.

(2) No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this section.

(3) Enrollment information on employees enrolled on a space-available basis shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall persons enrolled pursuant to the provisions of this section be considered in any enrollment statistics which would affect budgetary determinations.

(4) Computations of enrollment levels, student-faculty ratio, or other similar enrollment related statistics must exclude student credit hours generated by enrollments for which waivers have been granted under this section.

(5) Employees enrolling on a space-available basis shall be charged a registration fee of five dollars per class plus any lab fees that may be associated with the class.

(6) The college may enroll full-time cooperative extension service and agricultural research employees of Washington State University if such employees are stationed off campus and their work station is situated within College District VIII.

(7) For the purpose of this rule, annually-contracted faculty shall be defined as:

(a) Those annually-contracted faculty paid on the full-time faculty schedule.

(8) Community Service courses and all noncredit workshops and seminars, because they are on a self-support basis, shall not be eligible for tuition waivers. An assessment of demand for and financial impact of tuition and fee waivers shall be made this year to determine the feasibility of implementation for those programs. Exceptions may then be possible for some workshops and those will be individually advertised to the college community. [Statutory Authority: RCW 28B.50.140. 79-12-031 (Order 68, Resolution 125), § 132H-160-094, filed 11/19/79.]

**WAC 132H-160-100 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 132H-160-120 Credit examination.** Community College District VIII students will be charged \$5.05 per credit hour for credit by examination. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-160-120, filed 6/15/78; Order 14, § 132H-160-120, filed 4/18/73.]

**WAC 132H-160-140 General education development test.** Students of Community College District VIII participating in the General Education Development test will be charged a fee of \$10.00 for administration of the test. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-160-140, filed 6/15/78; Order 14, § 132H-160-140, filed 4/18/73.]

**WAC 132H-160-180 Refund policy.** Community College District VIII Board of Trustees has authorized the registrar to refund fees when a student withdraws from college or a course(s). A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. (1) Tuition fees are refunded upon withdrawal from college or a course(s) as follows:

- (a) Prior to the first day of the quarter:
  - (i) Complete withdrawal from college - 80% Refunded
  - (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) - 80% Refunded
- (b) Through first week of the quarter:
  - (i) Complete withdrawal from college - 50% Refunded
  - (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) - 50% Refunded
- (c) After first week of quarter:
  - (i) Complete withdrawal from college - No refund
  - (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) - No Refund
  - (iii) Cancellation of a course - Permission to transfer to another course or full refund upon request
- (d) Deferred Payment Deposit (The deferred payment is a \$20 tuition deposit paid at the time of registration by students who choose to postpone payment in full until the required due date. See quarterly class schedule)
  - (i) 100% refundable prior to the opening day of the quarter, less \$10 service charge
- (e) Lab fees
  - (i) Prior to first week of quarter - 100% Refund
  - (ii) Through first week of the quarter - 80% Refund
  - (iii) After the first week of the quarter - No Refund
- (f) Parking Fees
  - (i) Prior to first week - 100% Refund
  - (ii) Through first week of the quarter - 80% Refund
  - (iii) After the first week of the quarter - No Refund
- (g) Insurance Fees
  - (i) Through first week of the quarter only - 100% Refund
  - (ii) After first week of the quarter - No Refund
  - (iii) If insurance claim has been filed - No Refund

(h) Community Service/Continuing Education tuition and fees:

- (i) Through the first week of the quarter - 80% Refund
  - (ii) Through the second week of the quarter - 50% Refund
  - (iii) After the second week of the quarter - No Refund
  - (i) Nonresident tuition differential: (that portion of tuition which nonresidents pay in addition to resident tuition)
    - (i) Through the first week of the quarter - 100% Refund
    - (ii) After the first week of the quarter - No Refund
- [Statutory Authority: RCW 28B.50.140. 78-04-026 (Order 56, Resolution 108), § 132H-160-180, filed 3/14/78; Order 49, § 132H-160-180, filed 4/8/77; Order 47, § 132H-160-180, filed 12/10/76; Order 45, § 132H-160-180, filed 8/11/76; Order 14, § 132H-160-180, filed 4/18/73.]

**WAC 132H-160-460 Late registration.** Students may not register before their assigned appointments. Students unable to keep their appointments may register later the same day during the a.m. or p.m. of their assigned appointment or on a "first come, first served" basis without a late registration fee on any scheduled registration day thereafter (during scheduled registration hours) at the special late-appointment window. No student shall be permitted to register after the first ten calendar days of fall, winter or spring quarter or after the first six calendar days of summer quarter except with the written consent of the Dean of Instruction, Program or Division Chairman and the approval of the instructor of the class for which the student wishes to enroll. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-160-460, filed 6/15/78; Order 15, § 132H-160-460, filed 4/18/73.]

**WAC 132H-160-470 Change of student registration schedule.** There are two official change of student registration schedule periods. Specific dates for change of schedule are published in the college catalog and the quarterly class schedule and are posted about the campus by the college registrar thirty days prior to the beginning of each registration period. A student who has registered for a course(s) may withdraw from his/her schedule through the tenth week of instruction for fall, winter or spring quarter and through the sixth week of summer quarter. No grade will be entered on a student's permanent transcript record for course(s) dropped during the first ten calendar days of fall, winter or spring quarter or during the first six calendar days of summer quarter. No student shall be permitted to register after the first ten calendar days of fall, winter or spring quarter or after the first six calendar days of summer quarter except with the written consent of the Dean of Instruction, Program or Division Chairman and the approval of the instructor of the class [for] [of] which the student wishes to enroll. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-

160-470, filed 6/15/78; Order 15, § 132H-160-470, filed 4/18/73.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132H-160-490 Withdrawal from the college.**

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

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

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

(4) Students who have completely withdrawn from school may not reenroll or register for the same quarter without the approval of the registrar. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-160-490, filed 6/15/78; Order 15, § 132H-160-490, filed 4/18/73.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**Title 132J WAC**

**COMMUNITY COLLEGES--GREEN RIVER COMMUNITY COLLEGE**

**Chapters**

- 132J-12** Uniform personnel rules for the classified staff service of Green River Community College.  
**132J-112** Procedures for administering the professional negotiations law.  
**132J-128** Tenure.

**Chapter 132J-12 WAC**

**UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF GREEN RIVER COMMUNITY COLLEGE**

**WAC**

132J-12-003 through 132J-12-401 Repealed.

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

- 132J-12-003 Purpose. [Order 68-1, § 132J-12-003, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-006 Positions covered by the rules. [Order 68-1, § 132J-12-006, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-009 Adoption of rules. [Order 68-1, § 132J-12-009, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-012 Amendment of rules. [Order 68-1, § 132J-12-012, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-015 Definition of terms. [Order 68-1, § 132J-12-015, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-018 Organization. [Order 68-1, § 132J-12-018, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-021 Compensation. [Order 68-1, § 132J-12-021, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-024 Election of officers. [Order 68-1, § 132J-12-024, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-027 Meetings. [Order 68-1, § 132J-12-027, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-030 Powers and duties. [Order 68-1, § 132J-12-030, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-033 Appointment of personnel director. [Order 68-1, § 132J-12-033, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-036 Powers and duties. [Order 68-1, § 132J-12-036, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-039 Content. [Order 68-1, § 132J-12-039, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-042 Amendment. [Order 68-1, § 132J-12-042, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-045 Allocation. [Order 68-1, § 132J-12-045, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-048 Interpretation of specifications. [Order 68-1, § 132J-12-048, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.