

# Title 504 WAC

## WASHINGTON STATE UNIVERSITY

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### Chapter 504-08 WAC

#### PRACTICE AND PROCEDURE

#### WAC

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**WAC 504-08-001 Definitions.** As used herein, the term "agency" shall mean the board of regents of Washington State University. [Regulation .08.001, filed 3/22/60.]

**WAC 504-08-010 Appearance and practice before agency.** No person may appear in a representative capacity before the agency other than the following: (1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

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

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

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

**WAC 504-08-080 Notice and opportunity for hearing in contested cases.** In any contested case, all parties shall be served with a notice at least twenty days before the date set for the hearing. The notice shall be signed by the secretary of the agency and shall state the time, place, and issues involved, as required by RCW 34.04.090(1). [Regulation .08.080, filed 3/22/60.]

**WAC 504-08-090 Service of process—By whom served.** The agency shall cause to be served all orders, notices and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it. [Regulation .08.090, filed 3/22/60.]

**WAC 504-08-100 Service of process—Upon whom served.** All papers served by either the agency or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact. [Regulation .08.100, filed 3/22/60.]

**WAC 504-08-110 Service of process—Service upon parties.** The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or by law to receive service of such papers, and a copy shall be furnished to counsel of record. [Regulation .08.110, filed 3/22/60.]

**WAC 504-08-120 Service of process—Method of service.** Service of papers shall be made personally or, unless otherwise provided by law, by first-class, registered, or certified mail; or by telegraph. [Regulation .08.120, filed 3/22/60.]

**WAC 504-08-130 Service of process—When service complete.** Service upon parties shall be regarded as complete: By mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid. [Regulation .08.130, filed 3/22/60.]

**WAC 504-08-140 Service of process—Filing with agency.** Papers required to be filed with the agency shall be deemed filed upon actual receipt by the secretary of the agency at Pullman, Washington, accompanied by proof of service upon parties required to be served. [Regulation .08.140, filed 3/22/60.]

**WAC 504-08-230 Depositions and interrogatories in contested cases—Right to take.** Except as may be otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent within twenty days after the filing of a complaint, application or petition. Depositions shall be taken only in accordance with this rule. [Regulation .08.230, filed 3/22/60.]

**WAC 504-08-240 Depositions and interrogatories in contested cases—Scope.** Unless otherwise ordered, the deponent may be examined regarding any matter not

privileged, which is relevant to the subject matter involved in the proceeding. [Regulation .08.240, filed 3/22/60.]

**WAC 504-08-250 Depositions and interrogatories in contested cases—Officer before whom taken.** Within the United States or within a territory or insular possession subject to the dominion of the United States depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the agency or agreed upon by the parties by stipulation in writing filed with the agency. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceedings. [Regulation .08.250, filed 3/22/60.]

**WAC 504-08-260 Depositions and interrogatories in contested cases—Authorization.** A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the agency and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the agency may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice and in any manner and when so taken may be used as other depositions. [Regulation .08.260, filed 3/22/60.]

**WAC 504-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents.** After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires

to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order. [Regulation .08.270, filed 3/22/60.]

**WAC 504-08-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination.** Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross-interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded verbatim. [Regulation .08.280, filed 3/22/60.]

**WAC 504-08-290 Depositions and interrogatories in contested cases—Recordation.** The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under his direction and in his presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived. [Regulation .08.290, filed 3/22/60.]

**WAC 504-08-300 Depositions and interrogatories in contested cases—Signing attestation and return.** (1) When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition

may then be used as fully as though signed, unless on a motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

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

**WAC 504-08-310 Depositions and interrogatories in contested cases—Use and effect.** Subject to rulings by the agency upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the agency upon its own motion or the motion of any party. Except by agreement of the parties or ruling of the agency, a deposition will be received only in its entirety. A party does not make a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party. [Regulation .08.310, filed 3/22/60.]

**WAC 504-08-320 Depositions and interrogatories in contested cases—Fees of officers and deponents.** Deponents whose depositions are taken and the officers taking the same shall be entitled to the same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken. [Regulation .08.320, filed 3/22/60.]

**WAC 504-08-330 Depositions upon interrogatories—Submission of interrogatories.** Where the deposition is taken upon written interrogatories, the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter a party so served may serve cross-interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve redirect interrogatories upon the party who served cross-interrogatories. [Regulation .08.330, filed 3/22/60.]

**WAC 504-08-340 Depositions upon interrogatories—Interrogation.** Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 504-08-250 the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same

and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer and the court reporter or stenographer recording and transcribing it shall be present during the interrogation. [Regulation .08.340, filed 3/22/60.]

**WAC 504-08-350 Depositions upon interrogatories—Attestation and return.** The officer before whom interrogatories are verified or answered shall:

(1) certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer and the stenographer were present during the taking, and that neither he nor the stenographer, to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and

(2) promptly send by registered or certified mail the original copy of the deposition and exhibits with his attestation to the agency, one copy to the counsel who submitted the interrogatories and another copy to the deponent. [Regulation .08.350, filed 3/22/60.]

**WAC 504-08-360 Depositions upon interrogatories—Provisions of deposition rule.** In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [Regulation .08.360, filed 3/22/60.]

**WAC 504-08-400 Stipulations and admissions of record.** The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

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

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

**WAC 504-08-410 Form and content of decisions in contested cases.** Every decision and order, whether proposed, initial, or final, shall:

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

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

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

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

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

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

**WAC 504-08-420 Definition of issues before hearing.** In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matter only. [Regulation .08.420, filed 3/22/60.]

**WAC 504-08-510 Continuances.** Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the agency of said desire, stating in detail the reasons why such continuance is necessary. The agency, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency may grant such a continuance and may at any time order a continuance upon its motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the agency may in its discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing. [Regulation .08.510, filed 3/22/60.]

**WAC 504-08-520 Rules of evidence—Admissibility criteria.** Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the agency is the best evidence reasonably obtainable, having due regard for its necessity, availability and trustworthiness. In passing upon the admissibility of evidence, the agency shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington. [Regulation .08.520, filed 3/22/60.]

**WAC 504-08-530 Tentative admission—Exclusion—Discontinuance—Objections.** When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The agency may, in its discretion, either with or without objection,

exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered. [Regulation .08.530, filed 3/22/60.]

**WAC 504-08-540 Petitions for rule making, amendment or repeal—Who may petition.** Any interested person may petition the agency requesting the promulgation, amendment, or repeal of any rule. [Regulation .08.540, filed 3/22/60.]

**WAC 504-08-550 Petitions for rule making, amendment or repeal—Requisites.** Where the petition requests the promulgation of a rule, the requested or proposed rule must be set out in full. The petition must also include all the reasons for the requested rule together with briefs of any applicable law. Where the petition requests the amendment or repeal of a rule presently in effect, the rule or portion of the rule in question must be set out as well as a suggested amended form, if any. The petition must include all reasons for the requested amendment or repeal of the rule. [Regulation .08.550, filed 3/22/60.]

**WAC 504-08-560 Petitions for rule making, amendment or repeal—Agency must consider.** All petitions shall be considered by the agency and it may, in its discretion, order a hearing for the further consideration and discussion of the requested promulgation, amendment, repeal, or modification of any rule. [Regulation .08.560, filed 3/22/60.]

**WAC 504-08-570 Petitions for rule making, amendment or repeal—Notice of disposition.** The agency shall notify the petitioning party within a reasonable time of the disposition, if any, of the petition. [Regulation .08.570, filed 3/22/60.]

## Chapter 504-12 WAC CONTRACT AWARD PROCEDURES

### WAC

504-12-010	When bids required.
504-12-020	Notice to bidders.
504-12-030	Bidders to obtain plans and specifications.
504-12-040	Liberal construction of bids and procedures.
504-12-050	Regulations not applicable to emergency construction.

**WAC 504-12-010 When bids required.** Contracts for construction and improvement of buildings and other improvements will be awarded, subject to the right of the board of regents to reject any and all bids, on the most advantageous terms to the university after public, competitive bidding, pursuant to public notice, excepting that contracts for emergency construction may be awarded without bids in accordance with applicable statutes of the state of Washington. [Regulation 1, filed 3/22/60.]

**WAC 504-12-020 Notice to bidders.** Notice to bidders shall be given by publication of an invitation to bids

signed by the secretary of the board of regents containing, in general terms, the type of project and general description thereof, the office from which detailed plans and specifications may be obtained, and the date and hour prior to which bids must be filed with the secretary of the board of regents. Such publication shall be made in at least two newspapers of general circulation, one of which shall be printed and published in Whitman county, state of Washington, and one of which shall be printed and published in either Spokane county, Washington, or King county, Washington. Publication of such notice shall be made at least twice in a regular issue of each newspaper at least three days and not more than eight days apart, and the first publication in each newspaper shall be not less than fifteen days prior to the date specified in said notice for the opening of bids. [Regulation 2, filed 3/22/60.]

**WAC 504-12-030 Bidders to obtain plans and specifications.** Bidders shall be responsible for soliciting and obtaining plans and specifications from the office of the university architect, the superintendent of buildings and grounds, or such other office as may be specified in the invitation to bid. [Regulation 3, filed 3/22/60.]

**WAC 504-12-040 Liberal construction of bids and procedures.** The board of regents reserves the right to waive errors, omissions, and other defects in bids and in contract procedures in all instances wherein, in the judgment of the board of regents, such waiver will not give a bidder any competitive advantage over other bidders. [Regulation 4, filed 3/22/60.]

**WAC 504-12-050 Regulations not applicable to emergency construction.** These regulations shall not apply to emergency construction to which RCW 39.04.020 may be applicable. [Regulation 5, filed 3/22/60.]

## Chapter 504-16 WAC CAMPUS TRAFFIC AND PARKING REGULATIONS

### WAC

504-16-100	Purposes of regulations.
504-16-110	Authorization.
504-16-115	Definitions.
504-16-120	General regulations.
504-16-140	Parking permits.
504-16-150	Parking permit fees.
504-16-160	Parking areas.
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### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-16-010	Purpose of regulations. [Regulation 9.25, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-16-020	General regulations. [Regulation 9.35, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-16-030	Parking permits. [Regulation 9.40, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-16-040	Parking fees. [Regulation 9.45, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-16-050	Parking areas. [Regulation 9.50, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.

- 504-16-060 Administration and enforcement. [Regulation 9.55, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-070 Losses from theft or fire. [Regulation 9.60, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-130 Registration of vehicles. [Order 1, § 504-16-130, filed 8/13/70.] Repealed by Order 2, filed 7/28/71.

**WAC 504-16-100 Purposes of regulations.** Parking and traffic on the campus of Washington State University are regulated by the campus traffic and parking regulations. The purposes of these regulations are:

- (1) To expedite university business and provide maximum safety and convenience.
- (2) To regulate parking, with priority given to:
  - (a) Services of the university
  - (b) Staff who need vehicles in connection with their work
  - (c) Staff and students who need private vehicles because of disability or other approved reason.
- (3) To provide funds to obtain and maintain suitable campus parking and traffic facilities. [Order 77-2, § 504-16-100, filed 8/3/77; Order 2, § 504-16-100, filed 7/28/71; Order 1, § 504-16-100, filed 8/13/70.]

**WAC 504-16-110 Authorization.** Washington State University through its board of regents and its administrative officers, is authorized by state laws to establish traffic regulations and to provide penalties for infractions of regulations.

\* Permission for the use of parking permits has been granted by the Washington state commission on equipment. [Order 77-2, § 504-16-110, filed 8/3/77; Order 2, § 504-16-110, filed 7/28/71; Order 1, § 504-16-110, filed 8/13/70.]

**WAC 504-16-115 Definitions.** (1) Campus – For purposes of these regulations all property owned or leased by Washington State University in and around the city of Pullman, including all roads, streets, parking areas, and other areas on what is known as the main campus, the college farm, the athletic fields, and other university property.

(2) Closed area – The pedestrian area in the core of the main campus. Driving in this area is normally restricted to service vehicles and vehicles bearing disability permits.

(3) Commuter – Any student who does not live in a residence hall, including students living in fraternities, sororities, student housing other than residence halls and off-campus housing. Commuters may purchase student lot permits.

(4) Dormitory – See residence hall.

(5) E-lot – One of the parking lots located near the periphery of the main campus in which any vehicle bearing a permit purchased from the university police department may be parked. These are the lots in which vehicles bearing student resident permits, but lacking specific residence hall lot indicators, may park. E-lot permits which authorize parking in E-lots are available to anyone for \$25.00.

(6) Flasher – See indicator.

(7) Guest parking – Parking slots in housing area parking lots signed "Guest Parking" may be used by any guest whether connected with the university or not and whether holding a parking permit or not. To be distinguished from "Visitors" parking. See also "Visitors."

(8) Holiday – A day when all university facilities except those designated essential services are closed. Most days during the Thanksgiving, Christmas, spring, and summer vacations for students are not holidays.

(9) Housing area – The single and married student housing units and their parking areas located near the periphery of the main campus and operated by the university's housing and food service. Parking permits valid only in the occupant's specific housing area are issued by housing and food service. Should be distinguished from residence hall. See also student lot permit.

(10) Illegal use of permit – (a) Use of a legal permit on the wrong vehicle. (b) Use of a counterfeit permit. (c) Use of a permit obtained under false pretenses.

(11) Indicator – A sticker placed in a specified location on vehicle which denotes type of permit (e.g., S for service), place where parking is permitted (e.g., 121 for graduate center lot), or exceptional privilege (e.g., NP for night parking). Formerly called "flasher." See also student resident permit.

(12) Loading zone – (a) An area located near a service entrance reserved for service vehicles; parking in these areas is limited to 15 minutes, except for vehicles with unlimited service permits. (b) An area signed "Loading Zone" adjacent to or in a parking lot; intended for loading and unloading. Parking in these areas is limited to 30 minutes.

(13) Motor vehicle – Automobiles, trucks, motorcycles, motor scooters, and all other motor-driven conveyances licensed for use on public streets.

(14) No parking zone – Any area not specifically marked or signed for parking; includes, but is not limited to, areas with adjacent curbs or rails painted yellow.

(15) NP – Night parking; and NP indicator authorizes parking overnight in parking areas signed "No 3:00 a.m. to 6:00 a.m. Parking."

(16) Parking permit – There are several types of parking permits, the most frequently issued being student resident, student lot, staff, and housing area permits. See student resident permit, student lot permit, staff, and housing area.

(17) Pool permit – A permit arrangement which will allow different cars to use a single permit. Usually purchased by multiple vehicle families and pool groups. Available to staff and commuter students. Duplicate stickers and a single transferable card are issued to the vehicles in the pool.

(18) Residence hall – A student residence, or "dormitory," located on campus which is operated by the office of residence living. Students living in residence halls may purchase student resident permits for parking. Should be distinguished from housing area.

(19) Restricted hours – The hours during which parking permits are required. (See WAC 504-16-160.)

(20) Specific residence hall lot – A parking area in close proximity to a residence hall and in which those

living in the residence hall who have been assigned priority by their head resident or coresidents may park. A resident with priority is issued an appropriate indicator by his/her head resident or by the office of residence living, and both the student resident permit and the appropriate indicator must be attached to each vehicle parking in these lots. See also student resident permit.

(21) Staff – University employees and the personnel of other activities located on campus; excludes students on part-time appointments.

(22) Student lot permit – A sticker carrying year dates (e.g., 77-78) issued by the university police department to students living off campus (i.e., commuters) or in any university housing area. Should be distinguished from a student resident permit and from an indicator.

(23) Student resident permit – A sticker carrying year dates (e.g., 77-78) issued by the university police department to students living in residence halls which authorizes parking in an E-lot. Students who hold a student resident permit who are assigned the privilege to park in a specific residence hall lot will be issued an appropriate indicator by their head resident or by the office of residence living. Should be distinguished from a student lot permit and from an indicator. See also specific residence hall lot.

(24) Temporary permits – Parking permits issued by the police department which are valid for a short period. Available free of charge to visitors and sold to students and staff for one-day periods or at a reduced rate for 10-calendar-day periods. Temporary student resident permits are valid only in E-lots unless otherwise indicated. Temporary staff permits may also be issued to students for special reasons (e.g., in case of a temporary disability).

(25) Transferable permit – See pool permit.

(26) Vehicle – See motor vehicle.

(27) Visitors – Persons on campus having no direct relationship with the university (i.e., persons who are neither staff members nor students). Temporary visitors may obtain permits free of charge for short periods of time from the university police department. Other visitors (i.e., those persons who must visit the campus frequently) are required to purchase a visitor's permit. See also guest parking. [Order 77-2, § 504-16-115, filed 8/3/77; Order 2, § 504-16-115, filed 7/28/71.]

**WAC 504-16-120 General regulations.** These campus parking and traffic regulations include the motor vehicle laws of the state of Washington and the traffic ordinances of the city of Pullman, as well as the special provisions herein provided.

(1) Restricted areas include loading zones, motorcycle zones, spaces assigned to state vehicles, specific residence hall lots, head resident spaces, university housing areas, and Rogers-Orton lot (lot #1). Restrictions in these areas are in effect at all times.

(2) The campus traffic regulations are in force on the campus as defined above, and they are also in force on certain streets of the city of Pullman by permission of the city council.

(3) Pedestrians have the right of way at all intersections and designated pedestrian crossings, except in cases involving emergency vehicles.

(4) The maximum speed limit on the campus is 20 m.p.h. unless otherwise posted.

(5) Driving on campus roads and streets is permitted at any time, except as otherwise posted, but always within the speed limits and in conformity with the regulatory signs. Standing (stopping of a vehicle, but with the driver still in the vehicle) is permitted in regular parking areas even though the vehicle is without a valid parking permit, but double parking while standing is not permitted.

(6) Washington State University assumes no responsibility for damage or theft of cars driven or parked on campus.

(7) An illegally parked vehicle may be towed away or have a wheel lock placed on a wheel. Vehicles that are towed away will be at the expense of the driver or owner. The university assumes no responsibility in the event of damage resulting from towing, storage or attempts to move a vehicle with a wheel lock installed. A vehicle which has been impounded by two-away or wheel lock will not be released until arrangements have been made to clear outstanding violations that have been issued to that vehicle. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-16-120, filed 6/11/80; Order 77-2, § 504-16-120, filed 8/3/77; Order 2, § 504-16-120, filed 7/28/71; Order 1, § 504-16-120, filed 8/13/70.]

**WAC 504-16-140 Parking permits.** (1) General information.

(a) Parking permits, except housing area permits, are issued by the police department following application and the payment of the appropriate fees. Parking permits will be evidenced by stickers issued by the police department. By means of design, color, and number code, such stickers will identify each vehicle as student lot, student resident, staff, visitor, E-lot, housing area, or contractor and indicate the type of parking permitted and the type of parking area to which it is entitled.

(b) All parking-permit stickers must be affixed in the approved location with the adhesive of the permit sticker (tape not permitted) so that they are clearly visible and readable from the outside of the vehicle.

(c) Pool permits for pool groups or multiple-vehicle families of either staff or students consist of duplicate stickers and a transferable card permit.

(d) Parking-permit stickers must be affixed to the lower-left corner (driver's side) of the rear window with the following exceptions:

(i) On convertibles and trucks, they must be affixed in the lower-left corner of the front windshield.

(ii) On station wagons, and cars with heated rear windows they must be affixed in the left-rear side window.

(iii) On motorcycles, they must be affixed in a conspicuous place.



(iv) Temporary permits are displayed by hanging them from the rear-view mirror.

(e) Each vehicle in a pool group must display a pool sticker in the approved location. In addition, the vehicle in use on campus must display the transferable card in the lower-left corner (driver's side) of the windshield, or in close proximity to the pool sticker.

(f) A parking permit application is required to be on file for each vehicle displaying a permit. Ownership of permits is not transferable. Exception: Ownership of a permit may be transferred by the campus police provided:

(i) The person relinquishing ownership and the purchaser appear in person at the campus police office when requesting such a transfer.

(ii) The former owner relinquishes all ownership or claims to said permit.

(iii) The purchaser qualifies for ownership.

(iv) The new owner completes a new application form for the permit. If the vehicle is sold, and for any reason a replacement permit is requested, the old permit must be removed and presented to the campus police to be eligible for a replacement or a refund.

(2) Staff members – A parking permit is required of any staff member (see WAC 504-16-115(21)) who wishes to park his vehicle on campus (except in metered spaces) during restricted hours. Staff permits include a general permit and structure permit. The general permit is valid for parking in any lot posted for staff. The structure permit is valid for the parking structure for which purchased and in other staff areas. Special indicator stickers may be issued to staff members with valid parking permits upon approval by the traffic control subcommittee of the university planning committee or its designated representative as follows:

(a) Staff disability indicators are issued for a specified parking place upon certification by a physician that the health of the staff member requires a parking place close to his/her work. The indicators are valid for a year or for a limited period, depending upon the situation.

(b) Service indicators for staff who must use their private vehicle for university business authorize parking in type 1 loading zones for not more than 15 minutes. (See WAC 504-16-115(12).)

(c) Night parking indicators are available for personnel who have a need to routinely park in a "No. 3:00 a.m. to 6:00 a.m." area because of work schedule when certified by their department.

(d) E-lot permits are available to staff at a reduced fee who wish to park only in E-lots.

(3) Students.

(a) Commuters who wish to park on campus during restricted hours in student lots must purchase a student lot permit.

(b) Students living in residence halls who wish to park in an overnight lot must purchase a student resident parking permit.

(c) Staff permits may be sold to students when approved by the traffic control subcommittee or its designated representative upon certification by the dean or director or other administrative officer concerned that

the vehicle is needed for university work. The permits may be for the year or for a limited period depending upon the situation.

(d) Students with a physical disability may be issued a special permit to meet individual needs upon certification by a physician which indicates the period of disability.

(e) E-lot permits are available at a reduced fee to commuter students who wish to park only in E-lots.

(4) Visitor parking.

(a) Members of the board of regents and the state legislature will be allowed to park on campus without charge.

(b) Vehicles with tax-exempt licenses will be allowed to park on campus without charge.

(c) Visitor permits may be obtained by those who are not students or staff.

(i) Visitor permits identify visitors who have a need to be on campus regularly. The fee for the visitor's parking permit is stated in WAC 504-16-150(3).

(ii) Temporary visitor parking permits are available for individuals who are on campus occasionally. These permits are issued free of charge by the campus police department. They are valid for a maximum of five consecutive days and are extended or renewed only upon reapplication.

(d) Conference guest permits are available upon application by the conference sponsor through university relations and the police department or they may be printed on the brochure announcing the conference when coordinated with the police department.

(5) Contractors – Vehicles parked by contractors and their employees working on campus projects must display a parking permit. Permits will be issued for designated areas at a cost of \$3.00 per month or \$1.00 per week.

(6) University housing occupants.

(a) Permits for occupants of family housing apartments may be obtained from the Housing Office, Room 131, Rogers Hall. This permit is valid only in the housing area in which the person lives and does not authorize parking elsewhere on the campus.

(b) Permits for occupants of single student apartments may be obtained from the Housing and Food Service Office, Room 124, French Administration Building. This permit is valid only in the housing area in which the person lives and does not authorize parking elsewhere on campus.

(7) Motorcycles – Motorcycle permits may be purchased by either staff or students and are valid only in designated motorcycle areas. [Order 77-2, § 504-16-140, filed 8/3/77; Order 75-1, § 504-16-140, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-140, filed 8/1/73; Order 2, § 504-16-140, filed 7/28/71; Order 1, § 504-16-140, filed 8/13/70.]

**WAC 504-16-150 Parking permit fees.** Parking permits may be purchased from the police department, which is always open.

(1) Staff members – The fee charged for a staff permit at any time during the fall semester is \$45.00; the



fee charged at any time during the spring semester is \$25.00; the fee charged at any time during the summer is \$10.00. Upon request a refund of \$20.00 will be made if the permit is surrendered prior to the end of the second week of the spring semester. There will be no refund for the summer or for a partial period. Temporary staff permits may be purchased at the rate of \$.50 a day or ten calendar days for \$3.00. Staff personnel whose work hours qualify them for "night-time differential pay" may purchase a permit for one-half the regular fee.

(2) Students.

(a) Commuter – The fee for a permit to park in student lots (commuter student lots) is \$35.00 any time during the fall semester; \$20.00 any time during the spring semester; and \$10.00 during the summer. Upon request a refund of \$15.00 will be made if the permit is surrendered prior to the end of the second week of the spring semester. No refund will be made for the summer or partial period. Temporary student lot permits may be purchased at the rate of \$.40 a day or ten calendar days for \$2.50.

(b) Residence hall students – The fee for a permit to park in E-lots or in a specific residence hall (or dormitory) lot is \$25.00 any time during the fall semester; \$15.00 any time during the spring semester; and \$10.00 during the summer. Upon request, a refund of \$10.00 will be made if the permit is surrendered prior to the end of the second week of the spring semester. No refund will be made for the summer or a partial period. Temporary student resident permits are available at the rate of \$.30 per day or 10 calendar days for \$2.00.

(c) Students who are issued temporary staff permits for special purposes will pay the student rate. The staff rate is applicable if the permit is issued for a semester or more, for reasons other than disability.

(3) Visitor permits – These are available any time during the school year. The fee for a visitor permit is \$10.00 during the fall semester; \$7.50 during the spring semester; and \$3.00 during the summer. This fee may be waived upon application to and approval by the traffic control subcommittee. There are no refunds for visitor permits no longer needed.

(4) Motorcycles – A motorcycle permit may be purchased by either staff or students for \$14.00 any time during the fall semester; \$10.00 any time during the spring semester; and \$5.00 during the summer. A refund of \$5.00 will be made upon request if permit is surrendered prior to the end of the second week of the spring semester. Motorcycles must be parked in spaces signed for motorcycles or marked with and "M". Several cycles may park in one space. Temporary motorcycle permits may be purchased at the rate of \$.15 a day or ten calendar days for \$1.00.

(5) Structure permits – The fee for parking structure permits is \$60.00 any time during the fall semester; \$33.50 any time during the spring semester; and \$13.50 during the summer. A refund of \$26.50 will be made on request if the permit is surrendered prior to the end of the second week of the spring semester. Temporary structure permits may be purchased at the rate of \$.65 a day or ten calendar days for \$4.00.

(6) E-lot permits – The fee for E-lot permits is \$25.00 any time during the fall semester; \$15.00 any time during the spring semester. Upon request a refund of \$10.00 will be made if the permit is surrendered prior to the end of the second week of the spring semester. [Order 77-2, § 504-16-150, filed 8/3/77; Order 73-4, § 504-16-150, filed 8/1/73; Order 2, § 504-16-150, filed 7/28/71; Order 1, § 504-16-150, filed 8/13/70.]

**WAC 504-16-160 Parking areas.** PARKING ON THE CAMPUS IS PERMITTED ONLY IN THE MARKED SPACES IN LOTS AND MARKED SPACES ON STREETS. ALL AREAS OUTSIDE OF THE DESIGNATED AREAS ARE "NO PARKING ZONES." Each parking area has signs to indicate the type of permit or permits required. No vehicle shall be parked so as to occupy any portion of more than one parking place or stall. The fact that other vehicles may have been parked so as to require subsequent vehicles to occupy a portion of more than one space shall not constitute an excuse for a violation of the section. Parking on campus through the year during the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday is limited to motor vehicles which have the official permits properly attached. At other hours, unless otherwise posted, parking permits are not required for parking in the staff or student lot parking areas, or in disability and service spaces outside of the closed area of the campus. Parking permits are required 24 hours a day seven days a week in residence hall areas and university housing areas, and Rogers-Orton lot (lot #1).

(1) Parking areas for staff – Private vehicles of staff members having staff or structure parking permits may be parked in any staff parking area, in any student lot (commuter) parking area, and in lots designated E-lots. They may not be parked in service areas, restricted areas, disability spaces, or specific residence hall lots, unless they also display an appropriate indicator during restricted hours.

(2) Parking areas for students.

(a) Vehicles displaying a student lot permit may be parked in areas signed staff and student lot permits, and in lots which are designated E-lots. The student lot permit is not valid in university housing areas, staff-visitor areas, specific residence hall lots, or in other specific areas such as disability spaces, head resident spaces, or loading zones.

(b) Vehicles displaying a student resident permit without a specific residence hall lot indicator sticker may park in E-lots only.

(c) Vehicles displaying a student resident permit and a specific residence hall lot indicator sticker may park in the appropriate specific residence hall lot and in E-lots. The director of residence living is responsible for issuing specific resident hall lot indicator stickers to the head residents who in turn issue them to students in accordance with a system determined by each hall. The number of specific residence hall indicator stickers issued to a hall is based upon the number of student resident permits purchased by the residents of the hall as of the first day of classes of the fall semester.

(3) Parking areas for visitors – Visitors are welcome at all times. They should pick up a temporary parking permit at the police department which will authorize parking in the areas marked visitors, in the staff parking areas, or in the student lot (commuter) parking areas. They may not park in the restricted areas, service areas, or in specific residence hall lots except by special permit available at the police department.

(4) Parking areas for occupants of university housing.

(a) Occupants of university housing, other than residence halls, may park their vehicles day or night at their housing areas without the payment of the parking permit fee. Housing-area vehicles must display a permit issued by the housing office. Occupants will park their vehicles only in the area designated which will be the street in front of their housing or a designated parking area nearby.

(b) Occupants of university housing who wish to park elsewhere on the campus during restricted hours must purchase the appropriate parking permit.

(5) Motorcycle areas are designated throughout the campus. They are designated by signs and/or the letter "M" painted on the parking surface.

(6) Contractors – Employees of construction projects must park in areas specified for each project.

(7) Metered spaces.

(a) Parking meters in lots 50 and 55 adjacent to the students book corporation store are effective from 8:00 a.m. to 5:00 p.m. daily except university holidays and Sundays. (See WAC 504-16-115(8).)

(b) Parking meters elsewhere on campus are effective from 8:00 a.m. to 5:00 p.m. daily except Saturdays, Sundays and university holidays.

(c) Parking meters in Lot 73 adjacent to the Safety Building are effective 24 hours a day, seven days a week. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-16-160, filed 6/11/80; Order 77-2, § 504-16-160, filed 8/3/77; Order 75-1, § 504-16-160, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-160, filed 8/1/73; Order 2, § 504-16-160, filed 7/28/71; Order 1, § 504-16-160, filed 8/13/70.]

#### **WAC 504-16-170 Administration and enforcement.**

(1) The traffic control subcommittee of the university planning committee is responsible for the following:

(a) Making recommendations on regulations governing campus traffic and parking control.

(b) Making recommendations for physical improvements in parking facilities.

(c) Reviewing the administration and enforcement of the regulations.

(d) Authorizing special permits and assessing fees therefor.

(2) The parking appeals committee

(a) Establishes and maintains an appeals procedure for parking violations on campus.

(b) Hears appeals as requested and renders decisions.

(3) The Washington State University police department is responsible for the administration and enforcement of the campus traffic and parking regulations. This

responsibility also involves recommending the installation of appropriate traffic signs, maintaining a registration record system, the issuance of permits, the patrol of the university campus, and the keeping of a record of violations, warnings, court summons and arrests.

(4) Anyone observed in violation of traffic regulations or any vehicle found parked in violation of regulations may be given a notice of violation. Moving violations will be referred to the local justice court.

(5) An illegally parked vehicle may be towed away or have a wheel lock placed on a wheel. Vehicles that are towed away will be at the expense of the driver or owner. The university assumes no responsibility in the event damage resulting from towing, storage or attempts to move a vehicle with wheel lock installed. A vehicle which has been impounded by tow-away or wheel lock will not be released until arrangements have been made to clear outstanding violations that have been issued to that vehicle.

(6) Parking violations will be processed by the university. Parking fines are to be paid at the police department in the safety building. Parking violations may be appealed in writing within 10 days of the violation. The fine will be: Class 1) \$2.00 for parking meters, time zones and no transferable pool card; Class 2) \$10.00 for fire hydrants, no permit head resident's areas and disability spaces; and Class 3) \$5.00 for all other parking violations. Fines for classes 1, 2 and 3 will be reduced by one-half if paid within 24 hours of the violation. Displaying a counterfeit permit or indicator, or obtaining one under false pretenses, will be subject to a fine of \$25.00.

(7) Failure of a student or a staff member to pay the fine assessed for any violation will result in the total amount of the fine being referred to the controller's office for collection. The controller may, if other collection efforts fail, deduct outstanding fines from the salary warrants of employees to secure payment, or withhold outstanding fines from damage deposits or other funds held for any students. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing copies of students' transcripts or to withhold permission to re-enroll for an ensuing term until outstanding fines are paid.

(8) An accumulation of six class-2 or -3 violations during a year will subject the violator to revocation of parking privileges. Vehicles without permits which accumulate the above number of violations will be prohibited from parking on university property.

(9) Appeal procedure – This procedure serves two primary purposes: To assure an impartial evaluation of circumstances and situations relating to a parking violation; and to aid in the appraisal of parking and traffic problems. The appeal procedure may involve two steps:

(a) The initial appeal must be in writing. Forms for this purpose are obtained at the police department. After review by the parking appeals committee, the appellant and, if appropriate, the WSU controller's office are notified of the decision of the committee.

(b) If the initial appeal is rejected, the appellant may request a hearing before the parking appeals committee

to present his/her case in person. The appellant is notified by mail of the decision of the committee.

(10) The parking regulations are enforced every day, 24 hours a day throughout the year. During specified periods as described in the following subparagraphs special conditions exist and the regulations are modified accordingly.

(a) During vacation periods and between terms temporary permits are issued without fee for the period when school is not in session.

(b) At the beginning of a semester or summer session parking permits are not required in student lots, specific residence hall lots, E-lots and university housing areas from the Monday of registration week until the beginning of the sixth day of classes.

(c) During finals week permits are not required in student lots, specific residence hall lots, E-lots and university housing areas.

(d) During vacation periods and summer sessions any valid parking permit except those issued by university housing and food service authorizes parking in any lot designated for students.

(e) At the beginning of the fall semester, the prior year staff and visitor permits will be valid until the beginning of the 6th day of classes.

(11) Parking violation notices issued to visitors are considered to be warning notices only for violation No. 4 "No Parking Permit" and violation No. 5 "No Parking Permit for Area." [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-16-170, filed 6/11/80; Order 77-2, § 504-16-170, filed 8/3/77; Order 75-1, § 504-16-170, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-170, filed 8/1/73; Order 2, § 504-16-170, filed 7/28/71; Order 1, § 504-16-170, filed 8/13/70.]

## Chapter 504-18 WAC

### PARKING REGULATIONS—CENTER FOR NURSING EDUCATION

#### WAC

504-18-100	Purpose of regulations.
504-18-110	Authorization.
504-18-120	Definitions.
504-18-130	General.
504-18-140	Parking permits.
504-18-150	Parking permit fees.
504-18-160	Parking areas.
504-18-170	Administration and enforcement.

**WAC 504-18-100 Purpose of regulations.** Parking on the lots provided at the Center for Nursing Education in Spokane, also known as the Intercollegiate Center for Nursing Education, is governed by these regulations. The purpose of these regulations is:

(1) To regulate parking with priority given to

(a) Services of the Center;

(b) Staff who need vehicles in connection with their work;

(c) Staff and students who need private vehicles because of disability or other approved reasons.

(2) To provide funds to obtain and maintain suitable Center parking facilities and other approved Center purposes. [Order 73-8, § 504-18-100, filed 10/5/73.]

**WAC 504-18-110 Authorization.** Washington State University is the coordinating institution for Eastern Washington State College, Fort Wright College, Whitworth College and Washington State University, the participating institutions in the Center for Nursing Education in Spokane, and the participating institutions have delegated authority to Washington State University to act as their agent. The Board of Regents, Washington State University, is authorized by state law to establish parking regulations and to provide penalties for infractions of regulations (RCW 28B.10.560 and 28B.15.031). [Order 73-8, § 504-18-110, filed 10/5/73.]

**WAC 504-18-120 Definitions.** (1) The word "Center" for purposes of these regulations means the Center for Nursing Education in Spokane, also known as the Intercollegiate Center for Nursing Education.

(2) The words "motor vehicle" or "vehicle" includes automobiles, trucks, motorcycles, motor scooters, and all other motor-driven conveyances licensed for use on public streets.

(3) The word "staff" as it appears herein, refers to faculty and staff of the Center and employees of noncenter organizations who work in Center facilities.

(4) "Visitor" refers to those persons having no direct relationship with the Center as do staff and students, but who do have official business with the Center. [Order 73-8, § 504-18-120, filed 10/5/73.]

**WAC 504-18-130 General.** (1) These regulations apply to all parking facilities owned or leased by Washington State University for use by the Center.

(2) Washington State University and the Center assume no responsibility for damage or theft of cars driven or parked on Center facilities.

(3) Vehicles may not be parked overnight on Center parking lots unless otherwise posted or authorized.

(4) A disabled or inoperative vehicle shall not be parked on the Center lots for a period in excess of 72 hours. Vehicles which have been parked for periods in excess of 72 hours and which appear to be disabled or inoperative may be impounded and stored at the expense of either the owner or operator thereof. Neither the University nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

(5) The University reserves the right to have towed and impounded any illegally parked vehicle at the owner's or driver's expense. The University assumes no responsibility in the event of damage resulting from the impoundment or storage of any illegally parked vehicle. [Order 73-8, § 504-18-130, filed 10/5/73.]

**WAC 504-18-140 Parking permits.** (1) General information

(a) Parking permits will be issued by the Office of the Dean of the Center for Nursing Education in Spokane,

following application and the payment of the appropriate fee. Parking permits will be evidenced by flashers. By means of design, color, permit number, type and year, such flashers will identify each vehicle and designate the type of parking permitted. No permit shall be valid for longer than one year. Each permit shall terminate at the commencement of the next succeeding fall term of an academic year.

(b) All parking permits and flashers must be affixed in an approved location so that they are clearly visible and readable from the outside of the vehicle. Duplicate flashers and a transferable card permit will be issued to multiple vehicle families or vehicle pool groups of either staff or students where only one vehicle at a time will be parked on Center lots.

(c) Parking permits and flashers must be affixed in the lower left corner (driver's side) of the rear window with the following exceptions:

(i) On convertibles and trucks, they must be affixed in the lower left corner of the front windshield.

(ii) On station wagons, they must be affixed on the rear of the left rear side window.

(iii) On motorcycles, they must be affixed in a conspicuous place.

(iv) Each vehicle in a pool group must display a pool flasher in the appropriate location as set forth above. In addition, the vehicle parked on a Center lot must display the transferable card permit in the lower left corner (driver's side) of the windshield.

#### (2) Staff members

A parking permit is required of any staff member who wishes to park a vehicle on a Center lot.

(a) Staff Disability Flashers are for a specified parking place upon certification by a physician that the health of the staff member requires a parking place close to his work. The permits may be issued for up to a year depending upon the nature of the disability.

(b) Service Flashers are for staff who must use their private vehicles for Center business and authorize parking in loading zones for not more than 15 minutes. (A staff permit is also required and this applies only to Center parking lots).

#### (3) Students

A parking permit is required of any student who wishes to park a vehicle on Center lots.

#### (4) Visitor parking

(a) Vehicles of official visitors to the Center with tax-exempt licenses will be allowed to park on Center lots without permits.

(b) Visitor permits may be requested by those who are not employed by or enrolled at the Spokane Center. These permits are issued free of charge by the office of the Dean of the Center for Nursing Education in Spokane.

#### (5) Motorcycles

Motorcycle permits may be purchased by either staff or students and are valid only in designated motorcycle areas. Pool flashers and transferable card permits are valid on motorcycles. [Order 73-8, § 504-18-140, filed 10/5/73.]

### WAC 504-18-150 Parking permit fees. (1) Staff Members

The fee for a staff parking permit at any time during the first term (fall) is \$45.00. The fee at any time during the second term (winter) is \$30.00. The fee at any time during the third term (spring) is \$15.00. Upon request, a refund of \$30.00 will be made to a staff member who leaves at the end of the first term. A \$15.00 refund will be made upon request from any staff member who leaves at the end of the second term. A request must be made before the end of the second week of the term in session. There will be no refunds during the summer or for a partial period. Temporary staff permits may be purchased at the rate of \$.50 a day or 10 consecutive working days for \$3.00.

#### (2) Students

The fee for a student parking permit for the student lot is \$9.00 any time during the first term (fall), \$6.00 at any time during the second term (winter), and \$3.00 at any time during the third term (spring). Upon request, a refund of \$6.00 will be made at the end of the first term, \$3.00 at the end of the second term to a student who withdraws from school or no longer needs a permit. A request must be made before the end of the second week of the term in session. No refund will be made for the summer or partial periods. Temporary student permits may be purchased at the rate of \$.25 a day or 10 consecutive school days for \$1.00.

#### (3) Motorcycles

Motorcycle permits may be purchased by either staff or students for \$4.50 any time during the first term (fall), \$3.00 any time during the second term (winter), and \$1.50 any time during the third term (spring). A refund of \$3.00 will be made upon request if the person leaves at the end of the first term, or no longer needs a permit, and \$1.50 refund at the end of the second term. There will be no refund for partial period or the summer. A request must be made before the end of the second week of the term in session. Motorcycles must be parked in spaces so designated. [Order 74-4, § 504-18-150, filed 12/4/74; Order 73-8, § 504-18-150, filed 10/5/73.]

**WAC 504-18-160 Parking areas.** Parking on the Center parking lots is permitted only within the marked stalls. All areas outside of the marked parking stalls are "No Parking" zones. Each parking area has signs to indicate the type of permit or permits required. No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require subsequent vehicles to occupy a portion of more than one space, shall not constitute an excuse for a violation of this section. Parking on Center lots is limited to motor vehicles which have the official permits properly placed, except as otherwise provided for in these regulations.

#### (1) Parking Areas for Staff

Vehicles displaying staff parking permits may be parked in any area posted staff or student. They may not be parked in service or restricted areas.

**(2) Parking Areas for Students**

Vehicles displaying student lot permits may be parked in any area posted as a Student lot. They may not be parked in a staff lot or service or restricted areas.

**(3) Parking Areas for Visitors**

Vehicles displaying tax exempt licenses, or visitor permits, may be parked in areas posted for staff or students.

**(4) Motorcycle areas**

Motorcycle areas are designated by signs and the letter "M" painted on the parking surface.

**(5) Contractors**

Employees of construction projects must park in areas specified for each project. [Order 73-8, § 504-18-160, filed 10/5/73.]

**WAC 504-18-170 Administration and enforcement.**

(1) The Dean of the Center for Nursing Education in Spokane is responsible for the administration and enforcement of the Center parking regulations including the appointment of a Center Parking Committee which shall consist of not more than 5 members and shall include representation of faculty, staff and students at the Center.

(2) The Center Parking Committee is responsible for the following:

(a) To make recommendations on regulations governing Center parking facilities and control.

(b) To make recommendations for physical improvements in parking facilities.

(c) To review the administration and enforcement of these regulations.

(d) To hear appeals.

(3) Anyone observed in violation of parking regulations may be given a notice of violation.

(4) The University reserves the right to impound any illegally parked vehicle at either or both the owner's or driver's expense.

(5) Parking violations will be processed by the office of the Dean of the Center for Nursing Education in Spokane and will be paid to a representative designated in that office. Parking violations may be appealed in writing within 10 days of the violation.

(6) The fines for staff and students will be:

(a) \$2.00 for absence of transferable pool card when required.

(b) \$5.00 for absence of parking permit when required.

(c) \$10.00 for parking in a staff disability space without a staff disability permit.

(d) \$25.00 for displaying a counterfeit permit or flasher or obtaining one under false pretenses.

(7) Failure of a student or staff member to pay the fine assessed for any violation will result in the total amount of the fines being referred to the participating institution at which the staff member is employed or the student is registered for collection. The participating institution, including Washington State University, may, if other collection efforts fail, deduct outstanding fines from salaries of employees to secure payment or withhold outstanding fines from damage deposits or other

funds held for students. Where collection efforts are unsuccessful, the participating institutions, including Washington State University, may refrain from issuing copies of student transcripts or withhold permission to re-enroll for an ensuing term until outstanding fines are paid.

**(7) Appeal procedure**

This procedure serves two primary purposes: to assure an impartial evaluation of certain circumstances and situations relating to an appeal and to aid in the appraisal of parking problems. The appeal procedure may involve two steps.

(a) The initial appeal must be in writing. The forms for this purpose may be obtained at the Office of the Dean of the Center for Nursing Education in Spokane. After review by the Center Parking Committee, the appellant and the appropriate administrative unit within the Dean's office are notified by mail whether the appeal is granted or rejected.

(b) If the appeal is rejected, the appellant may request a hearing before the Center Parking Committee to present his case in person, and if appellant so requests, a hearing shall be scheduled with [within] a reasonable time. Following the hearing, the appellant is notified by mail as to the decision of the Committee. [Order 73-8, § 504-18-170, filed 10/5/73.]

**Chapter 504-20 WAC****UNIVERSITY POLICIES AND REGULATIONS****WAC**

504-20-005	Discrimination prohibited.
504-20-010	Freedom of expression.
504-20-020	Conduct regulations for faculty, staff, other employees, and students.
504-20-025	Alcoholic beverages.
504-20-030	Conduct regulations for campus guests and visitors.
504-20-040	Academic integrity guidelines.

**WAC 504-20-005 Discrimination prohibited.** The state of Washington has prohibited discrimination on the basis of race, national origin, creed, age, sex, marital status, and handicaps. Washington State University is committed to full support of these state laws and policies and will take corrective and/or punitive action against individuals or groups which deprive the individual of civil rights, educational and employment opportunities, housing, or which in any way impedes, hinders, delays, or restricts the individual's membership, rights, privileges, or subsequent full participation in any activities of recognized university organizations. (This rule as it pertains to sex does not obligate living groups such as fraternities and sororities or similar organizations to pledge or initiate members of the opposite sex, nor obligate the university to permit cohabitation of unmarried males and females in university housing.) [Order 77-2, § 504-20-005, filed 8/3/77.]

**WAC 504-20-010 Freedom of expression.** (Applicable to all members of the university community—faculty, students, and staff)

In 1968, on the recommendation of the President, the Board of Regents of Washington State University approved a policy statement on "Freedom of Expression and Accompanying Responsibilities" applicable to all members of the university community. This statement asserts clearly the fact that the university will protect the rights of its members to dissent or protest provided these expressions do not interfere materially and substantially with the rights of others nor disrupt the processes of the university. In order to protect these rights and privileges, the following policies have been established, in the hope they will provide the community member with a useful gauge for the boundaries of dissent.

It is the policy of Washington State University to support and promote each individual's right to express his views and opinions for or against actions or ideas in which he has interest, to associate freely with others, and to assemble peacefully. It is important to point out, however, that the right to protest and dissent must fall within reasonable ground rules.

The above rights exist in equal measure for each member of the university community. They exist regardless of the professional stature of the individual and regardless of the degree of acceptability among others of views or opinions advocated.

In order to safeguard the rights of every citizen to criticize and seek meaningful change, each individual has an obligation to respect the rights and opinions of all members of the university community. To maintain the role of constant self-evaluation, certain responsibilities must be observed to create an atmosphere where free inquiry is allowed and legitimate grievances are addressed.

Accordingly, the members of Washington State University insist that the free expression of views and opinions, whether by individuals or by groups, be such that the rights of others are not violated.

The following conduct interferes with the rights of others and therefore cannot be permitted.

(1) Intentional disruption of the educational processes and functions of the university, including classroom and laboratory activities, offices, services, meetings or ceremonies.

(2) Intentional and unauthorized obstruction or restriction of free movement of persons or vehicles on the campus or other university property.

Peaceful picketing is permitted but such activity must be confined to the outside of university buildings and must not interfere with or restrict the free flow of traffic to and from any university building.

(3) Detention or physical abuse of any person or conduct which threatens imminent bodily harm or endangers the health or safety of any person on any property owned or controlled by the university, or in connection with approved university functions.

(4) Intentionally damaging, defacing or abusing university facilities or equipment.

(5) Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. (Inciting is

that advocacy which prepares the group addressed for imminent action and steels it to the action proscribed herein.)

Members of the university community who violate these policies on freedom of expression will be subject to arrest and/or university disciplinary penalties. Penalties that may be imposed include warning, probation, suspension, or expulsion from the university. [Order 77-2, § 504-20-010, filed 8/3/77; Order 5, § 504-20-010, filed 9/26/72; Order 3, § 504-20-010, filed 8/5/71.]

**WAC 504-20-020 Conduct regulations for faculty, staff, other employees, and students.** In applying disciplinary procedures, it is essential that the interest of the faculty, staff, other employees, or students involved and the general welfare of the university be considered. However, the university will regard its principal responsibility for disciplinary action as residing within the university community, its housing, property, and academic pursuits.

Conduct for which faculty, staff, other employees, and students are subject to university discipline falls into the following categories:

(1) Violation of the policy on Freedom of Expression.

(2) Forgery, alterations, or misuse of university documents or identification.

(3) Using unauthorized sound amplification equipment on university property or using such equipment, after authorization, in a loud and raucous manner.

(4) Falsifying information submitted or failure to reveal relevant information on any university application form, or offering any false information in any university disciplinary proceeding.

(5) Theft or damage to university property or property belonging to any member of the university community or campus visitor.

(6) Using, possessing, or purveying illegal, narcotic or dangerous drugs. University policy is consistent with state and federal laws which regulate the possession, use, sale, and distribution of drugs.

(7) Disorderly, indecent, or obscene conduct on university-owned or controlled property or at university-supported or supervised functions.

(8) Violation of the following: No faculty, staff, or other employee or student shall have on his person, in his vehicle or otherwise in his possession any gun, pistol, or firearm, or explosives, dangerous chemicals or other dangerous weapons or instruments on the university campus or other university property except as follows:

(a) Authorized law enforcement officers shall be permitted to carry arms while on duty and engaged in their regular duties.

(b) Activities requiring use of the prohibited items may be conducted upon approval of the activity by the Board of Regents.

(c) Persons with firearms in their possession shall be permitted to travel enroute to or from the university-provided firearm storage facilities.

(9) Unlawful acts which directly affect university programs, community members, or property insofar as



they materially and substantially interfere with the missions, functions, processes, and goals of the university community.

(10) Physical abuse of any person on university-owned or controlled property, or on the property of fraternities, sororities, or co-op houses or at university-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.

(11) Illegal entry, attempted entry, or entry in violation of Washington State University rules respecting university property, university-[controlled][controllers] property or university-related property such as fraternities, sororities, or co-op houses.

(12) Sexual harassment—any sexual advances by males or females which amount to or imply that compliance is a condition for hiring, job promotions, grades, merit increases or letters of recommendation. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-20-020, filed 6/11/80; Order 77-2, § 504-20-020, filed 8/3/77; Order 75-1, § 504-20-020, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-20-020, filed 8/1/73; Order 5, § 504-20-020, filed 9/26/72; Order 3, § 504-20-020, filed 8/5/71.]

**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 504-20-025 Alcoholic beverages.** University regulations forbid illegal possession, illegal use, or sale of intoxicating beverages in university residence halls, fraternities, and other group houses. Intoxicating beverages may not be used in lounges, recreation rooms, conference rooms, and public areas of residence halls and university-owned buildings. [Order 77-2, § 504-20-025, filed 8/3/77.]

**WAC 504-20-030 Conduct regulations for campus guests and visitors.** (1) The rules and regulations prescribed above will be observed by guests and visitors while on the campus, or other university property.

(2) Guests and visitors on campus or other university property who willfully refuse to obey an order of a uniformed campus security officer or other law enforcement officer to desist from conduct prohibited by the above rules and regulations may be ejected from the premises. Refusal to obey such an order will subject the person to arrest under the provisions of the Criminal Trespass Act, in addition to such other sanctions as may be applicable. [Order 5, § 504-20-030, filed 9/26/72; Order 3, § 504-20-020, filed 8/5/71.]

**WAC 504-20-040 Academic integrity guidelines.** The integrity of the academic process requires fair and impartial evaluation on the part of faculty, and honest academic conduct on the part of students. To this end, students are expected to conduct themselves at a high level of responsibility in the fulfillment of the course of their study. It is the corresponding responsibility of faculty to make clear to students those standards by which

students will be evaluated, and the resources permissible for use by students during the course of their study and evaluation.

(1) Consistent with these considerations, instructors may be expected to observe the following guidelines at the beginning of each semester:

(i) Describe the general content and objectives of a course.

(ii) Announce the methods and standards of evaluation (including the importance to be assigned various factors in academic evaluation).

(iii) Describe the limits of permissible assistance available to students during a course or an academic evaluation (e.g. permissible materials, references, times when students can collaborate, etc.).

(iv) Outline his/her own specific policies, definitions, and penalties (or those of the instructor's academic department) regarding individual cases of academic dishonesty.

(2) A student has an obligation to exhibit honesty in carrying out his academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he/she:

(i) Refers during an academic evaluation to material sources, or employs devices, not authorized by the instructor.

(ii) Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.

(iii) Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.

(iv) Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.

(v) Acts as a substitute or utilizes a substitute in any academic evaluation.

(vi) Presents as one's own, for words to be submitted for academic credit or evaluation, the ideas, representations, or words of another person without customary and proper acknowledgement of sources.

(vii) Knowingly permits one's words to be submitted by another person without the instructor's authorization.

(3) The instructor of a course is responsible for dealing with each case of cheating which occurs in his/her class except when the case is deemed to be a flagrant violation of university policy. (Procedure for these exceptions is described under number 4 below.)

Some examples of cheating essentially under the control of the instructor are:

(a) Copying from a neighbor's paper.

(b) Use of crib notes.

(c) Giving or receiving unauthorized information. Involving written assignments:

(a) Plagiarism.

(b) Submission of ghost written work in fulfillment of assignments.

In general, cheating involves all methods or techniques that enable a student to gain an unfair advantage.

Procedure for Adjudication

When the instructor believes the evidence of cheating is clear, the succeeding procedural steps must be followed. In all cases the objective is to provide fundamental fairness to students as well as an orderly means for arriving at a decision, starting with the individual instructor and then designated administrative officers or bodies. This procedure shall apply in all cases of cheating except those not under the jurisdiction of the instructor.

(i) The instructor will advise the student that he/she has reason to believe that the student has committed an offense related to academic integrity, and the student will be afforded at least an informal opportunity to respond. If the student and faculty member accept a specific resolution offered by either of them, the matter shall be considered closed.

(ii) If such a resolution cannot be reached, the instructor or student will contact the instructor's department chair in order to facilitate a resolution. If no resolution is satisfactory to both the student and instructor, the department chair or the instructor must file a report of the case and the instructor's decision as to the disposition of the case in the department's confidential files.

(iii) After the report is filed, the student may appeal the disposition of the case to the dean of the academic unit, the university Ombudsman or the Dean of Students.

(iv) When the student does not appeal the charge of cheating by the instructor, a grade of "F" may be submitted by the instructor for the specific test/paper or for the course.

(4)(a) Examples of flagrant violations of policies are stealing of an examination, altering of grade records, possessing, buying, selling, or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration, acting as a substitute or utilizing a substitute in any academic evaluation, entering any office or building to obtain unfair advantage, obtaining an examination through collusion with university employees and cheating cases involving students not enrolled in the particular course. All such violations will be reported to the Dean of Students, and violators will be referred to the University Conduct Committee.

(b) Instructors should report cases involving flagrant violations and cheating cases involving students not enrolled in the instructor's course to the Dean of Students. The Dean of Students will then make the proper arrangements for a hearing involving the University Conduct Committee. (See WAC 504-20-010 for Procedures and Committee Action.) [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-20-040, filed 6/11/80.]

## Chapter 504-21 WAC

### UNIVERSITY POLICY ON STUDENT EDUCATION RECORDS

#### WAC

504-21-010	University policy on student education records.
504-21-020	Definition of a student.
504-21-030	Education records—Student's right to inspect.
504-21-040	Requests and appeal procedures.
504-21-050	Release of personally-identifiable records.
504-21-060	University records.
504-21-070	Student records committee.
504-21-080	Right of student to register objections.
504-21-090	Notice of rights given under family educational rights and privacy act of 1974.

**WAC 504-21-010 University policy on student education records.** Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, requires that the university adopt guidelines concerning the right of a student to inspect his or her education records, and guidelines concerning the release of personally-identifiable information to third parties. The act further provides that such a student has the right to a hearing in order to provide for the correction or deletion of inaccurate, misleading or otherwise inappropriate data. The act also provides that students be informed of the types of education records maintained by the university that are directly related to students.

Consistent with that act, this policy on student education records is established to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information. [Order 77-1, § 504-21-010, filed 5/2/77.]

**WAC 504-21-020 Definition of a student.** A student is defined as any person who is or has been officially enrolled at Washington State University and with respect to whom the university maintains education records or personally-identifiable information. [Order 77-1, § 504-21-020, filed 5/2/77.]

**WAC 504-21-030 Education records—Student's right to inspect.** (1) A student has the right to inspect and review his education records. A list of the types of education records maintained by the university and the record locations may be obtained by the student at the Office of Student Affairs, the Office of university Relations, or at the Registrar's Office.

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

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

(i) Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute or the maker's administrator.

(ii) Records of the University Police Department which are kept apart from those records described in subsection (i) of this section and which are maintained

solely for law enforcement purposes and are not made available to persons other than law enforcement officials of the same jurisdiction.

(iii) Records made and maintained in the normal course of business which relate exclusively to the person's capacity as an employee and are not available for any other purposes.

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

(2) (a) Recommendations, evaluations or comments concerning a student that are provided in confidence, either expressed or implied, as between the author and the recipient, shall be made available to the student, except as provided in paragraphs (b), (c) and (d) of this section.

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

(i) Admission to any educational institution, or

(ii) Applications for employment information and documents filed and maintained at the student's request at the University Office of Career Services and Placement.

(iii) Receipt of an honor or honorary recognition.

(iv) Faculty evaluations and other education records placed in departmental files where the department serves in a placement or referral capacity.

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

(i) The student is, upon request, notified of the names of all persons making confidential statements concerning him, and

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

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

(d) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release under (a) above. Such records shall remain confidential and shall be released only with the consent of the author of the specific document. Such records shall be used by the institution only for the purpose for which they were originally intended.

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

(4) Students have the right to obtain copies of their education records. Charges for the copies shall not exceed the cost normally charged by a Washington State

University copy center (except in cases where charges have previously been approved for certain specified services, such as transcripts and grade sheets).

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

(6) Student education records may be destroyed in accordance with a department's routine retention schedule where the departmental procedure has been approved by the university records officer. In no case will any record which is requested by a student for review in accordance with these regulations be removed or destroyed prior to providing the student access. [Order 77-1, § 504-21-030, filed 5/2/77.]

#### **WAC 504-21-040 Requests and appeal procedures.**

(1) A request by a student for review of information shall be made in writing to the university employee or office having custody of the particular record.

(2) The person or office receiving a proper request for review of information must respond to a request for education records within a reasonable period of time, but in no case more than 45 days after the request has been made. A university employee or office which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reasons therefor in writing.

(3)(a) A student who feels that his or her request has not been properly answered by a particular person or office should contact the appropriate dean or director having supervisory responsibility for the office for mediation.

(b) In cases where a student remains dissatisfied after consulting with the appropriate dean or director, the student may then request a hearing by the University's Student Records Committee. Following the hearing, the University's Student Records Committee shall render its decision within a reasonable period of time. The decision of the University's Student Records Committee shall be final, *except as allowed for in WAC 504-21-080.*

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

(d) The Student Records Committee shall not review any matter regarding the appropriateness of official academic grades. (University Rule 104, "Academic Complaint Procedure" should be followed in all cases involving grading disputes.)

(e) Eligible students are hereby notified of their right to file a complaint with the Department of Health, Education, and Welfare concerning any alleged failure of Washington State University to comply with the Family Educational Rights and Privacy Act of 1974. [Order 77-1, § 504-21-040, filed 5/2/77.]

**WAC 504-21-050 Release of personally-identifiable records.** (1) The university shall not permit access to or

the release of education records or personally-identifiable information contained therein, other than "directory information," without the written consent of the student to any party other than the following:

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

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

(c) Persons or organizations, other than parents or legal guardians, providing to the student financial aid, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.

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

(e) Education records may be used for legitimate academic research; provided that

(i) The procedures utilized and the reported findings do not violate the student's confidence.

(ii) Students' names will not be included in the study or in any way linked with the data.

(iii) Case histories and case records are sufficiently disguised to prevent identification of the individuals involved.

(iv) The student's written permission is obtained where individual identification occurs.

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

(g) Any person or entity designated by judicial order or lawfully-issued subpoena, upon condition that a serious attempt has been made to notify the student of all such orders or subpoenas in advance of the compliance therewith. Any university employee or office receiving a subpoena or judicial order for education records should immediately notify the WSU Attorney General's Division.

(h) Parents or legal guardians of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.

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

(a) A specification of the records to be released,

(b) The reasons for such release, and

(c) The names of the parties to whom such records will be released unless the nature of the activity is such that advance identification of recipients is not possible such as employment assistance provided by the University Office of Career Services and Placement, in which case an effort will be made to identify recipients of information as they become known.

(3) In cases where records are made available without student release as permitted by WAC 504-21-050(1)(b), (c), (d), (e) and (f), the university shall maintain a record which will indicate the parties which have requested or obtained access to a student's records maintained by the university and which will indicate the legitimate interest of the investigating party. Releases in accordance with WAC 504-21-050(1)(a) need not be recorded.

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

(5) The term "directory information" used in WAC 504-21-050(1) is defined as student's name, local and home address, telephone number, major field of study, participation in officially-recognized activities in sports, weight and height of members of athletic teams, dates of attendance, degrees, certificates, and awards received including the President's list of honor roll, and the most recent previous educational agency or institution attended by the student. Students may request that the university not release directory information by so indicating on their registration form.

(6) Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s). [Order 77-1, § 504-21-050, filed 5/2/77.]

**WAC 504-21-060 University records.** All university employees or offices who have custody of education records will develop procedures in accord with WAC 504-21-010 through 504-21-060. Any supplementary regulations found necessary by departments will be filed with the Student Records Committee, which will be responsible for periodic review of policy and procedures.

(1) Disciplinary records shall be kept separate and apart from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action. Special precautions shall be exercised to insure that information from disciplinary or

counseling files is not revealed to unauthorized persons. Provision shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records.

(2) No records shall be kept that reflect a student's political or ideological beliefs or associations. [Order 77-1, § 504-21-060, filed 5/2/77.]

**WAC 504-21-070 Student records committee.** The Student Records Committee shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules. The committee shall also be responsible for hearing appeals as defined in WAC 504-21-040. The committee shall consist of the registrar, a graduate student, an undergraduate student, two faculty members, and a representative from the Office of Student Affairs. Members shall be appointed by the president of the university. [Order 77-1, § 504-21-070, filed 5/2/77.]

**WAC 504-21-080 Right of student to register objections.** Any student who objects to the accuracy or truthfulness of any information contained in any university education record that is related to him or her may, after processing an unsuccessful appeal pursuant to WAC 504-21-040, submit a written view regarding his or her education records to the Executive Vice President, who shall *review the appeal and take necessary action which may include reconsideration by the Student Records Committee or inclusion of the written objection or summary thereof in such education records*; provided, however, no student has any right to post objections to academic grades and have the same appear on the student's academic record. [Order 77-1, § 504-21-080, filed 5/2/77.]

**WAC 504-21-090 Notice of rights given under family educational rights and privacy act of 1974.** In accordance with the requirements of the Family Education Rights and Privacy Act of 1974, the university will make its best efforts to notify all students of the rights under this act. Such notification shall be done through the Washington Administrative Code procedure provided for by the Higher Education Administrative Procedures Act, notices to the campus newspaper and radio and television services, and such other publications and media that the university deems appropriate. [Order 77-1, § 504-21-090, filed 5/2/77.]

## Chapter 504-24 WAC

### POLICIES AND REGULATIONS APPLYING TO ALL STUDENTS

#### WAC

504-24-010	Disciplinary structure and procedures.
504-24-011	Formal hearing option—Designation of hearing officer or panel.
504-24-020	Social policies and procedures.
504-24-030	Housing regulations for undergraduates.

**WAC 504-24-010 Disciplinary structure and procedures.** Washington State University is an educational community and like all complex human enterprises is made up of many groups—over 16,000 students, hundreds of faculty, several levels of administration, and a Board of Regents. This complex aggregate of people will seldom reach complete agreement on any issue. However, this document is presented as a general guideline for the total community after careful consideration for the protection and well-being of every citizen of the community. Students are on campus for educational pursuits which may often have out-of-the-classroom implications which will require that they possess maturity, intelligence, concern for the rights of others, and regard for the mission of the university in order to take full advantage of the educational opportunities available to them.

In order to facilitate the educational purpose of the university, members of the community must agree to certain standards of conduct which are designed to aid in the establishment of an environment in which the goals of the university may be pursued and realized. It is the responsibility of the university community to take action should a member's conduct materially and substantially interfere with: (a) the primary responsibility of ensuring the opportunity for all members of the university community to attain their educational objectives, or (b) the subsidiary responsibilities of protecting the health and safety of persons on campus and students in living groups, maintaining and protecting property, keeping records, and providing living accommodations and other services.

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy; and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

Any voluntary community in order to meet its goals and objectives has the obligation to develop standards of conduct for the best interests of all. This includes the responsibility of the university community to take appropriate action when a member's conduct places the best interest of the community in jeopardy. Such an action does not require that the offense be a civil offense (however, if this is the case, it may also be judged on that basis by the courts), but rather an offense against the common good of the university community. At times the best interests of the university community may be served by not waiting until action is completed in court. However, legal action whether civil or criminal does not automatically make an individual accountable to the university.

The structure and procedures for dealing with student conduct are outline in the pages immediately following.

The university expects all judiciary bodies, from the living group standards boards to the University Conduct Committee, to emphasize procedural fairness with regard for the rights of students. The right of appeal is guaranteed in all conduct cases.

The disciplinary structure, procedures, and penalties have been developed by the University Conduct Committee and by the Student Affairs Advisory Committee and have the approval of the Student Assembly, the President of the University, and the Board of Regents.

(1) Disciplinary Structure

(a) Administrative Offices

The President of the University is responsible to the University Board of Regents for the administration of University regulations and disciplinary procedures.

Ordinarily the disciplinary authority of the university will be invoked only after completion of the procedures established for the review of discipline cases and after the student, if he so wishes, has availed himself of the appeal procedures. However, in emergency situations if the safety of one or more individuals is imperiled, property is endangered, or the university's ability to function is in question, the president or an authorized representative may summarily suspend the enrollment of any student. In all such cases, the individual is entitled to a hearing before the appropriate group of officials as specified under discipline procedures as soon as such hearing can be held, but not later than ten days after the date of summary suspension. During the period of interim suspension, the individual shall not enter or remain on the campus or other property owned or controlled by the university, except in accordance with conditions established by the university. When time and other conditions permit, the president will notify the university community that an emergency situation exists.

Authority is delegated through the principal administrative officer of Student Affairs to living groups and other student organizations to develop rules, standards, and appropriate disciplinary procedures within their groups in the interest of both the University and the student organizations.

The Office of Student Affairs has the delegated authority to take disciplinary action on direct complaints or on cases referred by living groups. The disposition of such cases ordinarily will not exceed a warning, probation, or certain restrictions. Cases involving serious infractions of university rules or standards are referred to the University Conduct Committee.

(b) University Community

A community can be sustained only through the commitment of its members to its continued well-being. Therefore, it is requested that members who become aware of actions which in their judgment threaten the well-being of the community, insofar as achieving its goals and objectives, forward such information to the Office of Student Affairs or other appropriate office. Matters thus referred may be acted upon by the Student Affairs Office, by the University Conduct Committee, or by the appropriate student living group, according to the nature of the problem presented. It is the responsibility of the Office of Student Affairs to report the general

disposition of the case to the person making the initial referral.

(c) University Conduct Committee

The University Conduct Committee is composed of four faculty members and four students. The faculty members are nominated by the University Senate Committee on Committees, the students by the ASWSU and GSA. All members are appointed by the president. (Membership of the committee also includes the Assistant Dean of Students as an ex officio nonvoting member.) The committee's responsibility includes (1) determining appropriate disciplinary action in referred cases; (2) informing the principal administrative officer of Student Affairs of its decision; (3) reviewing policies relative to disciplinary procedures; and (4) advising the principal administrative officer of Student Affairs on current standards.

(d) The Chairperson of the Conduct Committee

(i) Serves as chairperson for all committee meetings, including the hearings and committee discussions.

(ii) Reviews for the student defendant the charge presented to the committee and the function of the committee.

(iii) Is responsible for maintaining order in the hearing and for insuring that due process as provided by university policies is strictly adhered to.

(iv) Makes rulings on procedural and evidentiary matters raised during the proceedings.

(v) Notifies the principal administrative officer of Student Affairs of the decision of the Conduct Committee within two days of the hearing.

(e) Living Group Organizations

Designated student officers in the living groups, working closely with their head residents or advisors and the Director of Residence Living, are encouraged to act on such internal disciplinary problems as they feel competent to deal with effectively. Cases which they judge to be beyond their jurisdiction will be referred to the Student Affairs Office.

The Office of Residence Living presents a report to the University Conduct Committee each semester outlining the number and types of discipline cases handled by campus living groups. The purpose of these reviews is to assure that proper procedure and due process are adhered to within living groups and to provide the University Conduct Committee with information for their continuing review of standards.

(2) Procedures

Discipline cases usually begin with a complaint or police report followed by the student being asked to report to the Office of Student Affairs for an interview and presentation of the facts. The student is asked to submit a signed statement regarding his/her knowledge of the incident. After studying the report and the student's statement, the Office of Student Affairs is empowered to (a) dismiss the case, (b) issue a warning, (c) place the student on probation with or without restrictions, (d) refer the student to the University Conduct Committee, (e) recommend that the president or his/her designee take necessary action pursuant to WAC 504-24-011 to conduct a formal hearing on the matter, and refer the



case to the hearing officer or panel for immediate commencement of formal hearing procedures, or (f) refer the student to specialists, as in the case of emotional disturbances. In all cases the student may request a formal hearing or referral to the University Conduct Committee.

In the event the student is referred to the Conduct Committee, he/she is advised by the Administrative Assistant to the Dean of Student Affairs or other official designated by the Dean of Student Affairs in writing at least five to six days prior to the hearing of the time and place of the meeting and the specific charge of misconduct. If the date fixed for the committee hearing is substantially burdensome to the student, a new hearing date will be fixed upon request by the student in writing to the Conduct Committee Chairman. This request, except in emergency cases, must be made at least three days before the scheduled hearing. At time of notice, this student is also advised in writing of the committee membership and the general procedures for the committee hearing. As part of the written briefing, the student is advised that the committee will consider all material presented to it in connection with the complaint, any information submitted on his/her behalf in defense to the charge or in mitigation of the circumstances, the seriousness of the matter, and the extent of his/her involvement.

The student is encouraged to present information or materials which will be helpful to his/her position. He/she is also encouraged to present witnesses or a reasonable number of character references on his/her behalf.

The committee is primarily concerned with the facts which precipitated the hearing. At least 2 days prior to the hearing the student will be permitted to read the complete conduct complaint report prepared for the Conduct Committee. The complete record of the student's prior conduct and academic performance may be taken into account by the committee in arriving at a decision.

A recording will be made of the testimony before the committee including questions of the committee and the student's responses at either the committee's discretion or the student's prior request.

The decision of the University Conduct Committee must be presented to the principal administrative officer of Student Affairs within two days after the completion of the hearing.

The decisions of the Conduct Committee ordinarily are binding; however, the principal administrative officer of Student Affairs has the responsibility for revising the decision of the Conduct Committee if in his/her judgment the rights of the accused or the university make it imperative to do so. The principal administrative officer of Student Affairs must notify the student in writing of the decision within five days of the committee's recommendations.

Appeals from decisions based on new information concerning the case or appeals based on procedural questions or claims of improper hearings are referred to

the Dean of Students. The president is available for appeal with respect to the decisions of the Conduct Committee or the principal administrative officer of Student Affairs. All appeals must be made within 10 days of notification of the decision to the student.

The committee hearings and decisions are confidential. The student may personally make public the decision if he wishes. Normally, the committee will not disclose the decision except in unique cases where the case is public knowledge and public disclosure would be in the best interests of the university community.

Students may have an individual of their choice who is not a party to the offense present during the Conduct Committee hearing. They may also have a legal counsel present. Furthermore, the committee may permit a reasonable number of individuals to present testimony concerning the case. Committee deliberations are always closed.

### (3) Committee Action

After hearing a case the committee may (1) take no action; (2) dismiss the case; (3) warn the student; (4) impose probation with or without conditions, or (5) dismiss the student from the University. Dismissal may take the form of suspension or expulsion.

(a) Warning. Repeated warnings will result in more severe disciplinary action.

(b) Probation is in effect a trial period. Probation may be levied for any length of time and is subject to such terms and conditions as the disciplinary agency imposing it shall designate. A violation of probation will result in referral of the case to the Conduct Committee for further action.

The parents or legal guardians of students under 18 years of age placed on disciplinary probation will be informed of this action by the office of Student Affairs.

(c) Deferred Suspension: The student is suspended from the University. However, the suspension will be held in abeyance and the student permitted to continue his enrollment for a specified period of time.

(d) Suspension is normally for a stated period of time at the end of which a student may apply for re-admission; the student may also be on probation for a specified period of time after returning to WSU.

(e) Expulsion is permanent dismissal from the University. The parents or legal guardians of a student under eighteen years of age who is involved in disciplinary suspension or expulsion will be advised in writing by the Dean of Students.

### (4) Reinstatement

Reinstatement will depend upon the provision of the disciplinary action imposed. Correspondence concerning disciplinary action or reinstatement should be addressed to the Office of Student Affairs.

### (5) Appeal from Living Groups

Requests for reconsideration of disciplinary action taken by living groups are submitted to the Director of Residence Living. The Office of Residence Living will evaluate the living group's action for procedural correctness and then may: (1) refer the case back to the living group for a new hearing; (2) deny or approve the appeal.

Students should discuss the basis for their appeal with the head resident in residence halls and the house president in the fraternities and sororities before submitting their appeals to the Director of Residence Living. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-24-010, filed 6/11/80; Order 77-2, § 504-24-010, filed 8/3/77; Order 75-1, § 504-24-010, filed 7/7/75, effective 9/1/75; Order 73-6, § 504-24-010, filed 8/1/73; Order 4, § 504-24-010, filed 10/20/71; Order 3, § 504-24-010, filed 8/5/71.]

**WAC 504-24-011 Formal hearing option—Designation of hearing officer or panel.** The disciplinary structure and procedures applicable by virtue of action taken by the Board of Regents at its meeting July 19, 1971, and described in Section I of the University Policies and Regulations 1971-72 (WAC 504-24-010) shall constitute the informal procedures for the disposition of student conduct contested cases authorized by virtue of section 11(1), chapter 57, Laws of 1971. Where formal procedures are invoked because of necessity or request in accordance with section 11(2), chapter 57, Laws of 1971, the president or his designee shall appoint a hearing officer, or a hearing panel not to exceed three members, to conduct a formal hearing and make findings and recommendations to the president or his designee, who shall have authority to make the final decision in the matter. The decision of the president or his designee shall be subject to review in accordance with section 15, chapter 57, Laws of 1971. The hearing officer or panel appointed by the president or his designee shall have full authority to conduct a formal hearing in accordance with chapter 57, Laws of 1971. Chapter 504-08 WAC shall be inoperative in student conduct contested cases where inconsistent with WAC 504-24-010 or this section.

When students are initially advised of a charge they are acquainted with the procedures for a hearing before the Conduct Committee and the procedures for a formal hearing. Unless specifically requested by the student at least three days prior to the scheduled hearing the informal hearing will be employed. The university may decide to use the formal hearing regardless of the student's wishes if this appears to be in the best interest of the university. [Order 77-2, § 504-24-011, filed 8/3/77; Order 4, § 504-24-011, filed 10/20/71.]

**WAC 504-24-020 Social policies and procedures.**

**(1) Security Hours.**

(a) Living groups are secured during the following hours:

11:00 p.m. – 6:30 a.m. daily

(b) It is understood that a living group has the prerogative of maintaining additional security hours if decided by a vote of the living group. The living group's current security hours should be on file in the Office of Student Affairs.

**(2) Guest Rules.**

(a) Guests must comply with the regulations of the living groups they are visiting.

(b) Keys or card keys will not be issued to guests.

(c) The host or hostess shall be responsible for the action of guests.

(d) All guests must be escorted while in the building[.]

(e) Guests are defined as anyone not residing in the residence hall.

**(3) Visitation.**

Each living group is permitted to develop its own visitation schedule for its main lounge and lobbies. No visitation on living floors permitted between hours of 2:00 a.m. and 6:30 a.m.

In developing their own schedules, the following procedures and policies shall be followed:

(a) Members of the living group will vote by secret ballot on the length of time visiting hours are scheduled.

(i) Two-thirds of the membership must approve the plan adopted.

(ii) Sections or individual floors may have a more restrictive policy than that approved by the entire house.

(iii) Hours established for visitation and their continuation are to be reviewed each semester by each living group.

(b) The governing body and staff of each living group shall be responsible for the enforcement of the visitation policy.

(c) Upon adoption by the living group, all visitation policies must be presented to the Office of Student Affairs for approval. Living groups must indicate the hours selected and the steps to be taken to protect all members' rights to privacy.

(i) The Office of Student Affairs reserves the right to restrict the visitation schedules of any living group which fails to maintain an atmosphere conducive to educational achievement for all its residents. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-24-020, filed 6/11/80; Order 77-2, § 504-24-020, filed 8/3/77; Order 73-6, § 504-24-020, filed 8/1/73; Order 4, § 504-24-020, filed 10/20/71; Order 3, § 504-24-020, filed 8/5/71.]

**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 504-24-030 Housing regulations for undergraduates[.]** (1) On-campus housing includes residence halls, fraternities and sororities.

(2) Housing Requirements for Single Undergraduate Students. All single undergraduate freshmen under twenty years of age are required to live in organized living groups which are officially recognized by the university (residence halls, fraternities and sororities) for one semester unless they are residing with parents or legal guardians. Exemptions will be provided for when a student demonstrates to the Office of Student Affairs that:

(a) He or she has attended an institution of higher education as a regularly enrolled student for at least two regular semesters or three regular quarters (excluding summer sessions).

(b) He or she is living with immediate family in a family situation (mother and/or father[;], legal guardian; married brother or sister; aunt or uncle; or grandparents qualify as immediate family).

(c) He or she has secured a statement from a physician that residence in a living group would have detrimental effects on student's physical health or emotional well-being.

(3) Living Group Discipline Jurisdiction[.]

(a) Residence Halls: Each University residence hall has a framework of rules, policies and traditions for the effective operation of its program. A student in signing a Residence Hall Contract agrees to abide by the rules governing members of a University residence hall.

Standards boards in the residence halls working closely with their head residents and the Office of Residence Living are encouraged to act on such internal disciplinary problems as they feel competent to deal with effectively. Cases beyond their jurisdiction will be handled by the Office of Student Affairs or the University Conduct Committee as the nature of the problem determines.

(b) Fraternities – Sororities: Each of the 38 Greek letter living groups has developed policies and regulations governing the conduct of members and the operation of the organizations. A student in joining one of these groups assumes certain responsibilities of the living group organization.

Student officers in fraternities and sororities working closely with their advisers and the Office of Residence Living are encouraged to act on such discipline problems involving their members as they feel competent to deal with effectively.

(c) Off-Campus Students: Discipline cases involving students not living in organized living groups will be handled directly by the Office of Student Affairs or the University Conduct Committee. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-24-030, filed 6/11/80; Order 77-2, § 504-24-030, filed 8/3/77; Order 73-7, § 504-24-030, filed 10/5/73; Order 73-6, § 504-24-030, filed 8/1/73; Order 4, § 504-24-030, filed 10/20/71; Order 3, § 504-24-030, filed 8/5/71.]

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## Chapter 504-28 WAC

### POLICIES AND REGULATIONS APPLYING TO ALL STUDENT ORGANIZATIONS

#### WAC

504-28-010	Student organizations.
504-28-020	Advisors to recognized student organizations.
504-28-030	Scheduling of events[.]
504-28-050	Financial projects[.]
504-28-060	Advertising policies.

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

504-28-040 Chaperone policy. [Order 3, § 504-28-040, filed 8/5/71.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.

**WAC 504-28-010 Student organizations.** (1) The Student Activities Board is the faculty/student committee which recommends and reviews policies pertaining to all student organizations and assists with the planning of their activities. The board also serves as an appeal body.

(2) Membership in Organizations

(a) Active membership in student organizations will be restricted to graduate and undergraduate students unless the organization's constitution provides specifically for active faculty and staff members.

(b) Faculty and others may participate as honorary or associate members at the option of the group or as specified in its constitution.

(c) To be eligible for an elective office, a student (undergraduate or graduate) must be a regularly enrolled student.

(3) Obtaining Recognition for Organizations

(a) To become an approved student organization, recognition must be granted from the Student Activities Board. Contact the Activities Center, 3rd Floor CUB.

(b) Before requesting recognition, the group must hold a meeting of interested persons to plan a program, draft a constitution, elect officers, and select an advisor. Constitutions normally include:

(i) Name of the organization

(ii) Purpose and Objectives

(iii) Qualifications for membership

(iv) Sources of financial support (e.g., dues, initiation fees, local and national aid, and financial projects)

(v) Description of offices including qualifications, duties and method of election

(vi) National-local affiliations and any financial obligation (to an affiliate) resulting therefrom

(vii) Parliamentary authority and method of amending the constitution

(viii) Adoption and amendment procedures

(ix) A description of the organization's safety program

(c) Washington State University will not recognize any student organization which denies membership to any student because of race, religion, sex, ethnic origin, or handicap. Recognized student organizations must insure that additional policies and procedures do not create de facto differentiation.

(d) Students who feel they have been denied membership in violation of regulation (3)(c) above may appeal to the Student Activities Board.

#### (4) Requirements and Responsibilities of Recognized Organizations

(a) Officers of organizations are responsible for seeing that the organization abides by university rules and regulations, concerning scheduling, financial projects, advertising, and other policies of the Student Activities Board.

(b) Recognized organizations must have an advisor (see WAC 504-28-020 Advisors)

(c) Funds must be deposited in the Controller's Office, which acts as a banking service.

(d) The following records must be kept current in the Student Activities Center:

- (i) Constitution and Bylaws
- (ii) Officer roster card
- (iii) Annual report (forms available in the Activities Center) including activities, accomplishments, and financial status.

(iv) Financial Project Reports

(e) Recognized organizations must have a safety program unless its activity has absolutely no risk to members or others.

(5) Privileges of Recognized Organizations

(a) Recognized organizations have the right to sponsor on-campus activities.

(b) Recognized student organizations may use university facilities and services through appropriate scheduling offices.

(c) The Activities Center staff is available to serve approved organizations in all areas of concern.

(d) Free banking service is provided to approved organizations. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-28-010, filed 6/11/80; Order 77-2, § 504-28-010, filed 8/3/77; Order 75-1, § 504-28-010, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-010, filed 8/1/73; Order 5, § 504-28-010, filed 9/26/72; Order 3, § 504-28-010, filed 8/5/71.]

**WAC 504-28-020 Advisors to recognized student organizations.** (1) Advisors are members of the Washington State University faculty or staff or their designees whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes and procedures. Advisors guide the group in accordance with the purposes and ideals of the university and the organization. They do not directly control the group's programs and activities.

(2) Advisors assist the Activities Board to implement the policies for student organizations as set forth in the Activities Board Policies and Regulation Booklet.

(3) Responsibilities may include the following:

- (a) Attending the organization's meetings.
- (b) Assisting in planning the program.
- (c) Supervising the handling of funds and approving all expenditures and contracts.

(d) Assisting in arranging for university facilities and equipment. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-28-020, filed 6/11/80; Order 77-2, § 504-28-020, filed 8/3/77; Order 5, § 504-28-020, filed 9/26/72; Order 3, § 504-28-020, filed 8/5/71.]

**WAC 504-28-030 Scheduling of events[.]** (1) The Activities Center assists with the scheduling of events and programs by maintaining the Master Calendar and by publishing the Fall and Spring Activities Calendar.

(a) Master Calendar – The Master Calendar is a continually updated calendar of campus events. Its use

by all students, campus groups, faculty and staff can prevent program duplication and scheduling conflicts.

**Scheduling of Facilities**

(1) Recognized Student Groups schedule facilities by contacting the appropriate campus departments and/or buildings. The Activities Center will assist groups in determining who to contact.

(a) To schedule rooms in the Wilson Compton Union, clear with the First Floor Administrative Offices.

(b) For scheduling of departmental, faculty and student events for conferences and conventions involving people from off-campus, clear with the Office of University Relations (French Administration Building, Room 448).

(c) To schedule classrooms on campus, contact the Registrar's Office (French Administration Building, Room 346F, 335-9506).

(d) To schedule use of the coliseum, contact Performing Arts Coliseum, Coliseum Director's Office, South Concourse, 335-3525.

(e) To schedule the Men's Gym, contact New Gym 104, 335-4593. To schedule the Women's Gym, contact Smith Gym 101, 335-4251. (Scheduling of these gyms after 5:00 p.m. and on weekends is handled by Campus Recreation, CUB B-19).

(f) To schedule Kimbrough Hall and Bryan Auditorium, contact the Music Department, Kimbrough 101, 335-8524.

(g) To schedule R.R. Jones Theatre and Daggy Little Theatre, contact Daggy Hall, Room 251.

(h) For use of Special Services, contact Physical Plant, 335-4565. For use of lectures, lighting, P.A. setups and janitorial services, fill out the form "Request for Services for Special Events," available at the Physical Plant and Activities Center. This form must be authorized at the Activities Center before turning it into Physical Plant.

(2) Individuals and nonuniversity groups must first contact the Facilities Use Committee to schedule university buildings and rooms. (The Executive Secretary of the Facilities Use Committee is the Director of University Relations, French 448, 335-4527.)

**(3) Time Scheduling Recommendations**

Most buildings and facilities on campus close by 2 a.m. Groups within their events to extend past this time should make arrangements with the appropriate scheduling office.

**(4) Special Scheduling Information**

(a) The Activities Center should be notified of speakers so that information will be included on the Master Calendar. The center's staff is also available to advise and assist with appropriate forms, arrangements, publicity, etc.

(b) Any recognized student organization may sponsor political speakers on campus. All such groups should follow the normal procedure in scheduling.

(c) ASWSU may run concerts on a speculative basis. All other recognized student organizations may have concerts only if they have sufficient funds to back all concert expenses 100%. The Activities Center staff is

available to assist in concert arrangements and contract negotiations.

(d) Committee meetings and social activities should be scheduled in facilities which are accessible to handicapped individuals. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-28-030, filed 6/11/80; Order 75-1, § 504-28-030, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-030, filed 9/26/72; Order 3, § 504-28-030, filed 8/5/71.]

**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 504-28-050 Financial projects[.] (1) Definition**

(a) A financial project is any approved activity of a student organization which is undertaken to raise funds and/or to defray expense. Projects may be for the benefit of organizations themselves or for charity groups.

##### **(2) Approval**

(a) The Student Activities Board and/or its designated representative has been given the responsibility of approving all financial projects so that the following services can be provided:

- (1) planning advice
- (2) advertising and publicity assistance
- (3) facility and equipment arrangements
- (4) consumer protection

(b) The financial projects requested and the proposed budget must be completed and filed with the Activities Center in advance of the proposed date. Forms are available in the Activities Center. A report showing actual income and expenses of the financial project must be submitted to the Activities Center within two weeks after the event. The report must be certified by the personal signature of the president and advisor of the organization.

(c) For approval, the organization must have funds on hand to cover at least one third of the estimated expenses of a proposed financial project except in the case of concerts where the organization must have one hundred percent of the necessary funds to cover all expenses.

(d) Projects involving films are subject to additional Student Activities Board Policies. Copies of the policies are available in the Activities Center.

(e) Scholarship Fund Projects must be administered in accordance with university policy governing such funds. Sponsoring organizations may reserve the right to select recipients and to establish the amount of grants in accordance with policies of the Student Financial Aids Office.

(f) Projects involving tables in the West Entrance of the CUB and on the Mall must also be scheduled in the CUB scheduling office. There shall be only one table per organization, available on a first come, first serve basis.

(g) Raffles are subject to state law. Contact the Activities Center for current regulations.

(h) The following actions are not acceptable:

(i) Retailing of student classroom books, supplies, and equipment by university departments, personnel, or students on the campus is prohibited.

##### **(3) Additional Requirements**

(a) All advertising and publicity for each project must include:

- (1) the name of the sponsoring organization
- (2) the product or service being sold and
- (3) the purpose for which profits will be used.

(b) Any distributing, soliciting or selling must be done without individuals hawking or shouting.

(c) Individual students wishing to sell goods on campus must contact the Director of Safety, Safety Building. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-28-050, filed 6/11/80; Order 75-1, § 504-28-050, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-050, filed 8/1/73; Order 5, § 504-28-050, filed 9/26/72; Order 3, § 504-28-050, filed 8/5/71.]

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**WAC 504-28-060 Advertising policies.** The following policies apply to all advertising done on campus.

##### **(1) Signs and posters**

(a) All advertising in the CUB must have permission from the Activities Center. Sports Federation groups may obtain permission from Campus Recreation.

(b) All advertising announcements to be posted in other campus buildings should be confined to general bulletin boards. For use of other bulletin boards contact the appropriate department.

(c) No advertising should be taped to walls or other interior surfaces.

(d) All outdoor advertising is restricted to bulletin boards, the kiosks, and the wall areas at the Bookie and the West Entrance of the CUB. All signs should include the date when they are to be removed. Signs put up at the West Entrance of the CUB should be stamped in the Activities Center.

(e) Banners may be displayed on the overhead walkways after securing permission from the Activities Center. They must be constructed of fabric, with air vents, and attached to the structure with rope or twine—tape and wire are not permitted.

(f) Free-standing signs may be placed on campus grounds and the mall with the approval of the Director of Physical Plant.

(g) No signs, handbills, or stickers are to be placed on trees or buildings other than the two places mentioned above. Paint or chalk must not be used on sidewalks or buildings.

(h) Before exhibits or displays are placed on the Mall, notification must be made to the Office of the Physically Impaired.

(i) It is the responsibility of the group to remove advertising within 24 hours after the event.

(2) Literature, Handbills and Notices

(a) Literature, handbills and notices may be distributed at any reasonable outdoor area on campus consistent with the orderly conduct of university affairs, the maintenance of university property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Individuals or groups distributing are responsible for leaving the area clean, including all discarded handbills. Distribution by means of accosting individuals or by hawking is prohibited.

(3) Public Address System

(a) Requests for Public Address Systems require the signature of the faculty advisor.

(b) Systems are available through the Audio Visual Department.

(c) Use of systems

(1) Time of Use: Monday–Thursday, 5 p.m.–7 p.m.; and on Saturday 12 noon–7 p.m. (Exceptions may be made by the Student Activities Board.)

(2) Discreet and considerate use of public address systems in the vicinity of the hospital is expected.

(3) Public address systems on moving vehicles must have a police permit.

(4) Athletic Events

(a) All advertising at athletic events must be cleared through the Office of Intercollegiate Athletics.

(5) Advertising for Student Government

(a) Advertising for student government elections shall be according to the rules established by the ASWSU Election Board.

(6) Advertising at registration must be approved by the Registrar. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-28-060, filed 6/11/80; Order 77-2, § 504-28-060, filed 8/3/77; Order 75-1, § 504-28-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-060, filed 9/26/72; Order 3, § 504-28-060, filed 8/5/71.]

## Chapter 504-32 WAC RULES FOR USE OF MALL

### WAC

504-32-010	Rules for use of the mall[.]
504-32-020	Recognized organizations who schedule.
504-32-060	Outdoor dances, concerts, carnivals and fairs[.]

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-32-030	Tables on mall. [Order 5, § 504-32-030, filed 9/26/72; Order 3, § 504-32-030, filed 8/5/71.] Repealed by 80-07-015 (Order 80-2, Resolution 6/80-15), filed 6/11/80. Statutory Authority: RCW 28B.30.125 and 28B.30.150.
504-32-040	Posting and distribution of literature, handbills, notices. [Order 5, § 504-32-040, filed 9/26/72; Order 3, § 504-32-040, filed 8/5/71.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.
504-32-050	Solicitation of funds. [Order 75-1, § 504-32-050, filed 7/7/75, effective 9/1/75; Order 5, § 504-32-050, filed 9/26/72; Order 3, § 504-32-050, filed 8/5/71.] Repealed by 80-07-015 (Order 80-2, Resolution 6/80-15), filed 6/11/80. Statutory Authority: RCW 28B.30.125 and 28B.30.150.

### WAC 504-32-010 Rules for use of the mall[.] (1)

Recognized student organizations may schedule the mall for activities that do not interfere with university functions or activities, disturb offices, classes, or study facilities, harm property, or block entrances into buildings.

(2) The mall is scheduled through the Student Activities Board or its designee. Contact the Activities Center.

(3) The mall may be used with amplified sound from 5 p.m.–7 p.m. Monday through Thursday and from noon to 7 p.m. on Saturday. Other times may be arranged through the Student Activities Board.

(4) Sound amplification equipment (hand-held loudspeaker) may be checked out from the Campus Police Department, Safety Building, upon presentation of valid ID cards, which will be held by the Security Division until the equipment is returned. Other sound equipment is available through the Audio Visual Department.

(5) The mall may be used by student organization fund raisers in accordance with previously stated rules and regulations. Any private or commercial use of the mall is prohibited. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-32-010, filed 6/11/80; Order 5, § 504-32-010, filed 9/26/72; Order 3, § 504-32-010, filed 8/5/71.]

**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 504-32-020 Recognized organizations who schedule.** (1) Groups of individual [or individuals] must not interfere with University functions or activities, disturb offices, classes, or study facilities, harm property, or block entrances into buildings.

(2) Properly registered financial projects by recognized student activities groups may be conducted on the Mall within the specific restraints and general policies in the *Policies and Regulations Handbook*.

(3) Students and university personnel may check out sound amplification equipment (a hand-held loudspeaker) from the office of the Police Department, Safety Building, upon presentation of valid ID cards, which will be held by the Police Department until the equipment is returned. [Order 75-1, § 504-32-020, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-32-020, filed 8/1/73; Order 5, § 504-32-020, filed 9/26/72; Order 3, § 504-32-020, filed 8/5/71.]

**WAC 504-32-060 Outdoor dances, concerts, carnivals and fairs[.]** (1) Campus Street dances and outdoor concerts may be sponsored by recognized student organizations. Requests for approval should be submitted to the Student Activities Board or its designee. Decisions on requests will be made after consultations with appropriate university departments.

(2) All other organizations and individuals who wish to sponsor any of the above events must submit a written request to the Facility Use Committee.

(3) The sponsoring organization is responsible for repairing or reimbursing for any damage that might occur and for cleaning up litter. [Statutory Authority: RCW



28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-32-060, filed 6/11/80; Order 75-1, § 504-32-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-32-060, filed 9/26/72; Order 3, § 504-32-060, filed 8/5/71.]

**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.

## Chapter 504-34 WAC WASHINGTON STATE UNIVERSITY FACILITY USE REGULATIONS

### WAC

504-34-010	Purpose and delegation.
504-34-020	Definitions.
504-34-030	Limitations.
504-34-040	Users.
504-34-050	Private or commercial enterprise.
504-34-070	Outdoor dances and concerts.
504-34-080	Parades.
504-34-090	Carnivals and fairs.
504-34-100	Other requests.
504-34-110	Building hours.
504-34-120	Administrative control.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-34-060	Advertising—Outdoor signs. [Order 74-2, § 504-34-060, filed 7/26/74.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75. See WAC 504-28-060.
504-34-130	Duration. [Order 74-2, § 504-34-130, filed 7/26/74.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.

**WAC 504-34-010 Purpose and delegation.** (1) The purpose of the WSU regulations governing use of facilities is to establish guidelines for the use of university facilities under the authority of RCW 28B.30.095 and to delegate authority to administer the regulations adopted within the standards prescribed.

(2) The Board of Regents delegates to the President or his designee, authority to establish procedures for proper review of the use of university facilities; to establish, within the framework of these regulations procedures governing such use; and to review rental schedules where appropriate.

(3) Under authority granted above, the President has appointed a Facility Use Committee. Inquiries concerning the use of university facilities may be directed to the committee secretary, Room 448 French Administration Building, telephone 5-4527. [Order 77-2, § 504-34-010, filed 8/3/77; Order 75-1, § 504-34-010, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-010, filed 7/26/74.]

**WAC 504-34-020 Definitions.** University Facilities are identified as all buildings and grounds, owned or controlled by Washington State University and the streets, sidewalks, malls, parking lots and roadways within the boundaries of property owned or controlled by Washington State University. [Order 74-2, § 504-34-020, filed 7/26/74.]

**WAC 504-34-030 Limitations.** (1) University facilities may not be used in ways which substantially obstruct or disrupt educational activities or freedom of movement or other lawful activities on the university campus. WAC 504-20-010.

(2) University facilities may not be used by groups, including informal groups, which discriminate in their membership or limit participation in activities on the basis of race, color, or national origin.

(3) The Constitution of the State of Washington specifically prohibits free use of state facilities for religious worship, exercise, or instruction. University facilities may be rented at commercial rates for short-term durations by religious organizations pursuant to these regulations.

(4) University facilities may be used for the purpose of political campaigning by or for candidates who have filed for public office, when sponsored by faculty, staff or student organizations.

(5) Handbills, leaflets, and similar materials which conform to these limitations may be distributed on campus by students, staff, or faculty. Persons not connected with the university are not authorized to distribute handbills or other materials without prior approval of the Facility Use Committee.

(6) During registration periods signs and posters must not be posted within or near the registration areas or the entrances and exits thereto except those approved by the Registrar. Public address systems may not be used within hearing distance of the registration areas. Solicitation and distribution of literature, hand-bills, or notices within or near the registration areas is prohibited. [Order 77-2, § 504-34-030, filed 8/3/77; Order 75-1, § 504-34-030, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-030, filed 7/26/74.]

**WAC 504-34-040 Users.** (1) University facilities may be used by faculty or staff groups, or registered student organizations, for cultural, educational, or recreational activities provided for members of the university community and their families.

(2) Educational institutions, state or federal agencies, charitable, or civic organizations may be granted use of facilities for short courses, conferences, seminars, meetings, programs, and presentations under these provisions when sponsored by the university or its departments. Individuals and organizations desiring use of university facilities must have university-related sponsorship or submit written application to the Facility Use Committee.

(3) In addition to the provisions of these regulations, use of facilities by student organizations shall be consistent with other provisions of the Student Handbook on Policies and Regulations. (chapter 504-28 WAC). [Order 77-2, § 504-34-040, filed 8/3/77; Order 75-1, § 504-34-040, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-040, filed 7/26/74.]

**WAC 504-34-050 Private or commercial enterprise.**

(1) University facilities may be used for private or commercial gain or by charitable organizations only by special permission granted by the President of the university or his designee and when an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in commercial activity.

(2) Vending machines may be placed at exterior locations approved by the Director of Physical Plant.

(3) Delivery service such as cleaning, laundry, newspaper, and food service is permitted.

(4) Soliciting and merchandising of any goods, food, services, articles, wares, or merchandise of any nature whatsoever, within the boundaries of Washington State University owned and controlled property is prohibited except by written permission of the President of the university or his designee. Vendor representatives authorized by the WSU Purchasing Department with appropriate identification are exempt from this provision.

(5) University facilities may not be used by faculty or staff in connection with compensated outside service without approval. Approval and fees for such use may be determined by the dean or other principal administrative officer in charge, with the approval of the President of the university or the Vice President—Academic. [Order 77-2, § 504-34-050, filed 8/3/77; Order 75-1, § 504-34-050, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-050, filed 7/26/74.]

**WAC 504-34-070 Outdoor dances and concerts.**

Street dances and outdoor concerts may be sponsored at approved locations by student organizations recognized by ASWSU Student Activity Board on days and at times approved by the Student Activity Board following consultation with appropriate university departments. All other organizations and individuals who seek to sponsor outdoor dances and concerts on university property must submit a written request to the Facility Use Committee. The sponsoring organization is responsible for damage to grounds and for cleaning up litter. [Order 75-1, § 504-34-070, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-070, filed 7/26/74.]

**WAC 504-34-080 Parades.**

Permits for parades on university streets and roads may be obtained upon approval of the Director of Safety. Parades must be scheduled so as not to interfere with rush-hour traffic and with special consideration for areas such as the hospital. [Order 75-1, § 504-34-080, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-080, filed 7/26/74.]

**WAC 504-34-090 Carnivals and fairs.**

Carnivals and fairs may be sponsored by recognized student organizations in or on university facilities with the approval of the Student Activities Board following consultation with appropriate university departments. All other organizations and individuals who seek to sponsor carnivals or fairs on university property must submit a written request to the Facility Use Committee.

The sponsoring organization is responsible for damage to grounds and for cleaning up litter. [Order 75-1, § 504-34-090, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-090, filed 7/26/74.]

**WAC 504-34-100 Other requests.** All other requests for use of university facilities not covered herein must be referred to the Facilities Use Committee for consideration. [Order 74-2, § 504-34-100, filed 7/26/74.]

**WAC 504-34-110 Building hours.** Buildings are open according to a schedule developed by the primary occupants of the building, the Director of Physical Plant, and the Director of Safety. The schedule will be re-affirmed annually during September. The President of the university or his designee, the Director of Physical Plant, is the university official authorized to develop and maintain the schedule and to authorize variances to the published schedule. [Order 74-2, § 504-34-110, filed 7/26/74.]

**WAC 504-34-120 Administrative control.** Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of violation, and if they persist in the violation, they will be requested to leave the University property. Failure to comply with such a request will subject such individuals to arrest under provisions of RCW 9A.52.070 (Criminal Trespass) or other applicable laws.

Members of the university community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate university office or agency for action in accord with established university policies. [Order 77-2, § 504-34-120, filed 8/3/77; Order 75-1, § 504-34-120, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-120, filed 7/26/74.]

**Chapter 504-36 WAC****HEALTH AND SAFETY REGULATIONS****WAC**

504-36-010	Smoking regulations for campus buildings.
504-36-020	Control of pets.
504-36-030	Spectator events—Safety rules.

**WAC 504-36-010 Smoking regulations for campus buildings.** Smoking shall be prohibited in certain areas to protect public health and welfare in accordance with chapter 248-152 WAC. Such areas shall be posted "nonsmoking" or "no smoking."

(2) Smoking shall also be prohibited in certain areas designated as a fire safety hazard by the Washington State University Fire Department consistent with current state and national fire and safety codes.

(3) Smoking may be permitted in certain areas at the discretion of the individual or individuals in charge provided:

(a) These areas are not inconsistent with provisions 1 and 2 above.

(b) Suitable receptacles are provided. Compliance with these rules is the responsibility of the individual in charge. The University Police will enforce the regulations as required.

If special privileges are desired, the responsible individual shall submit the request to the University Safety Officer prior to the event. [Order 77-2, § 504-36-010, filed 8/3/77; Order 3, § 504-36-010, filed 8/5/71.]

**WAC 504-36-020 Control of pets.** (1) Pets are not permitted in university buildings.

(2) Pets are not permitted on university property unless under immediate control of their owner.

(3) Pullman Ordinance B-292 is in effect on the Washington State University campus. Thus, pets that are picked up will be impounded at the city dog pound. [Order 77-2, § 504-36-020, filed 8/3/77; Order 3, § 504-36-020, filed 8/5/71.]

**WAC 504-36-030 Spectator events--Safety rules.** (1) Protection of the safety and general welfare of students, faculty, performers and officials, and members of the general public attending or participating in spectator events on the campus is a primary concern of Washington State University.

(2) The following rules of conduct are applicable to all public events of Washington State University, including specifically, but not limited to, Martin Stadium and the Performing Arts Coliseum and to all public areas of the facility wherein the event is held.

(a) Behavior which in the judgment of designated university officials constitutes a disruption of the event or safety hazard for other spectators or participants is prohibited (WAC 504-20-010).

(b) Possession and/or consumption of alcoholic beverages is prohibited. Any such beverages found shall be removed by the possessor or delivered to the custody of designated university officials or their representatives upon request.

(c) Possession of any glass or metal beverage container, or any cooler, basket, knapsack, or other device used for carrying glass or metal beverage containers is prohibited: *Provided*, That this rule shall not apply to personal canteens or thermos bottles or containers made for the purpose of carrying coffee, tea, hot chocolate, or similar hot drinks: *And provided further*, That this rule shall not apply to approved vendors. Any such containers or devices prohibited by this rule shall be removed by the possessor or delivered to the custody of designated university officials or their representatives upon request. Designated officials may provide, but shall not be obligated to provide, a checking service for this purpose. Any checked items may be reclaimed by the owner within 30 minutes following the conclusion of the event. Any unclaimed items will be disposed of in accordance with state laws.

(d) Smoking is prohibited in areas designated as "no smoking."

(e) An individual is entitled to occupy only the seat for which he or she has the proper ticket.

(f) In nonreserved seating sections, blocks of seats will be pre-empted or saved.

(3) Where there is reasonable cause to believe that persons are, or are attempting to, violate the requirements identified in WAC 504-36-030(2), such person or persons will be denied license or privilege to enter or remain in or upon the premises, and designated officials may take necessary action to deny entry or to remove such persons from the premises.

Failure to vacate the premises upon request of designated university officials may result in subsequent legal process under the laws of the state of Washington.

(4) For purposes of WAC 504-36-030(1) and (2) designated officials include the president of the university, the executive vice president, and the following officials:

(a) Director of athletics for athletic events;

(b) Director of the coliseum for coliseum events;

(c) Director of student activities for events in the Compton Union Building;

(d) Chairman, Department of Speech, for events sponsored by the Department of Speech;

(e) Chairman, Department of Music, for events sponsored by the Department of Music;

(f) Director of the WSU Safety Division and the chief of the WSU Police Department;

(g) Officers of the WSU Police Department when (1) acting at the request of any of the above-named officials to enforce university regulations, or (2) enforcing state laws or local ordinances. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-36-030, filed 6/11/80; Order 77-2, § 504-36-030, filed 8/3/77.]

## Chapter 504-40 WAC

### LIBRARY POLICIES, RULES AND REGULATIONS

#### WAC

504-40-010	General policies.
504-40-020	Library patron identification.
504-40-030	Internal use of library materials, facilities and services.
504-40-040	External use of library resources.
504-40-050	Loan time periods.
504-40-060	Fines and charges.
504-40-070	Interlibrary loan.

**WAC 504-40-010 General policies.** (1) Washington State University Library's major functions are to acquire and preserve the corpus of information and knowledge essential to the institution's teaching, research, and service programs; to organize this information and knowledge; to store it; to retrieve it upon demand; and to adapt and to assist in adapting it for most effective use.

The Library's collections consist of this information and knowledge in its physical forms—books, journals, manuscripts, films, recordings, maps, magnetic data files, and other resources including equipment significant to the teacher, the student, and the researcher.

(2) Library policies, rules and regulations are based on the belief that the needs of the University community as a whole take precedence over individual convenience.

(3) Upon request and suitable justification by the Library user, exceptions to the regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the University community, such exceptions may be made only by a member of the Library Faculty.

(4) In the Library buildings persons are expected to maintain a decent and decorous behavior. No eating of food or drinking of beverages is allowed in the reading and study areas. Smoking is permitted only in the lavatories and corridors where ash receptacles are available, and in offices at the discretion of the occupants.

(5) Consistent violators of Library regulations may be subject to appropriate disciplinary action by the University.

(6) As a general rule, the Library will not release the names of borrowers to other Library users.

(7) All main Library policies, rules, and regulations will apply equally to all Libraries operated by the Washington State University Library.

(8) The Board of Regents reserves the right to add, delete, or modify portions of these rules and regulations, including the fine schedules, in accordance with its regulations and applicable laws. [Order 74-1, § 504-40-010, filed 6/12/74; Order 73-1, § 504-40-010, filed 3/9/73, effective 6/1/73.]

**WAC 504-40-020 Library patron identification.** (1) Under regulations governing the use of varying types of resources by different groups of Library patrons, the Library's resources, facilities, and services are available to

(a) *The Washington State University Community:*

(i) Graduate and professional students, and persons with on-leave graduate status.

(ii) Faculty, as defined by the Board of Regents, whether serving under visiting, acting, research, clinical, or affiliate appointment; whether serving in an active or retired capacity; visiting scholars.

(iii) Undergraduate students, unclassified students.

(iv) Extension and other special students.

(v) Nonacademic staff.

(b) *The Off-Campus Community:*

(i) Students, faculty, and staff of the University of Idaho and other neighboring academic institutions.

(ii) Reciprocal faculty (faculty of each of the Washington State Colleges and Universities.)

(iii) Retired staff employees of Washington State University, their spouses, faculty spouses, and members in good standing of the Alumni Association.

(iv) Nonuniversity affiliated residents of the State of Washington.

(v) Special borrowers not otherwise identified who have been granted permission to borrow library materials. [Order 74-1, § 504-40-020, filed 6/12/74; Order 73-1, § 504-40-020, filed 3/9/73, effective 6/1/73.]

**WAC 504-40-030 Internal use of library materials, facilities and services.** (1) Although the largest part of the collection is free to circulate outside the Library and

most of the rest may circulate for restricted periods, certain kinds of materials, due to their nature, are restricted to use within the Library. These may be freely consulted or read within the Library. Members of the Library Faculty are on duty to assist users.

(a) *Reference Books, Materials, and Noncirculating Periodicals* (bound and unbound) as determined by the Chief of the Area Library: Selected reference materials and periodicals, normally restricted to internal use, may circulate in very unusual circumstances, usually for a two-hour or one-day period.

(b) *Manuscripts-Archives Collection:* These rare, unique and often irreplaceable materials may be used only within the Manuscripts-Archives Library. Each user must register with the attendant, must take extreme care in handling the materials, must keep intact their exact order and arrangement, and must make all notes in pencil.

(2) **Locked Carrels:**

(a) Carrels are intended primarily for graduate students who have begun work on their theses.

(b) Carrel assignments are made at the beginning of each semester, for that semester only. Occupants will be notified of the date of expiration of the assignment. Applications must be renewed for each succeeding semester. Only persons officially assigned are permitted to use carrels.

(c) Carrel keys will be issued on the basis of approved applications. During the term of occupancy, replacement for a lost key may be obtained by payment of \$1.00. If a key is not turned in by the expiration date, a five dollar (\$5.00) penalty charge will be assessed.

(d) Carrel occupants must observe the regulations governing their use of the facility. The Library reserves the right to enter carrels at any time, and to revoke assignment of any carrel insufficiently or improperly used. [Order 74-1, § 504-40-030, filed 6/12/74; Order 73-1, § 504-40-030, filed 3/9/73, effective 6/1/73.]

**WAC 504-40-040 External use of library resources.**

(1) **Borrower (Identification) Cards:**

In order to borrow Library materials for use outside the Library, borrowers must present authorized Library Borrower Cards.

(a) Such borrower (identification) cards are uniformly issued to all members of the University community.

(b) Upon request and proper identification, authorized borrower cards are issued to persons not members of the University community.

(2) **Borrowing of Library Materials:**

(a) *Personal pick-up by borrower:* Borrowers are expected to pick up library material personally.

(b) *Proxy pick-up for faculty:* Washington State University faculty may appoint not more than two agents or proxies to borrow on their behalf, but each proxy borrower must also hold his or her own valid authorized borrower card. Information about proxy identification cards may be obtained from the Library Administrative Office.

(c) Library material may be loaned directly by mail to faculty and staff of Washington State University stationed off-campus, and to students enrolled in Washington State University correspondence courses.

(d) *Responsibilities of borrowers:* Borrowers are responsible for material checked out in their names until such material is returned. Faculty members utilizing agent or proxy borrowers assume the responsibility for all material borrowed in their names by the agent or proxy borrowers.

**(3) Date Library Material is Due:**

(a) All material borrowed for 1 day or more is due by the closing time on the "date due" indicated.

(b) Two-hour material loaned overnight is due on the next day the Library is open, no later than one hour after the opening of the Library from which such material has been borrowed.

(c) All other hourly material is due at the hour specified.

**(4) Return of Library Material:**

(a) Material is considered returned to the issuing unit as of the hour and date returned to any Area Library operated by the Library. This does not include departmental collections not operated by Washington State University Library.

**EXCEPTION:** Periodicals, reserve materials, and material from special collections or categories must be returned to the particular library from which borrowed.

(b) After-hours "book returns" are emptied before the Libraries open, and material found in them is considered to have been returned at the closing time of the previous day.

**(5) Holds, Recalls and Searches:**

(a) Holds: Campus borrowers, or any operational unit of the Library may place a reservation or hold on any material except 2-hour material. A borrower may not place a HOLD on material already checked out to himself.

**(b) Recalls:**

(i) Library material (14-day or longer loan period) on which a HOLD has been placed will be recalled any time after 14 days from the date checked out.

(ii) Library material may be recalled at any time after it has been borrowed if needed for Reserve or other restricted status.

(c) Searches: Borrowers who have not succeeded in locating material should request a Search.

**(6) Renewal of Library Material**

(a) Renewals of loaned material are allowed unless material has restricted status or has been requested by another borrower.

**(b) Materials subject to renewal may be renewed:**

(i) In person with the materials in hand at the circulation desk where they had been originally checked out.

(ii) By telephoning borrower's identification number and the call numbers and accession numbers of materials to the circulation desk from which they had originally been checked out.

(iii) By mail, with borrower's number, call numbers, and accession numbers of the materials.

(c) Overdue material may be renewed subject to the same conditions as similar material not overdue. Fine is assessed for overdue period.

**EXCEPTION:** Overdue material on which a replacement charge has been assessed must be brought in by the borrower for renewal.

(7) There is no limit to the number of items which may be borrowed at one time, but it is expected that no more than can be actually used within the time limits shall be borrowed.

**EXCEPTION:** Only one 2-hour Reserve item may be borrowed at one time.

(8) In accordance with general policy, and upon request and suitable justification by the Library user, exceptions to these regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the University community, such exceptions may be made only by a member of the Library Faculty. [Order 74-1, § 504-40-040, filed 6/12/74; Order 73-1, § 504-40-040, filed 3/9/73, effective 6/1/73.]

**WAC 504-40-050 Loan time periods. (1) Basis of loan time periods:** The Area Libraries have established loan time periods based on anticipated demand for the various forms of material by the several classes of users.

**(2) Loan Time Periods:**

(a) Serials: [Serials are defined as publications issued in successive parts, usually at regular or stated intervals. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), and memoirs, proceedings, and transactions of societies.]

(i) Noncirculating serials (bound and unbound), including duplicates and reference materials, may not be checked out except, in very unusual circumstances, by special permission.

(ii) Circulating serials (bound and unbound) may be checked out for 2 hours, 1, 3, 7, 14, or 30 days as determined by the Chief of the Area Library. Serials circulating for less than 14 days are not subject to recall except by the Library for other restricted status.

(b) Monographs and Serials with 14- or 30-Day Loan Periods: [A monograph is defined as an individual book (not a serial).]

(i) The normal loan period for all users is 30 days, subject to recall after 14 days if requested by another patron.

(ii) Books borrowed for the normal loan period by Washington State University Faculty and Graduate Students, if not recalled, may be retained without penalty to the end of the semester. At that time material must be returned or renewed.

(iii) An item may be recalled at any time after it has been borrowed if it is needed for RESERVE or other restricted status.

(iv) Upon request and suitable justification by the borrowers, a member of the Library Faculty may grant extended loans up to a semester in length for materials

not restricted. Such extended loans may be recalled as specified in WAC 504-40-040(5)(b)(i).

(c) Reserve Materials:

(i) Two-hour Reserve: Only one two-hour item may be borrowed by one person at a time. Exceptions may be made if no one else has requested the item. Loan is renewed only if no one else has requested the item. Two-hour items are not subject to recall, or to Holds.

(ii) One-, Three-, and Seven-day Reserve: Renewable if there are no requests for them. Three- and seven-day items are subject to recall. Holds may be requested.

(iii) Faculty members (and others) who have placed materials from their personal collections on Reserve may request return of such personal possessions at any time.

(d) Special Collections and Categories:

Certain material is maintained in special collections or has been defined as belonging to special categories. Borrowers should consult a member of the Library Faculty concerning conditions of use for these materials.

(e) Exceptions:

Upon request and suitable justification by the borrower, exceptions to these regulations may be made. To insure that exceptions are made with full knowledge of the research and instructional needs of the University community, such exceptions may be made only by a member of the Library Faculty. [Order 74-1, § 504-40-050, filed 6/12/74; Order 73-1, § 504-40-050, filed 3/9/73, effective 6/1/73.]

**WAC 504-40-060 Fines and charges. (1) SYSTEM-WIDE APPLICABILITY OF FINES AND CHARGES:**

All borrowers are subject to a uniform system of fines and charges for late return of Library materials, and for replacement costs when required.

**(2) NOTICE OF DUE DATES AND OVERDUE MATERIALS:**

(a) Overdue notices are sent five days subsequent to the date due for all materials on 30-day or longer loan time periods.

(b) For two-hour, and one-, three- and seven-day materials and special category materials, overdue notices are phoned if possible or borrowers are promptly notified by mail.

**(3) PAYMENT OF FINES AND CHARGES:**

(a) Fines and charges may be paid at the Library.

(b) Failure to pay fines and charges will result in the total amount assessed being referred to the Controller's Office for collection. The Controller may, if other collection methods fail, deduct outstanding fines from the salary warrants of employees to secure payment, or withhold outstanding fines from damage deposits or other funds held for any students. Where collection efforts are unsuccessful, the Controller may notify the Registrar to refrain from issuing copies of student transcripts or to withhold permission to re-enroll for an ensuing term until outstanding fines are paid.

**(4) FINES AND CHARGES**

(a) For materials on 30-day or longer loan periods:

The overdue fine is \$0.05 per day beginning the day the material becomes overdue. The minimum fine on this class of material is \$0.30, and the first overdue notice will be produced no sooner than the fifth day material is overdue.

EXCEPTION: See WAC 504-40-060(4)(d) for fines on recalled material.

(b) For materials limited in circulation to 2 hours or less, including 2-hour Reserve materials: The overdue fine is \$0.25 for every hour or fraction thereof.

(c) For one-, three- and seven-day materials, the overdue fine is \$0.25 per day, accumulating from the time the material is due.

EXCEPTION: Reserve materials of this category are fined at \$0.50 per day.

(d) For Recalled Material: The fine for recalled material is \$0.50 for the first day and \$0.15 per day thereafter accumulating from the new assigned "date due" as indicated on the recall notice. The new assigned "date due" is five days after recall is initiated but not, in the case of 30-day material, before the end of the 14-day period assured the original borrower unless material is recalled for Reserve or other restricted status. [WAC 504-40-050(2)(b)(i) as limited by WAC 504-40-050(2)(b)(iii).]

(e) For materials circulated by special permission but normally categorized as noncirculating: If overdue, fine is \$0.25 per hour.

(f) For Audio-Visual equipment: The overdue fine is \$0.25 for every hour or fraction thereof.

(g) For materials from the Audio-Visual Center: Late return of materials from the Audio-Visual collection are treated as an extended loan by the user, subject to prorated rental charges based upon the fees listed in *Films for Teaching*, the University's film catalog.

(h) Repeated late return by a single user of Audio-Visual Center equipment or materials will be considered grounds for discontinuance of service to that user. A letter of warning will be sent to the offender before final action is taken.

(i) All fines accrue from the time material becomes overdue.

(j) Fines do not accrue when the Library is closed.

(k) If a loan period has been extended by special permission, the overdue fine is that of the original loan category of the material.

(l) The Library has the right to reduce or forgive fines and charges for patrons with bona fide excuse for not returning materials when due.

(m) The maximum fine for audio-visual equipment is \$15.00. The maximum fine for 2-hour material is \$10.00. The maximum fine for all other Library material is \$3.00.

**(5) REPLACEMENT CHARGES:**

(a) If Library material or equipment is lost, or not returned by the time the maximum fine has accumulated, a replacement charge will be assessed.

This replacement charge includes the list price of the material plus a nonrefundable Service Charge of \$10.00



to cover the costs of searching, correspondence, cataloging, binding, etc. This replacement charge is added to the maximum fine, and the delinquent borrower is charged this total sum.

(b) If material upon which a replacement charge has been assessed is found and returned within six months of the assessment date, the purchase price of the material will be refunded. The Service Charge and overdue fine are not refundable. [Order 74-1, § 504-40-060, filed 6/12/74; Order 73-1, § 504-40-060, filed 3/9/73, effective 6/1/73.]

**WAC 504-40-070 Interlibrary loan. (1) General Provisions for Interlibrary Loans:**

(a) Interlibrary loans are transactions in which Library materials are made available by one library to another for the use of individuals; for purposes of these regulations they include the provision of copies as substitutes for loans of original materials.

(b) In borrowing or lending materials, the Washington State University Library subscribes to the National Interlibrary Loan Code of the American Library Association, and to the loan policies of the Pacific Northwest Bibliographic Center.

(c) Washington State University Library does not loan recently published books, periodicals, books for class use, rare books or doctoral dissertations. Exceptions to this rule are negotiated as special cases.

In general, requested books in print are purchased rather than borrowed (or loaned). Photoduplications are ordinarily obtained or provided in lieu of loans of periodicals unless desired articles are of unusual length.

(d) Many if not most libraries make some stipulations as to the use of materials loaned, such as restriction of use of material to the Library building, specified loan period, or copy privileges. All such restrictions are honored by the Washington State University Library.

(e) Any restrictions made by the lending library as to time of loan and place where materials must be used are obeyed. Exceptions to this regulation may be made only by the Director of Libraries.

**(2) Procedures for Requesting Interlibrary Loan:**

(a) Washington State University borrowers must submit requests for loans using the standard "Interlibrary Loan or Photoduplication Request," providing all requested information.

(b) Local users will be notified of receipt of materials requested from other libraries. Materials will be released to users after payment of required fees. (See following Fee Schedule.)

(c) Other libraries should submit requests for interlibrary loan services using the standard American Library Association form or making sure to provide all information requested on that form. An added service charge is assessed when incomplete or inaccurate information in the application necessitates special searching to identify the requested item(s).

**(3) Fee Schedule:**

(a) Washington State University borrowers will make payment, or arrange for payment for loan services prior to picking up or receiving loaned materials. Payment

may be made at the Library in cash, or via Interdepartmental Requisition and Invoice or Interdepartmental Purchase Order and Departmental Invoice, as appropriate. The proper form should be completed and transmitted to the Library as soon as application is made for interlibrary loan service. Blanket departmental payment forms are acceptable for periods within a fiscal year. Photoduplications become the property of the individual or the department on delivery.

(b) Charges for interlibrary loan services to other libraries will be detailed on an invoice which is mailed separately, and which is payable on receipt.

(c) Charges to Washington State University borrowers for interlibrary loan services from other libraries:

(i) Photoduplication: Flat charge \$1.50 per transaction

(ii) Interlibrary Loan: Flat charge \$0.50 per transaction

(d) Charges to borrowing libraries for interlibrary loan services from Washington State University:

(i) Photoduplication:

Handling charge	\$ 1.00 per transaction
Duplication charge	\$ .10 per page
Special service charge*	\$ 2.00 per transaction
Searching charge for incomplete or inaccurate citation	\$ 1.00 per transaction

(ii) Interlibrary Loans:

Loans to publishers	\$ 2.00 per transaction
Reprinting permit charge	\$10.00 per transaction
Special service charge*	\$ 2.00 per transaction

\*The special service charge is assessed to industrial and other nonacademic libraries (but not public libraries) outside the State of Washington.

[Order 74-1, § 504-40-070, filed 6/12/74; Order 73-1, § 504-40-070, filed 3/9/73, effective 6/1/73.]

**Chapter 504-44 WAC**

**PUBLIC RECORDS—INITIATIVE 276**

**WAC**

504-44-010	Purpose.
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504-44-030	Description of central and field organization of Washington State University.
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504-44-150	Adoption of form.
504-44-990	Appendix A—Request for public records.
504-44-99001	Appendix B—Public records—Request for copies.
504-44-99002	Appendix C—Public records—Request for review.

**WAC 504-44-010 Purpose.** The purpose of this chapter shall be to ensure compliance by Washington

State University with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure-Campaign-Finances-Lobbying-Records; and in particular with sections 25-32 of that act, dealing with public records. [Order 73-3, § 504-44-010, filed 7/9/73.]

**WAC 504-44-020 Definitions.** (1) Public Records. "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

(2) Writing. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.

(3) Washington State University. Washington State University is an institution of higher education authority for which is located in chapter 28B.30 RCW. Washington State University shall hereinafter be referred to as the "University." Where appropriate, the term University also refers to the staff and employees of Washington State University. [Order 73-3, § 504-44-020, filed 7/9/73.]

**WAC 504-44-030 Description of central and field organization of Washington State University.** Washington State University is an institution of higher education. The administrative offices of the University are located at Pullman, Washington. Agricultural research centers are located at Prosser, Puyallup, Vancouver, Wenatchee, and Mount Vernon, Washington. Cooperative Extension offices are maintained in the county seats of all counties in the state. A Center for Nursing Education is located in Spokane, Washington, and a Joint Center for Graduate Study in Richland, Washington. [Order 73-3, § 504-44-030, filed 7/9/73.]

**WAC 504-44-040 Operations and procedures.** The University is a state institution of higher education authorized initially by our Legislature in 1890. The University's major lines exclusively include courses of instruction in agriculture in all its branches and subdivisions, veterinary medicine and economic science in its application to agriculture and rural life. At present the existing statutory authority for the University is contained in chapter 28B.30 RCW. The management of the University, its experiment stations, the care and preservation of all property and buildings, are vested in a seven-member Board of Regents appointed by the Governor as provided in RCW 28B.30.100. The chief administrative officer of the University is the president, who also serves as secretary to the Board of Regents.

The day-to-day operations of the University, initially established by policy approved by the Regents, are carried through the office of the president and/or his designee.

Inasmuch as the University is not a regulatory state agency, as such, the general public may be guided by consulting the periodic published bulletins and faculty manual. These materials may be consulted for particular information and procedures respecting entry into the University community as a student, employee, or academician. [Order 73-3, § 504-44-040, filed 7/9/73.]

**WAC 504-44-050 Public records available.** All public records of the University, as defined in WAC 504-44-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 504-44-100. [Order 73-3, § 504-44-050, filed 7/9/73.]

**WAC 504-44-060 Public records officer.** The University's public records shall be in the charge of the Public Records Officer designated by the University. The person so designated shall be located in the Administration Building of the University. The Public Records Officer shall be responsible for the following: The implementation of the University's rules and regulations regarding release of public records, coordinating the staff of the University in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973. [Order 73-3, § 504-44-060, filed 7/9/73.]

**WAC 504-44-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the University. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays. [Order 73-3, § 504-44-070, filed 7/9/73.]

**WAC 504-44-080 Requests for public records.** In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied, or copies of such records may be obtained, by members of the public upon compliance with the following procedures:

(1) The University may ask that a request be made in writing upon a form prescribed by the University which shall be available at its administrative office. The form shall be presented to the public records officer, or to any member of the University's staff, if the public records officer is not available, at the administrative office of the University during customary office hours. The written request shall include the following information:

(a) The name of the person requesting the record;

(b) The time of day and calendar date on which the request was made;

(c) The nature of the request;

(d) If the matter requested is referenced within the current index maintained by the records office, a reference to the requested record as it is described in such current index;

(e) If the requested matter is not identifiable by reference to the University's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer, or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested. [Order 73-3, § 504-44-080, filed 7/9/73.]

**WAC 504-44-090 Copying.** No fee shall be charged for the inspection of public records. The University may charge a fee per page of copy for providing copies of public records and for use of the University's copy equipment. This charge is the amount necessary to reimburse the University for its actual costs incident to such copying. [Order 73-3, § 504-44-090, filed 7/9/73.]

**WAC 504-44-100 Exemptions.** (1) The University reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 504-44-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the University reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. [Order 73-3, § 504-44-100, filed 7/9/73.]

**WAC 504-44-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the Executive Vice President or his designee. Such person shall immediately consider the matter and, after consulting with the Attorney General's Office, either affirm or reverse such denial. In any case,

the request shall be returned with a final decision within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the University has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Order 73-3, § 504-44-110, filed 7/9/73.]

**WAC 504-44-120 Protection of public records.** It is the policy of the agency, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the University, that original copies of records are not to be taken from the University designated area of custody or storage. Any examination and copying of records subject to these regulations is to occur at places designated by the University through the Public Records Officer and/or his designee. The fullest assistance to inquirers and the most timely possible action on requests for information consistent with protection of the public records is to be supplied. In the event of abnormal requests for unusual or potentially exempt records, or in the event of questions not clearly covered by these regulations, the Public Records Officer is to be consulted. [Order 73-3, § 504-44-120, filed 7/9/73.]

**WAC 504-44-130 Records index.** (1) The agency shall make available to all persons those indexes that are maintained for agency use regarding certain records issued, adopted or promulgated, namely faculty and staff personnel records, student records, and financial and business records. Due to the complexity of the University, the indexing of all materials subject to chapter 1, Laws of 1973, by the University would be unduly burdensome. Accordingly, the Regents have caused to be issued in conjunction with these regulations Order No. 73-2 specifying the reasons why such compliance would be unduly burdensome and would constitute an undue interference with University operations. Nevertheless, it is the policy of the University to make available for public inspection and copying all indexes that exist now or are hereafter created and are maintained for agency use consistent with and in conformity to chapter 1, Laws of 1973, and these regulations as now or hereafter amended.

(2) Availability. The following major sources of records are available at the principal office of the University, c/o French Administration Building, Pullman, Washington 99163, and include but are not limited to faculty and staff personnel records, student records, financial and business records, and construction records. These records together with any indexes promulgated by the University are to be available to all persons under the same rules and on the same conditions as generally are applicable to public records subject to these regulations. [Order 73-3, § 504-44-130, filed 7/9/73.]

**WAC 504-44-140 Communications to the University.** All communications with the University, including but not limited to the submission of materials pertaining

to its operations and/or the administration or enforcement of chapter 1, Laws of 1973, and these rules, requests for copies of the University's decisions and other matters, may be addressed as follows: Washington State University, c/o Public Records Officer, French Administration Building, Pullman, Washington 99163. [Order 73-3, § 504-44-140, filed 7/9/73.]

**WAC 504-44-150 Adoption of form.** Washington State University hereby adopts for use forms for requesting review, inspection and/or copy or copies of its records, the forms attached hereto as Appendix A, B, and C, entitled "Request for Public Records," "Request for Copies," and "Request for Review."

#### ORDER NO. 73-2

In keeping with the intent of chapter 1, Laws of 1973, and Chapter IV thereof regarding public records, it is hereby found by the Regents that no master index of records and materials concerning statements of policy adopted by the University, covering administrative staff manuals and instructions to the staff, covering planning policies, etc., and staff report studies, consultant reports, etc., envisioned by section 26 thereof exists or is maintained.

The Regents further find that the creation of such an index would not correspondingly enhance the efficiency of the University's existing operations to the extent of any effort expended to produce said indices, but rather would cause an undesirable disruption of existing services and performances in attempting to compile same. In addition, it should be recognized that the University does not operate directly as a regulatory body. The Regents hereby direct that existing and future indexes of the University's operations be made available to requesters consistent with chapter 1, Laws of 1973, and the regulations regarding public records as they exist now or as they may be amended in the future.

Ordered in open meeting of the Regents this 2nd day of June, 1973.

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President, Board of Regents

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Secretary, Board of Regents

[Order 73-3, § 504-44-150, filed 7/9/73.]

**WAC 504-44-990 Appendix A—Request for public records.**

#### REQUEST FOR PUBLIC RECORDS

Washington State University  
Public Records Office  
332 French Administration Bldg.  
Telephone: 335-5511

Section I. IDENTIFICATION. The information requested in boxes 1-4 is not mandatory. If provided, it will allow the Records

Office to contact you, if necessary, in connection with your request.

1. Name of Requester

2. Representing (if applicable)

3. Street Address

4. City-State-Zip Code

If there is any particular urgency attached to this request, please indicate the date by which information is needed:

Section II. NATURE OF REQUEST. Please be specific about the records you wish to see. If you do not know the name of the records, make your request in the form of a question. To comply with Chapter IV, Section 26(5), of Initiative 276, please sign the certification below.

I certify that the information obtained as a result of this request for public records will not be used in whole or in part to compile a list for commercial purposes.

-----  
Requester's Signature

DO NOT FILL IN BELOW THIS LINE

#### Section III. REQUEST FOR REVIEW

Requested by                      Office                      Telephone

#### Section IV. DISPOSITION OF REQUEST

Appendix A

[Order 73-3, Appendix A (codified as WAC 504-44-990), filed 7/9/73.]

**WAC 504-44-99001 Appendix B—Public records—Request for copies.**

#### PUBLIC RECORDS REQUEST FOR COPIES

Washington State University  
Public Records Office

332 French Administration Bldg.  
Telephone: 335-5511

Opinion:

Please indicate the records that you wish to have copied, and number of copies of each. When completed, give this request to a staff member who will accompany you to the cashier and then to the nearest copy center. You will be required to pay for the copies before receiving them.

DESCRIPTION OF MATERIALS TO BE COPIED.

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Review made by

Appendix C

[Order 73-3, Appendix C (codified as WAC 504-44-99002), filed 7/9/73.]

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Requester's Signature

Appendix B

[Order 73-3, Appendix B (codified as WAC 504-44-99001), filed 7/9/73.]

**WAC 504-44-99002 Appendix C—Public records—Request for review.**

**PUBLIC RECORDS  
REQUEST FOR REVIEW**

Washington State University  
Public Records Office  
332 French Administration Bldg.  
Telephone: 335-5511

A review of the attached request for public records has been requested by the person named below. Note your opinion below and then have your secretary notify the PRO (5-5511) so that the forms may be picked up by our office. Your opinion, as stated, will not be disclosed to the public.

Review requested by      Office      Telephone

Reason for Request for Review: