

**WAC 132K-300-020 Notification.** Upon receipt of such a request for services where there is an outstanding debt due the institution from that person, the institution shall notify the person by registered mail addressed to his last known mailing address, that the services will not be provided since there is an outstanding debt due the institution and, further, that until that debt is paid in full or arrangements are made to pay the debt over time, no such services as are requested will be provided the individual. If the outstanding debt is due the institution from an employee, the institution shall notify the employee by registered mail addressed to his last known address of the debt owed to the institution, the basis of the debt, and the intent to offset it against the wages or other payments due the employee. [Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-020, filed 9/13/79.]

**WAC 132K-300-030 Informal hearing notification.** The letter of notification contained in WAC 132K-300-020 shall also notify the individual that he has a right to a hearing before the dean of administrative services or a person designated by the president of the institution for the purpose of determining whether the individual is in fact indebted to the institution as alleged in the notice of intent to withhold services and/or offset wages for outstanding debts. The letter shall also indicate that the request for the hearing must be made within twenty days from the date of receipt of said letter. [Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-030, filed 9/13/79.]

**WAC 132K-300-040 Procedure for informal hearing.** Upon receipt of a timely request for a hearing, the dean of administrative services or the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether in fact the institution is correct in withholding services and/or wages for outstanding debt, and if the outstanding debt is in fact owed by the individual involved, no services shall be provided and, if an employee, the debt will be offset against wages owed to the individual. Notification of this shall be sent to the individual within five days after the hearing. Said decision shall constitute an informal proceeding established by the institution pursuant to the Higher Education Administrative Procedures Act as defined in RCW 28B.19.110. [Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-040, filed 9/13/79.]

## Title 132L WAC

### COMMUNITY COLLEGES--CENTRALIA COLLEGE--OLYMPIA TECHNICAL COMMUNITY COLLEGE

(Formerly: Olympia Vocational Technical Institute)

#### Chapters

- 132L-20 Student rights and responsibilities.
- 132L-22 Code procedures.
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#### Chapter 132L-20 WAC

#### STUDENT RIGHTS AND RESPONSIBILITIES

##### WAC

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**WAC 132L-20-010 Preamble.** Centralia College is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies concerning conduct that encourage independence and maturity while strengthening the spirit of mutual cooperation and responsibility shared by all members of the college community. Sharing goals held in common, the students, faculty, and staff of Centralia College are joined in voluntary association in an educational community.

The student is, first of all, a member of the community at large, and as such, is entitled to the rights and responsibilities of any citizen of comparable age and maturity. In addition, students, as members of the college community are in the unique position of being citizens of two communities, subject to the regulations imposed by both and accountable to both.

Centralia College expects that students will respect the laws of the greater society. As an agency of the state of Washington, the college must respect and adhere to the regulations established by local, state, and federal authorities. As an educational institution, it has the added responsibility for assisting students in gaining an understanding of the law and its function, and the responsibilities imposed upon each individual in a democratic society to respect and support the legal structure which protects the individual and the society. As a functioning organization, it also has the responsibility to develop a set of regulations to assure the orderly conduct of the affairs of the college.

Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with the rules and regulations of the college, maintain high standards of integrity and honesty, respect the rights, privileges and property of other members of the college community and will not interfere with legitimate college affairs.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights and responsibilities in this document are critical ingredients in the free, creative, and spirited educational environment to which the students, faculty and staff of Centralia College are committed. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-010, filed 3/22/78; Order 71-11, § 132L-20-010, filed 2/17/71.]

**WAC 132L-20-020 Definitions.** As used in this Code of Student Rights and Responsibilities the following words and phrases shall mean:

(1) "ASCC Student Senate" means the representative governing body for students at Centralia College recognized by the board of trustees.

(2) "Assembly" means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or group of persons.

(3) "Board" means the board of trustees of Community College District 12, state of Washington.

(4) "College" means Centralia College located within Community College District 12, state of Washington.

(5) "College facilities" means and includes any or all real and personal property owned or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

(6) "College personnel" refers to any person employed by Community College District 12 on a full time or part time basis, except those who are faculty members.

(7) "Disciplinary action" means and includes suspension or any lesser sanction of any student by the dean of students, the student hearing committee, executive dean, district president or the board of trustees for the violation of any of the provisions of the Code of Student Rights and Responsibilities for which such sanctions may be imposed.

(a) The executive dean or designee shall have the authority to take any disciplinary action including the authority to suspend any student of the college for a period not to exceed ten academic calendar days.

(b) The district president or designee shall have the authority to take any disciplinary action including the authority to suspend any student of the college.

(8) "District" means Community College District 12, state of Washington.

(9) "District president" means the duly appointed chief executive officer of Community College District 12, state of Washington, or in his/her absence, the acting chief executive officer.

(10) "Executive Dean" means the duly appointed chief executive officer of Centralia College, Community College District 12, state of Washington, or in his/her absence, the acting chief executive officer.

(11) "Faculty member(s)" means any employee of Centralia College who is employed on a full time or part time basis as a teacher, counselor, librarian or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, except administrative appointments.

(12) "Recognized student organization" means and includes any group or organization composed of students which is formally recognized by the student government of the college.

(13) A "sponsored event or activity" means any activity that is scheduled by the college and is supervised and controlled by the college's faculty members or college personnel. Such "sponsorship" shall continue only as long as the event is supervised and controlled by the college faculty member or college personnel. When the sponsored event or activity is of a prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period outside of the supervision and control of the college's faculty member or college personnel responsible for the event or activity shall be deemed to be a nonsponsored activity.

(14) "Student", unless otherwise qualified, means and includes any person who is enrolled for classes or formally in the process of applying for admission to the college. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-020, filed 3/22/78; Order 71-11, § 132L-20-020, filed 2/17/71.]

**WAC 132L-20-040 Authority to prohibit trespass.**

(1) The executive dean is authorized in the instance of any event that the executive dean deems impedes the movement of persons or vehicles or which the executive dean deems to disrupt or threatens to disrupt the ingress and/or egress of persons from college facilities, and the executive dean acting through the dean of students, or such other designated person shall have authority and power to:

(a) Prohibit the entry of, withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a college facility; or

(b) Give notice against trespass to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility; or

(c) Order any person, persons or group of persons to leave or vacate all or any portion of a college facility.

(2) Any student who shall disobey a lawful order given by the executive dean or designee pursuant to the requirements of subsection (1) of this rule shall be subject to disciplinary action. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-040, filed 3/22/78; Order 71-11, § 132L-20-040, filed 2/17/71.]

**WAC 132L-20-050 Right to demand identification.**

(1) For the purpose of determining identity of a person as a student any faculty member or other college personnel authorized by the executive dean may demand that any person on college facilities produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement.

(2) Refusal by a student to produce identification as required shall subject the student to disciplinary action. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-050, filed 3/22/78; Order 71-11, § 132L-20-050, filed 2/17/71.]

**WAC 132L-20-060 Freedom of access to higher education.**

Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the district. Centralia College shall maintain an open-door policy, to the end that no students will be denied admission because of the location of the student's residence, or because of the student's educational background or ability; that, insofar as is practical in the judgment of the board, curriculum offerings shall be provided to meet the educational and training needs of the community generally and the students thereof; and that all students, regardless of their differing courses of study, will be considered, known and recognized equally as members of the student body: *Provided*, That the administrative officers of Centralia College may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, the student would not be competent to profit from the curriculum offerings of the community college, or would, by the student's presence or conduct, create a disruptive atmosphere within the community college inconsistent with the purposes of the institution. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-060, filed 3/22/78; Order 71-11, § 132L-20-060, filed 2/17/71.]

**WAC 132L-20-080 Freedom of association and organization.** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the college community. They are free to organize and join associations to promote any legal purpose, whether it be religious, political, educational, recreational, or social.

Student organizations must be granted a charter by the Centralia College student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, and the name of a faculty member who has agreed to serve as advisor. All student organizations must also submit to the student government a list of officers and keep that list updated when changes occur. In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, sex, creed, or national origin, except for religious qualification which may be required by organizations whose aims

are primarily sectarian, or for other reasonable justifications which are directly related to the purposes of the organization. Affiliation with a noncampus organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-080, filed 3/22/78; Order 71-11, § 132L-20-080, filed 2/17/71.]

**WAC 132L-20-100 Student records.** In compliance with the Family Educational Rights and Privacy Act, this policy has been created to insure continued confidentiality of student records at Centralia College and govern the release of personally identifiable information contained within.

(1) Education Records. Education records are defined as those records, files, and documents containing information directly pertaining to a student. At Centralia College these are: (a) Records pertaining to admission, advisement, registration, grading, and progress to a degree that are maintained by the registrar. (b) Testing information used for advisement purposes by the counseling center. (c) Information concerning payment of fees as maintained by the treasurer. (d) Financial aid information as collected by the financial aid office. (e) Information regarding students participating in student government or athletics that is maintained by the student programs office.

(2) Access to Education Records. Students who are or have attended Centralia College have the right to examine or review their personal records, as defined above, by submitting to the registrar a written request indicating education records to which access is desired.

Charges for reproduced copies of education records are found in the current catalog.

(3) Directory Information. The following information is considered "Directory Information" and thus may be disclosed without consent of the student, unless otherwise directed by the student, at any time, to the registrar in writing: The student's name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, and sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

(4) Disclosures from Education Records. In addition to Directory Information the college will, at its discretion, make disclosures from education records of students with the student's prior written consent or to the following listed parties:

(a) College officials including college administrative and clerical staff, faculty, and students where officially elected or appointed to the student senate or employed by the college. Access or release of records to the above is permissible only when the information is required for advisement, counseling, record keeping, reporting, or other legitimate educational interest consonant with their specific duties and responsibilities.

(b) To officials of another school in which the student seeks or intends to enroll.

(c) To authorized federal, state, or local officials as required by law.

(d) In connection with financial aid for which the student has applied or received.

(e) To accrediting organization, or organizations conducting studies for or on behalf of the institution.

(f) To appropriate parties in a health or safety emergency.

(g) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, upon receipt of a written affidavit stating that the student is a dependent for income tax purposes. This, however, will not affect the other rights of the student.

In cases where consent of the student is required for release of education records, the student shall in writing, signed and dated by the student, specify: The records to be disclosed, the purpose or purposes of the disclosure, and the name of the party or parties to whom the disclosure can be made.

When personally identifiable information is released without prior consent of the student, other than directory information and information released to college officials or the student, the college official in charge of these records will record the names of the parties who have requested information from educational records and the nature of the interest in that information.

Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third party disclosures to other parties listed in (a) through (g) of this section.

(5) Challenge of Education Records. Students who believe that information contained in their education records is inaccurate, misleading or violates the privacy of other rights of the student may request in writing to the appropriate college official that the college amend their record(s). The college official(s) will make every effort to settle disputes through informal meetings and discussion with the student.

In instances where disputes regarding contents of education records cannot be resolved by the parties concerned, the college official involved shall advise the student of the right to a hearing by the Academic Standards Committee through a written request to the registrar. Should the Academic Standards Committee deem that the education records in question are inaccurate or misleading, the committee can ask that the records be amended by the appropriate college official. If the education records are held to be accurate, the student shall be granted the opportunity to place within those records a personal statement commenting upon the information contained within.

Each eligible student is afforded the right to file a complaint concerning alleged failures by the college to comply with the requirements of the act. The address of the office designated to investigate, process, and review violations and complaints which are filed is:

The Family Educational Rights and Privacy Act  
Office (FERPA)

Department of Health, Education, and Welfare  
330 Independence Avenue, S.W.

Washington, D.C. 20201

Copies of the Federal Register pertaining to the Family Education Rights and Privacy Act may be obtained from:

Superintendent of Documents  
U.S. Government Printing Office

Washington, D.C. 20402

[Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-100, filed 3/22/78; Order 71-11, § 132L-20-100, filed 2/17/71.]

**WAC 132L-20-120 Distribution and posting of materials.** The college encourages free expression. Use of college facilities as provided herein, however, does not accord users immunity from legal action.

Permission for posting of literature in the various restricted areas provided therefore, shall be obtained from the following college officials:

(1) The director of student programs for posting on the restricted posting areas of the student center and those areas located on the campus outside of college buildings.

(2) Deans and directors for posting on the restricted posting areas provided in the appropriate college facility.

ASCC campaign rules govern special poster and sign locations for ASCC elections. Information on these special policies and regulations is available in the ASCC office.

Posting of posters, signs, and other publicity or promotional materials is permitted only in the locations specified above. All material sought to be posted in restricted posting areas must have the identity of its sponsorship appearing on its face.

The dissemination or distribution of materials by persons on the public streets, walks and ways of the campus, shall be subject to the laws of the city of Centralia, Lewis County, state of Washington and the United States.

Permission for the dissemination or distribution of materials in other areas of the college campus, buildings and facilities shall be obtained from the director of student programs. Persons distributing materials without permission shall be subject to the provisions of the Code of Student Rights and Responsibilities. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-120, filed 3/22/78; Order 71-11, § 132L-20-120, filed 2/17/71.]

**WAC 132L-20-140 Use of college facilities.** Any recognized ASCC organization may request approval from the director of student programs to utilize available college facilities for authorized activities as provided for in official ASCC documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college

requirements. Standard college fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

Student organizations should schedule facility use requests with the director of student programs at least three academic calendar days in advance of an event whenever possible. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-140, filed 3/22/78; Order 71-11, § 132L-20-140, filed 2/17/71.]

**WAC 132L-20-150 Noncollege speaker policy.** The trustees, the administration, and the faculty of Centralia College subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the college community:

(1) Any recognized ASCC student organization with the written sanction of its advisor, may ask individuals to speak on campus subject to normal restraints imposed by considerations of common decency and the state law.

(2) The appearance of a speaker on the campus does not involve an endorsement, either implicit or explicit, of the speaker's views by Centralia College, its students, its faculty, its administration or its board of trustees.

(3) The scheduling of facilities for hearing invited speakers shall be made through the office of the director of student programs.

(4) The director of student programs or designee will be notified at least three academic calendar days prior to the appearance of an invited speaker, at which time a form (available in the student programs office) must be completed with such particulars as name of speaker, speech or discussion topic, time of appearance(s) and sponsoring organization. The form must bear the signature of the sponsoring organization's advisor. Exceptions to the three day ruling may be made by the director of student programs with the approval of the dean of students.

(5) The dean of students may require views other than those of the invited speaker to be presented at the meeting, or at a subsequent meeting. The executive dean may assign a faculty member to preside over any meeting where a speaker has been invited. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-150, filed 3/22/78; Order 71-11, § 132L-20-150, filed 2/17/71.]

**WAC 132L-20-160 Violations.** Any student shall be subject to immediate disciplinary action provided for in Code Procedures and Summary Suspension Rules who, either as a principal actor or aider 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 of the Code of Student Rights and Responsibilities;

(3) commits any of the following acts which are hereby prohibited:

(a) All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, and forgery, alteration or use of college documents or instruments of identification with intent to defraud.

(b) Failure to comply with lawful directions of faculty, administrators and other regularly employed personnel acting in performance of their lawful duties.

(c) Conduct which intentionally and substantially obstructs or disrupts freedom of movement, teaching, research administration, disciplinary proceedings or other lawful activities on the college campus.

(d) 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.

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

(f) Refusal to comply with any lawful order to leave the college campus or any portion thereof.

(g) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes; unless prior written approval has been obtained from the dean of students, or any other person designated by the executive dean.

(h) Intentionally inciting others to engage immediately in any of the conduct prohibited herein, which incitement leads directly to such conduct. (Inciting is that advocacy which prepares the group addressed for imminent action and steers it to the conduct prohibited herein.)

(i) Possessing, consuming or furnishing of alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions where prohibited by law.

(j) Disorderly conduct, including disorderly conduct resulting from drunkenness.

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

(l) Using, possessing, furnishing, or selling any narcotic or dangerous drug as those terms are used in Washington statutes, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

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

(n) Theft or conversion of college property or private property.

(o) Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or

agent in charge thereof. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-160, filed 3/22/78; Order 71-11, § 132L-20-160, filed 2/17/71.]

**WAC 132L-20-170 Emergency procedures.** In the event of activities which interfere with the orderly operation of the college as defined in WAC 132L-20-070, Freedom of Expression, the dean of students or the executive dean or their designees shall determine the course of action which appears to offer the best possibility for resolution of the problem. The emergency procedures outlined below will be followed if deemed essential:

(1) Inform those involved in such activities that they are in violation of college and/or civil regulations.

(2) Inform them that they should cease and desist. Indicate an area on campus where they are able to conduct their activities without interfering with the operation of the college, if such an area is available.

(3) If they do not respond within a reasonable time, call the civil authorities. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-170, filed 3/22/78; Order 71-11, § 132L-20-170, filed 2/17/71.]

## Chapter 132L-22 WAC CODE PROCEDURES

### WAC

132L-22-010	Purpose of disciplinary actions.
132L-22-020	Initial proceedings.
132L-22-030	Appeals.
132L-22-040	Student hearing committee.
132L-22-050	Final decision regarding disciplinary sanction.
132L-22-060	Disciplinary sanctions.
132L-22-070	Readmission after suspension.
132L-22-080	Reestablishment of academic standing.

**WAC 132L-22-010 Purpose of disciplinary actions.** The college may apply sanctions or take other appropriate action when student conduct materially and substantially interferes with the college's (1) primary educational responsibility of ensuring the opportunity for all students of the college community to attain their educational objectives, or (2) subsidiary responsibilities of protection and maintaining property, keeping records, other services, and sponsoring nonclassroom activities such as lectures, concerts, athletic events, and social functions. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student at the college.

(a) Nothing herein shall prevent faculty members from taking reasonable summary action as may be reasonably necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student, or the safety and protection of other students or of college property or where the student's conduct materially and substantially disrupts the educational process.

(b) Such summary action in the form of removal from the classroom shall be effective for a period not to exceed two scheduled classroom days.

(c) Faculty shall maintain a written record of any summary action and a copy shall be filed with the dean of students within two scheduled classroom days.

(d) Any summary action may be appealed to the dean of students for an informal hearing. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-010, filed 3/22/78; Order 71-11, § 132L-22-010, filed 2/17/71.]

**WAC 132L-22-020 Initial proceedings.** (1) Initiation of Prosecution. Students, faculty members, administrators and other employees of the district shall have concurrent authority to report violations which will be acted upon by the dean of students. All disciplinary proceedings will be initiated by the dean of students or designated representative.

(2) Notice Requirements. Any student charged in a report filed pursuant to Section WAC 132L-22-020, subsection (1), with a violation of the Code of Student Rights and Responsibilities shall be notified by the dean of students or designated representative within two academic calendar days after the filing of such a report. The notice shall not be ineffective if presented later due to the student's absence. Such notice shall:

(a) inform the student that a report has been filed alleging that the student violated specific provisions of the Code and the date of the violation; and

(b) set forth those provisions allegedly violated; and

(c) specify the exact time and date the student is required to meet with the dean of students; and

(d) specify the exact time, date, and location of the formal hearing, if one is required; and

(e) inform the student that he/she may question witnesses, that he/she may have anyone appear in his/her behalf to defend him/her, that he/she may have a maximum of three character witnesses appear in his/her behalf; and

(f) inform the student that failure to appear at either of the appointed times at the dean of student's office or at the hearing may subject the student to suspension from the institution for a stated or indefinite period of time.

(3) Meeting with the Dean of Students.

(a) At the meeting with the dean of students the student shall be informed of provisions of the Code of Student Rights and Responsibilities that are involved, that the student may appeal any sanction imposed by the dean of students and that if a hearing is required the student may have that hearing open to the public. If the student requests a formal hearing, the dean of students shall take no action nor make any determination in the matter other than to inform the student again of the time, date, and location of the formal hearing.

(b) After considering the evidence in the case and interviewing the student or students involved, the dean of students may take any of the following actions:

(i) Terminate the proceedings exonerating the student or students; or

(ii) Dismiss the case after whatever counseling and advice may be appropriate; or

(iii) Impose minor sanctions directly (warning, reprimand, fine, restitution, disciplinary probation) subject to the student's right of appeal described below; or

(iv) Refer the matter to the student hearing committee for a recommendation to the executive dean/district president or designee as to appropriate action; or

(v) Recommend to the executive dean/district president or designee that the student be suspended. The student shall immediately be notified in writing of such recommendation and of the right to a hearing before the student hearing committee prior to the executive dean/district president's or designee's final decision.

(c) A student accused of violating any provision of the Code of Student Rights and Responsibilities shall be given immediate notification of any disciplinary action taken by the dean of students or designated representative.

(d) No disciplinary action taken by or at the recommendation of the dean of students or designated representative is final unless the student fails to exercise the right of appeal as provided for in these rules. The executive dean/district president or designee after reviewing the case, including any statement the student may file with the executive dean/district president or designee, shall either give written approval of the action taken by or at the recommendation of the dean of students, or give written direction as to what lesser disciplinary action, if any, is to be taken. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-020, filed 3/22/78; Order 71-11, § 132L-22-020, filed 2/17/71.]

**WAC 132L-22-030 Appeals.** (1) Appeals contesting recommendations of disciplinary action(s) shall be taken in the following order:

(a) Disciplinary action taken by or at the recommendation of the dean of students or designated representative may be appealed to the student hearing committee;

(b) Disciplinary recommendations made by the student hearing committee may be appealed by the student to the executive dean; in the case of a recommendation for suspension for ten days or less it may be appealed to the executive dean; in the case of a recommendation for suspension exceeding ten days it may be appealed to the district president or designee;

(c) Disciplinary action taken by the district president and resulting in suspension exceeding in duration one college quarter may be appealed by the student to the board of trustees and their decision shall be final.

(2) All appeals by a student must be made in writing to the committee, district president or designee or board of trustees and presented to the committee, executive dean, district president or designee or chairman of the board of trustees within ten calendar days after the student has been notified of the action from which he has a right of appeal. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-030, filed 3/22/78; Order 71-11, § 132L-22-030, filed 2/17/71.]

**WAC 132L-22-040 Student hearing committee.** (1) Composition. Centralia College shall have a standing committee composed of nine members, who shall be chosen and appointed no later than October 15 of each year to serve as a standing committee until their successors are appointed. The membership of the standing committee shall consist of three members of the administration, excepting the dean of students, chosen by the executive dean; three faculty members chosen by the faculty organization; and three students chosen by the ASCC student senate. Any student entitled to a hearing before a student hearing committee shall choose, in writing, five members of the standing committee to hear and decide the appeal, provided, the student must choose at least one student, one faculty member and one member of the administration from the nine member standing committee. The balance of the student hearing committee, two members, may be chosen from the remainder of the standing committee, provided, that both shall not be from the same classification. In the event that unforeseen circumstances prevent a previously selected committee member from attending the hearing, the student must choose a replacement from among the balance of the standing committee.

(2) Procedures for Hearing.

(a) Five members of the student hearing committee will hear, de novo, and make recommendations to the executive dean/district president or designee on all disciplinary cases appealed to the committee by the student or referred to it by the dean of students or designated representative. Recommendations involving suspension will be referred to the executive dean/district president or designee.

(b) The student hearing committee shall elect from among its five members a chairman for the purpose of presiding at the disciplinary hearing.

(c) Hearings generally will be held in closed session, except when a student requests that persons other than those directly involved be invited to attend. If at any time during the conduct of a hearing any person is disruptive of the proceedings, the chairman of the student hearing committee may exclude such person from the hearing room.

(d) The student has a right to a fair and impartial hearing before the committee on any charge of violating a provision or provisions of the Code of Student Rights and Responsibilities. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations as provided below. Failure by the student to cooperate may be taken into consideration by the committee in recommending to the executive dean/district president or designee the appropriate disciplinary action.

(e) The student shall be given written notice of the time and place of the hearing before the committee. Said notice shall contain:

(i) A statement of the date, time, place and nature of the disciplinary proceedings;

(ii) A statement of the specific charges against the student including references to the particular sections of

the Code of Student Rights and Responsibilities involved;

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

(f) The student shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its source; the student shall be entitled to present evidence in his/her own behalf and cross-examine witnesses testifying against him/her as to factual matters. The student shall have all authority possessed by the college to obtain information that the student specifically describes, in writing, and tenders to the dean of students no later than three days prior to the hearings or to request the presence of witnesses or the production of other evidence relevant to the hearings.

(g) The student may be represented by counsel of his/her choice at the disciplinary hearings. If the student elects to choose a duly licensed attorney admitted to practice in any state in the United States as counsel, the student must tender three days notice thereof to the dean of students.

(h) In all disciplinary proceedings the college may be represented by the dean of students or designee; the dean of students may then present the college's case against the student accused of violating the Code of Student Right and Responsibilities, provided, that in those cases in which the student elects to be represented by a licensed attorney, the dean of students may elect to have the college represented by an assistant attorney general.

(i) The proceedings of the hearing shall be recorded. A copy thereof shall be on file at the office of the dean of students.

(j) The time of the hearing may be advanced by the committee at the request of the student or continued for good cause.

### (3) Admissible Evidence.

(a) Only those matters presented at the hearing in the presence of the accused student, will be considered in determining whether the student hearing committee has sufficient cause to believe that the accused student is guilty of violating the rules that the student is charged with having violated.

(b) In determining whether sufficient cause, as stated in the preceding paragraph (a), does exist, members of the student hearing committee shall give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs.

(c) The chairman of the student hearing committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

(4) Interference with Proceedings. Any student interfering with the proceedings of the meeting with the dean of students or the formal hearing or any subsequent

hearing shall be in contempt of the proceedings and may be summarily suspended from the college by the dean of students or the student hearing committee or the executive dean/district president or designee, or the board of trustees at the time the interference takes place and shall be subject to suspension or any lesser sanction as may be recommended by the student hearing committee or as may be determined by the executive dean/district president or designee or the board of trustees at the time the interference takes place or within fifteen academic calendar days thereafter.

### (5) Decision by the Committee.

(a) Upon conclusion of the disciplinary hearing, the student hearing committee shall consider all the evidence therein presented and decide by majority vote whether to recommend to the executive dean/district president or designee the following actions:

(i) That the college terminate the proceedings and exonerate the student or students;

(ii) That the college impose minor sanctions directly, such as a warning, reprimand, fine, restitution, or disciplinary probation;

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

(b) The student shall be provided with a copy of the committee's findings of fact and conclusions regarding whether the student did violate any rule or rules of the Code of Student Rights and Responsibilities and the committee's recommendation to the executive dean/district president or designee. The committee shall also advise the student in writing of the right to present, within ten calendar days, a written statement to the executive dean/district president or designee appealing the recommendation of the committee. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-040, filed 3/22/78; Order 71-11, § 132L-22-040, filed 2/17/71.]

**WAC 132L-22-050 Final decision regarding disciplinary sanction.** (1) The executive dean/district president or designee (except the dean of students) shall, after reviewing the record of the case prepared by the student hearing committee together with any statement filed by the student, include therein a written acceptance of the recommendations of the committee, or written directions as to what lesser disciplinary sanction shall be taken.

(2) If the executive dean/district president or designee decides that discipline is to be imposed after the review provided by the preceding paragraph, subsection (1), the executive dean/district president or designee shall notify the student in writing of the discipline imposed.

(3) In all cases of disciplinary action, the decision of the executive dean/district president or designee shall be final except for those cases involving suspension if the suspension has been appealed to the board. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-050, filed 3/22/78; Order 71-11, § 132L-22-050, filed 2/17/71.]



**WAC 132L-22-060 Disciplinary sanctions.** The following definitions of disciplinary terms have been established and shall be the sanctions imposed upon violators of the Code of Student Rights and Responsibilities:

(1) **Warning.** Notice to a student, either verbally or in writing, that the student has been in violation of college rules or regulations or has otherwise failed to meet the college's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(2) **Reprimand.** Formal action censuring a student for violation of the college rules or regulations or for failure to meet the college's standards of conduct. Reprimands shall be made in writing to the student by the officer or agency taking action, with copies filed in the office of the dean of students. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(3) **Fines.** The dean of students and/or the student hearing committee may assess monetary fines up to a maximum of twenty-five dollars against individual students for violation of college rules and regulations or for failure to meet the college's standards of conduct. Failure to pay such fines within thirty days will result in suspension for an indefinite period of time as set forth in subsection (6) of this section provided that a student may be reinstated upon payment of the fine.

(4) **Restitution.** An individual student may be required to make restitution for damage or loss to college or other property and for injury to persons. Failure to make restitution within thirty days will result in suspension for an indefinite period of time as set forth in subsection (6) of this section provided that a student may be reinstated upon payment.

(5) **Disciplinary Probation.** Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or other failure to meet the college standards of conduct. The office or agency placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of suspension from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(6) **Suspension.** Temporary or indefinite dismissal from the college and termination of the student status of a student for violation of college rules or regulations or for failure to meet the college standards of conduct. The notification suspending a student will indicate, in writing, the term of the suspension and any special conditions which must be met before readmission.

Refund of fees for the quarter in which disciplinary action is taken shall be in accord with the college's refund policy.

Students suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of the campus or other facility. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-060, filed 3/22/78; Order 71-11, § 132L-22-060, filed 2/17/71.]

**WAC 132L-22-070 Readmission after suspension.** Any student suspended from the college for disciplinary reasons may be readmitted upon expiration of the time period for which the suspension was issued. If the student has been suspended for an indefinite period, or feels that circumstances warrant reconsideration of the temporary suspension prior to its expiration, the student may be readmitted following approval of a written petition submitted to the dean of students. Such petitions must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petitions must be reviewed and approved by the executive dean/district president or designee, or by the board in those cases in which it made the final disciplinary action decision. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-070, filed 3/22/78; Order 71-11, § 132L-22-070, filed 2/17/71.]

**WAC 132L-22-080 Reestablishment of academic standing.** Students who have been suspended pursuant to disciplinary procedures set forth in Code Procedures or Summary Suspension Rules, and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-080, filed 3/22/78; Order 71-11, § 132L-22-080, filed 2/17/71.]

## Chapter 132L-24 WAC SUMMARY SUSPENSION RULES

### WAC

132L-24-010	Initiation of summary suspension proceedings.
132L-24-020	Permission to enter or remain on campus.
132L-24-030	Notice of summary suspension proceedings.
132L-24-040	Procedures of summary suspension hearing.
132L-24-050	Decision by the dean of students.
132L-24-060	Notice of summary suspension.
132L-24-070	Suspension for failure to appear.
132L-24-080	Appeal.
132L-24-090	Summary suspension proceedings not duplicitous.

**WAC 132L-24-010 Initiation of summary suspension proceedings.** The executive dean or designee may suspend any student of the college for not more than ten academic calendar days pending investigation, action or prosecution on charges of an alleged Code of Student

Rights and Responsibilities violation or violations, and if the executive dean or designee has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of the other college community members, or the safety and well-being of the college property command such suspension. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-010, filed 3/22/78; Order 71-11, § 132L-24-010, filed 2/17/71.]

**WAC 132L-24-020 Permission to enter or remain on campus.** During the period of summary suspension, the student shall not enter any campus of District 12 other than to meet with the dean of students or to attend the hearing. However, the dean of students may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for the hearing. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-020, filed 3/22/78; Order 71-11, § 132L-24-020, filed 2/17/71.]

**WAC 132L-24-030 Notice of summary suspension proceedings.** (1) If the executive dean or designee desires to exercise the authority to summarily suspend a student, the executive dean shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.

(2) The notice shall be entitled "Notice of Summary Suspension Proceedings" and shall state:

(a) The charges against the student including reference to the provisions of the Code of Student Rights and Responsibilities involved; and

(b) That the student charged must appear before the dean of students at a time specified in the notice. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-030, filed 3/22/78; Order 71-11, § 132L-24-030, filed 2/17/71.]

**WAC 132L-24-040 Procedures of summary suspension hearing.** (1) At the summary suspension hearing, the student against whom the violation or violations are alleged shall have the opportunity of proving to the dean of students that there is no cause to believe that the violation stated on the notice of summary suspension proceedings did occur, and that immediate suspension is not necessary nor justifiable pursuant to chapter 132L-24 WAC, Summary Suspension Rules.

(2) The student may offer oral testimony or that of any person, submit any statement or affidavit, examine any affidavit or cross-examine any witness, and submit any matter in extenuation or mitigation of the violation or violations charged.

(3) The dean of students shall at the time of the summary suspension proceedings determine whether there is probable cause to believe that a violation of law or of provisions of the Code of Student Rights and Responsibilities has occurred, and whether there is reason to believe that immediate suspension is necessary. In the course of making such a decision, the dean may consider

the sworn affidavits or oral testimonies of persons who have alleged that the student charged has committed a violation of law or of provisions of the Code of Student Rights and Responsibilities and the oral testimony and affidavits submitted by the student charged. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-040, filed 3/22/78; Order 71-11, § 132L-24-040, filed 2/17/71.]

**WAC 132L-24-050 Decision by the dean of students.** If the dean of students, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of the Code of Student Rights and Responsibilities are alleged has committed one or more of such violations upon any college facility; and

(2) That summary suspension of said student is necessary under the provisions of WAC 132L-24-010, Summary Suspension Rules; and

(3) Such violation or violations of the law or of provisions of the Code of Student Rights and Responsibilities constitute grounds for disciplinary action, then the dean of students may, with the written approval of the executive dean, suspend such student from college. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-050, filed 3/22/78; Order 71-11, § 132L-24-050, filed 2/17/71.]

**WAC 132L-24-060 Notice of summary suspension.**

(1) If a student is suspended pursuant to the above rules, the student shall be provided with a written copy of the dean of students' findings of fact and conclusions, as expressly concurred in by the executive dean, which constituted probable cause to believe that the conditions for summary suspension existed.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to said student's last known address. The suspension shall be effective from the day the notice of suspension is mailed or personal service accomplished, whichever shall occur first. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-060, filed 3/22/78; Order 71-11, § 132L-24-060, filed 2/17/71.]

**WAC 132L-24-070 Suspension for failure to appear.** If the student against whom specific violations of provisions of the Code of Student Rights and Responsibilities have been alleged has been served pursuant to the notice required and then fails to appear at the time designated for the summary suspension proceedings, the dean of students may, with the written concurrence of the executive dean, suspend the student from college. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-070, filed 3/22/78; Order 71-11, § 132L-24-070, filed 2/17/71.]

**WAC 132L-24-080 Appeal.** (1) Any student aggrieved by an order issued at the summary suspension

proceedings may appeal the same to the district president or designee. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the proceedings of findings of the dean of students and the executive dean, is tendered at the office of the executive dean within seventy-two hours following the date "Notice of Summary Suspension" was served or mailed to the student, whichever occurred first.

(2) The district president or designee shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the dean and executive dean, the record of the summary suspension proceedings, and determine therefrom whether the summary suspension order is justified. Following such examination, the district president or designee may, at his/her discretion, stay the summary suspension pending determination of the merits of the disciplinary proceedings pursuant to the provisions of the Code Procedures.

(3) The district president or designee shall notify the appealing student within forty-eight hours following his/her consideration of the notice of appeal, as to whether the summary suspension shall be maintained or stayed pending disposition of the disciplinary proceedings pursuant to the provisions of the Code Procedures. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-080, filed 3/22/78; Order 71-11, § 132L-24-080, filed 2/17/71.]

**WAC 132L-24-090 Summary suspension proceedings not duplicitous.** (1) The summary suspension proceedings shall in no way substitute for the disciplinary proceedings provided for in provisions of the Code Procedures. At the end of the suspension, the student shall be reinstated to full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed for violation of the Code of Student Rights and Responsibilities.

(2) Any disciplinary proceeding initiated against the student because of violations alleged against any student in the course of the summary suspension proceedings provided for herein shall be heard de novo, provided, that the records made and evidence presented during the course of any facet of the summary suspension proceedings brought against the student shall be available for the use of the student and of the college in the disciplinary proceeding initiated under the provisions of the Code Procedures. [Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-090, filed 3/22/78; Order 71-11, § 132L-24-090, filed 2/17/71.]

## Title 132M WAC

### COMMUNITY COLLEGES--LOWER COLUMBIA COLLEGE

#### Chapter

#### 132M-325 State Environmental Policy Act.

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## Chapter 132M-325 WAC

### STATE ENVIRONMENTAL POLICY ACT

#### WAC

132M-325-010 Introduction.

132M-325-020 State Environmental Policy Act compliance.

132M-325-030 State Environmental Policy Act "responsible official."

132M-325-040 Information center and register distribution.

132M-325-050 Publication of notice of action.

132M-325-060 Time limit for completion of EIS process.

**WAC 132M-325-010 Introduction.** When the office of administration or another unit on campus begins to consider taking an action which might affect the environment (e.g., revising the master plan, constructing a new building or recreation facility, adding to an existing facility, landscaping, utilities modification or installation, or adopting or revising grounds maintenance policies), the college shall follow the steps outlined in WAC 132M-325-010 through 132M-325-060. [Statutory Authority: Chapter 43.21C RCW. 78-04-072 (Resolution 78-1), § 132M-325-010, filed 4/3/78.]

**WAC 132M-325-020 State Environmental Policy Act compliance.** It is the policy of Lower Columbia College that capital projects proposed to be developed by the college and other similar type activities shall be accomplished in compliance with chapter 43.21C RCW, the State Environmental Policy Act (SEPA) and in accordance with chapter 197-10 WAC, guidelines for State Environmental Policy Act implementation. To this end, Lower Columbia College hereby adopts by reference to the following sections or subsection of chapter 197-10 of the Washington Administrative Code (the "SEPA Guidelines" adopted by the state of Washington, council on environmental policy):

WAC 197-10-040: Definitions

WAC 197-10-060: Scope of a proposal and its impacts

WAC 197-10-160: No presumption of significance for nonexempt actions

WAC 197-10-170: Categorical exemptions

WAC 197-10-175: Exemptions and nonexemptions applicable to specific state agencies

WAC 197-10-180: Exemption for emergency actions

WAC 197-10-190: Use and effect of categorical exemptions

WAC 197-10-200: Lead agency—Responsibilities

WAC 197-10-203: Determination of lead agency—Procedures

WAC 197-10-205: Lead agency designation—Governmental proposals

WAC 197-10-210: Lead agency designation—Proposals involving both private and public construction

WAC 197-10-215: Lead agency designation—Private projects for which there is only one agency

WAC 197-10-220: Lead agency designation—Private projects, licenses from more than one agency when one is city/county

WAC 197-10-225: Lead agency designation—Private projects, license from more than one state agency

WAC 197-10-230: Lead agency designation—Specific proposals

WAC 197-10-235: Local agency transfer of lead agency status to a state agency

WAC 197-10-240: Agreements as to lead agency status

WAC 197-10-245: Agreements between agencies as to division of lead agency duties