

(c) After receipt of the first completed lesson assignment, if the student requests cancellation, the school shall be entitled to a tuition charge which shall not exceed the following:

(i) Up to and including the first ten percent of the course, the registration fee plus ten percent of the tuition.

(ii) After completing ten percent of the course and up to and including the completion of twenty-five percent of the course, the registration fee plus twenty-five percent of the tuition.

(iii) After completing twenty-five percent of the course and up to and including completion of fifty percent of the course, the registration fee plus fifty percent of the tuition.

(iv) If the student completes more than half of the course, the full tuition.

(d) The amount of the course completed shall be the number of completed lesson assignments received by the institution as a percentage of the total lesson assignments in the course.

(e) The refund policy shall pertain to all charges with the exception of charges for materials that are not returned to the institution in their original condition within fifteen days of withdrawal or termination.

(4) Refund policy: Seminars and workshops. Details of the educational institution's own definite and established refund policy for cancellations and terminations must, as a minimum, comply with the following requirements:

(a) Rejection. An applicant rejected by the institution prior to the initial class shall be entitled to a refund of all moneys paid.

(b) Three-day cancellation. All moneys paid by an applicant in advance shall be refunded if written notification is received by the institution within three calendar days of initial payment and providing the notification is received at least five calendar days prior to the scheduled seminar or workshop.

(c) Other cancellation. An applicant requesting cancellation within five calendar days of the scheduled seminar or workshop but before the initial session shall be entitled to a refund of all moneys paid minus a fee of ten percent of the contract price plus any pre-identified charges for parking and/or meals, but in no event may the school retain more than one hundred dollars.

(d) The applicant shall not be entitled to any refund after the scheduled seminar or workshop has opened its initial session. [Statutory Authority: RCW 28B.05.050, 81-21-003 (Order 81-3, Resolution 81-47-3), § 490-600-071, filed 10/8/81. Statutory Authority: RCW 28B.05.050(3) and chapter 28B.05 RCW, 80-15-037 (Order 80-3, Resolution 80-42-2), § 490-600-071, filed 10/9/80; 80-01-065 (Order 79-2, Resolution 79-38-2), § 490-600-071, filed 12/21/79.]

Title 504 WAC

WASHINGTON STATE UNIVERSITY

Chapters

504-16	Campus traffic and parking regulations.
504-40	Library policies, rules and regulations.

Chapter 504-16 WAC

CAMPUS TRAFFIC AND PARKING REGULATIONS

WAC

504-16-120	General regulations.
504-16-170	Administration and enforcement.

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. [Statutory Authority: RCW 28B.10.560, 28B.30.125 and 28B.30.150, 81-17-015 (Order 81-3, Resolution 7/81-12), § 504-16-120, filed 8/10/81. 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 504-16-170 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) Any vehicle which an accumulation of three or more unpaid parking violations may be temporarily immobilized by use of a wheel lock device placed on a wheel. Any vehicle may be towed away if the vehicle:

Has been immobilized by wheel lock more than 24 hours; or

is illegally parked in a marked tow-away zone; or

is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked in yellow curb zones or crosswalks).

Vehicles that are towed away will be at the expense of the driver and/or owner. Any vehicle immobilized by use of the wheel lock device in excess of 24 hours in a location where towing away is impossible or impractical will be assessed a storage fee of \$5.00 for each calendar day or portion thereof, beyond the first 24 hours. The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed. No vehicle impounded by tow-away or wheel lock device shall be released until the following fees are paid:

All unpaid parking violation penalties against said vehicle;

All towing and storage fees.

Any vehicle impounded pursuant to these regulations in excess of 30 calendar days shall be considered an abandoned vehicle and shall be disposed of in accordance with RCW 46.52. A person wishing to challenge the validity of any fines or fees imposed under this subsection may appeal such fines or fees as elsewhere provided in these regulations. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which may be refunded after a successful appeal.

(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 sixth 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.10.560, 28B.30.125 and 28B.30.150. 81-17-015 (Order 81-3, Resolution 7/81-12), § 504-16-170, filed 8/10/81. 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 504-40 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.
504-40-060	Fines and charges.
504-40-070	Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-40-070	Interlibrary loan. [Order 74-1, § 504-40-070, filed 6/12/74; Order 73-1, § 504-40-070, filed 3/9/73, effective 6/1/73.] Repealed by 81-07-006 (Order 81-1, Resolution 1/81-14), filed 3/6/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150.
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WAC 504-40-010 General policies. (1) Washington State University libraries' 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 libraries' collections contain this information and knowledge in its physical forms—books, journals, manuscripts, microforms, films, recordings, maps, magnetic data files, and other resources including equipment significant to the teacher, the student, and the researcher.

(2) Libraries' 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 libraries' buildings persons are expected to maintain appropriate public behavior. No eating of food or drinking of beverages is allowed in the reading and study areas. Smoking is permitted only where posted.

(5) Consistent violators of libraries' regulations may be subject to appropriate disciplinary action by the university.

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

(7) All of the libraries' policies, rules, and regulations will apply equally to all libraries operated by the Washington State University libraries.

(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. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution 7/81-11), § 504-40-010, filed 8/7/81; 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 the regulations governing the use of varying types of resources by different groups of library patrons, the libraries' resources, facilities, and services are available to the Washington State University community, citizens of the state, students, faculty and staff of other academic institutions, and special borrowers not otherwise identified who have been granted permission to borrow library materials. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution 7/81-11), § 504-40-020, filed 8/7/81; 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 libraries and most of the rest may circulate for restricted periods, certain kinds of materials, due to their nature, are restricted to use within the libraries. These may be freely consulted or read within the libraries.

(a) Reference materials and noncirculating periodicals (bound and unbound) as determined by the unit of the libraries: 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, and special collections: These rare, unique, and often irreplaceable materials may be used only within the manuscripts, archives, and special collections unit. 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. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution 7/81-11), § 504-40-030, filed 8/7/81; 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 libraries, borrowers must present authorized library borrower cards.

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

Status of the borrower conferred by the card is the responsibility of the issuing authority.

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

(c) A borrower card is authorized for use only by the individual whose name appears on the card.

(d) Cards used in an unauthorized manner or cards reported as lost or stolen may be confiscated.

(e) Each borrower is responsible for keeping the appropriate university office informed of changes of address.

(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 person appointing proxies must also hold his or her own valid authorized borrower card. Information about proxy identification cards may be obtained from the circulation desk of any library unit.

(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 one 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 unit is open, no later than one hour after the opening of the library unit from which such material has been borrowed.

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

(4) Return of library material:

(a) Reserve material and periodicals must be returned directly to the unit from which they were borrowed. If they are returned elsewhere, they will be considered returned at the time they are received at the unit from which they were borrowed. Special material may be designated for return to the unit from which it was borrowed.

(b) All other material is considered returned the date it is returned to any unit in the system. This does not include departmental collections not operated by the WSU libraries.

(c) Materials found in after-hours "book returns" are considered to have been returned at the closing time of the previous day.

(5) Holds and recalls:

(a) Holds: Campus borrowers, or any operational unit of the libraries, 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 him/herself.

(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 with 3-day loan periods or longer may be recalled at any time after it has been borrowed if needed for reserve or other restricted status.

(6) Renewal of library material:

(a) Renewals of loaned material are permitted unless material has restricted status or has been requested by another borrower. (See also 504-40-050(2)(c)(i) and (ii).)

(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 were originally 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.

(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. [Statutory Authority: RCW 28B-.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution 7/81-11), § 504-40-040, filed 8/7/81; 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 504-40-060 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 may be phoned if possible, or borrowers may be notified by mail.

(c) Failure to receive a notice or invoice does not exempt the borrower from charges.

(d) Failure to inform the libraries of changes of address does not exempt the borrower from charges.

(3) Payment of fines and charges:

(a) Fines and charges may be paid at the Holland Library circulation desk until the charges have been referred to the controller. Payment may be made by cash, check, or money order. Departmental purchase orders or interdepartmental requisitions and invoices are not acceptable on the basis that fines may not be appropriately paid by departmental, grant, or any other funds controlled by the university.

(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.

(c) Failure to pay fines and charges may also result in revocation of borrowing privileges by the director of libraries.

(4) Fines and charges:

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

The overdue fine is \$0.25 per day beginning the day the material becomes overdue.

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

(b) For materials limited in circulation to two hours or less, including two-hour reserve materials: The overdue fine is \$1.00 for the first hour or fraction thereof and \$0.25 for each succeeding hour or fraction thereof.

(c) For one-, three-, and seven-day materials: The overdue fine is \$1.00 for the first day and \$0.25 for each subsequent day, accumulating from the time the material is due.

EXCEPTION: Reserve materials of this category are fined at \$1.00 for the first day and \$0.50 for each subsequent day.

(d) For recalled material: The fine for recalled material is \$1.00 for the first day and \$0.50 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 instructional media services: Late return of materials from instructional media services' collections are treated as an extended loan by the user, subject to pro-rated 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 instructional media services' 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 libraries are 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 libraries have the right to reduce or forgive fines and charges for patrons with bona fide excuses for not returning materials when due.

(m) The maximum fine for audio-visual equipment is \$15.00. The maximum fine for two-hour material is \$10.00. The maximum fine for all other Library material is \$7.50.

(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, cataloguing, 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. [Statutory Authority: RCW 28B.30-.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution 7/81-11), § 504-40-060, filed 8/7/81; 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 Repealed. See Disposition Table at beginning of this chapter.

Title 516 WAC

WESTERN WASHINGTON UNIVERSITY

CHAPTERS

- 516-20** Student rights and responsibilities.
516-22 Student rights and responsibilities code.

Chapter 516-20 WAC

STUDENT RIGHTS AND RESPONSIBILITIES

- WAC
 516-20-005 through 516-20-215 Repealed.