

Title 106 WAC

CENTRAL WASHINGTON UNIVERSITY

Chapters

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- 106-16-203 Residence hall parking. [Order 6, § 106-16-203, filed 7/25/72; Order 1, § 106-16-203, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.
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- 106-16-211 Small car parking. [Order 1, § 106-16-211, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-211.
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- 106-16-305 Special parking permits. [Order 6, § 106-16-305, filed 7/25/72; Order 1, § 106-16-305, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-305.
- 106-16-306 Temporary parking permits. [Order 1, § 106-16-306, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-306.
- 106-16-307 Parking fees per vehicle. [Order 1, § 106-16-307, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-307.
- 106-16-308 Replacement of parking permit. [Order 1, § 106-16-308, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-308.

DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 106-16

PARKING AND TRAFFIC REGULATIONS OF CENTRAL WASHINGTON STATE COLLEGE

- 106-16-010 General information. [Order 1, § 106-16-010, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-011.
- 106-16-020 Objectives of parking and traffic rules and regulations. [Order 1, § 106-16-020, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-020.
- 106-16-030 Applicable traffic rules and regulations. [Order 1, § 106-16-030, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-030.
- 106-16-040 Authority of College Security Officers. [Order 1, § 106-16-040, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-040.
- 106-16-050 Modification of these regulations. [Order 1, § 106-16-050, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-050.
- 106-16-101 Motor vehicles. [Order 1, § 106-16-101, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.
- 106-16-102 Faculty-staff and students. [Order 1, § 106-16-102, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-102.
- 106-16-103 Additional vehicles. [Order 1, § 106-16-103, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-103.
- 106-16-104 Failure to register. [Order 1, § 106-16-104, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.
- 106-16-200 Metered parking. [Order 7, § 106-16-200, filed 8/18/72, effective 9/20/72.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-200.
- 106-16-201 Parking areas. [Order 6, § 106-16-201, filed 7/25/72; Order 1, § 106-16-201, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-201.

- 106-16-309 Change of residence. [Order 1, § 106-16-309, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.
- 106-16-310 Contractor and vendor parking permits. [Order 6, § 106-16-310, filed 7/25/72; Order 1, § 106-16-310, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-310.
- 106-16-311 Parking fee refunds. [Order 1, § 106-16-311, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-311.
- 106-16-312 Permit revocation. [Order 1, § 106-16-312, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-312.
- 106-16-401 Definition of a visitor. [Order 6, § 106-16-401, filed 7/25/72; Order 1, § 106-16-401, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-401.
- 106-16-402 Responsibility of a visitor. [Order 1, § 106-16-402, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-402.
- 106-16-403 Visitor parking permits. [Order 1, § 106-16-403, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-403.
- 106-16-404 Designated visitor parking areas. [Order 1, § 106-16-404, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-404.
- 106-16-501 Basic speed limit. [Order 1, § 106-16-501, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-501.
- 106-16-601 Citations. [Order 1, § 106-16-601, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-602 Suggested bail schedule for registration violations. [Order 1, § 106-16-602, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-603 Suggested bail for parking violations. [Order 1, § 106-16-603, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-604 Jurisdiction and penalties. [Order 1, § 106-16-604, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-521.
- 106-16-701 Impounding procedures. [Order 1, § 106-16-701, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-701.
- 106-16-702 Inoperative vehicles. [Order 1, § 106-16-702, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-702.
- 106-16-703 Liability. [Order 1, § 106-16-703, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-801 Motorbike regulations. [Order 1, § 106-16-801, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-802 Motorbike parking. [Order 1, § 106-16-802, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-803 Motorbike permits. [Order 1, § 106-16-803, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see chapter 106-116 WAC.
- 106-16-901 Bicycle parking and traffic regulations. [Order 1, § 106-16-901, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-901.
- 106-36-805 Approval of entertainment required. [Order 7, § 106-36-805, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-805, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-820 Responsibilities of the associated students of Central. [Order 3244, § 106-36-820, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-825 Prohibited activities at entertainment presentation. [Order 3244, § 106-36-825, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-830 Obligations of officially recognized student organizations and private entities. [Order 3244, § 106-36-830, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-831 Obligations of officially recognized student organizations and private entities—Deposit of rental fee. [Order 3244, § 106-36-831, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-832 Obligations of officially recognized student organizations and private entities—Damages bond. [Order 7, § 106-36-832, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-832, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-840 Scheduling responsibilities, requirements, priorities and procedure. [Order 3244, § 106-36-840, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-841 Scheduling responsibilities, requirements, priorities and procedure—Procedure for request. [Order 3244, § 106-36-841, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-842 Scheduling responsibilities, requirements, priorities and procedure—Prohibition of assignments. [Order 3244, § 106-36-842, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-843 Scheduling responsibilities, requirements, priorities and procedure—Requirements for scheduling. [Order 3244, § 106-36-843, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-844 Scheduling responsibilities, requirements, priorities and procedure—Limitation on use of facilities and authority of scheduling officer. [Order 7, § 106-36-844, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-844, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-845 Requirements for execution of contract and contents. [Order 3244, § 106-36-845, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-846 Requirements for execution of contract and contents—Contract provisions. [Order 3244, § 106-36-846, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-850 Responsibilities of the director of social activities and social activities board. [Order 3244, § 106-36-850, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-860 Authority of athletic director to administer athletic events. [Order 3244, § 106-36-860, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-870 Authority of dean of students to administer recreation program. [Order 3244, § 106-36-870, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-880 Authority of academic departments to administer their sponsored public events. [Order 3244, § 106-36-880, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

Chapter 106-36**ENTERTAINMENT POLICIES**

- 106-36-800 Entertainment policy. [Order 3244, § 106-36-800, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-801 Entertainment defined. [Order 7, § 106-36-801, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-801, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.
- 106-36-802 Festivals. [Order 3244, § 106-36-802, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

Chapter 106-08 WAC**PRACTICE AND PROCEDURE****WAC**

- 106-08-001 Regular meeting time.
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- 106-08-010 Appearance and practice before agency.

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

106-08-500	Petitions for rule-making, amendment or repeal— Who may petition. [Order 3244, § 106-08-500, filed 12/8/71.] Repealed by Order 5, filed 7/20/72.
106-08-510	Petitions for rule-making, amendment or repeal— Requisites. [Order 3244, § 106-08-510, filed 12/8/71.] Repealed by Order 5, filed 7/20/72.
106-08-520	Petitions for rule-making, amendment or repeal— Agency must consider. [Order 3244, § 106-08-520, filed 12/8/71.] Repealed by Order 5, filed 7/20/72.
106-08-530	Petitions for rule-making, amendment or repeal— Notice of disposition. [Order 3244, § 106-08-530, filed 12/8/71.] Repealed by Order 5, filed 7/20/72.

WAC 106-08-001 Regular meeting time. The regular meetings of the board of trustees of Central Washington University shall be held quarterly in Room 143 in Bouillon Hall on the Central Washington University campus in Ellensburg, Washington. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-08-001, filed 5/16/79; 78-12-023 (Order 42), § 106-08-001, filed 11/14/78; 78-08-011 (Order 39), § 106-08-001, filed 7/11/78; Order 3244, § 106-08-001, filed 12/8/71.]

WAC 106-08-002 Formal hearing policy. In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, the provisions of WAC 106-08-002 through 106-08-999 shall be applicable. [Order 3244, § 106-08-002, filed 12/8/71.]

WAC 106-08-005 Definitions. As used herein, the term "agency" shall mean the board of trustees of Central Washington University or any duly appointed hearing officer or officers. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-08-005, filed 7/11/78; Order 3244, § 106-08-005, filed 12/8/71.]

WAC 106-08-010 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. [Order 3244, § 106-08-010, filed 12/8/71.]

WAC 106-08-080 Notice and opportunity for hearing in contested cases. In any contested case, all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall be signed by the president of Central Washington University or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-08-080, filed 7/11/78; Order 3244, § 106-08-080, filed 12/8/71.]

WAC 106-08-090 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. [Order 3244, § 106-08-090, filed 12/8/71.]

WAC 106-08-100 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. [Order 3244, § 106-08-100, filed 12/8/71.]

WAC 106-08-110 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. [Order 3244, § 106-08-110, filed 12/8/71.]

WAC 106-08-120 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. [Order 3244, § 106-08-120, filed 12/8/71.]

WAC 106-08-130 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. [Order 3244, § 106-08-130, filed 12/8/71.]

WAC 106-08-140 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 Ellensburg, Washington, accompanied by proof of service upon parties required to be served. [Order 3244, § 106-08-140, filed 12/8/71.]

WAC 106-08-230 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 of a complaint, application or petition. Depositions shall be taken only in accordance with this rule. [Order 3244, § 106-08-230, filed 12/8/71.]

WAC 106-08-240 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. [Order 3244, § 106-08-240, filed 12/8/71.]

WAC 106-08-250 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. [Order 3244, § 106-08-250, filed 12/8/71.]

WAC 106-08-260 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. [Order 3244, § 106-08-260, filed 12/8/71.]

WAC 106-08-270 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 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. [Order 3244, § 106-08-270, filed 12/8/71.]

WAC 106-08-280 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. [Order 3244, § 106-08-280, filed 12/8/71.]

WAC 106-08-290 Depositions and interrogatories in contested cases—Recording. 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. [Order 3244, § 106-08-290, filed 12/8/71.]

WAC 106-08-300 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 endorsed 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. [Order 3244, § 106-08-300, filed 12/8/71.]

WAC 106-08-310 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. [Order 3244, § 106-08-310, filed 12/8/71.]

WAC 106-08-320 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. [Order 3244, § 106-08-320, filed 12/8/71.]

WAC 106-08-330 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. [Order 3244, § 106-08-330, filed 12/8/71.]

WAC 106-08-340 Depositions upon interrogatories—Interrogation. Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 106-08-250 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. [Order 3244, § 106-08-340, filed 12/8/71.]

WAC 106-08-350 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. [Order 3244, § 106-08-350, filed 12/8/71.]

WAC 106-08-360 Depositions upon interrogatories—Provisions of deposition rule. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [Order 3244, § 106-08-360, filed 12/8/71.]

WAC 106-08-400 Hearing officers. In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, and upon receipt of a request for a formal hearing filed in accordance with chapter 28B.19 RCW, the chairman, vice chairman, or another member of the board of trustees, on the basis of longevity and in the preceding order, may appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law, in each instance, and shall afford an opportunity for a formal hearing after not less than ten days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of chapter 28B.19 RCW. [Order 3244, § 106-08-400, filed 12/8/71.]

WAC 106-08-410 Hearing procedures. Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW. [Order 3244, § 106-08-410, filed 12/8/71.]

WAC 106-08-420 Duties of hearing officers. (1) All hearing officers appointed in accordance with WAC 106-08-400 shall conduct hearings in the same manner and shall have the same authority as provided in hearings by the board of trustees as set forth in these rules and in chapter 28B.19 RCW: *Provided*, That hearing officers shall only make proposals for decisions.

(2) The proposals for decisions and findings of fact and conclusions of law shall be forthwith served upon the parties and transmitted to the board of trustees, together with a record of the proceeding. Within thirty days of service of such proposal for decisions, any party adversely affected may file exceptions, and thereafter all parties may present written argument to the board of trustees, which shall consider the whole record or such portions as may be cited by the parties, and after such review the board shall announce its decision and final action to be taken. [Order 3244, § 106-08-420, filed 12/8/71.]

WAC 106-08-430 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 prehearing 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. [Order 3244, § 106-08-430, filed 12/8/71.]

WAC 106-08-440 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. [Order 3244, § 106-08-440, filed 12/8/71.]

WAC 106-08-450 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. [Order 3244, § 106-08-450, filed 12/8/71.]

WAC 106-08-460 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. [Order 3244, § 106-08-460, filed 12/8/71.]

WAC 106-08-470 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. [Order 3244, § 106-08-470, filed 12/8/71.]

WAC 106-08-480 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. [Order 3244, § 106-08-480, filed 12/8/71.]

Chapter 106-72 WAC HUMAN RIGHTS POLICY

WAC	
106-72-010	General policy.
106-72-100	Procedures, rules, and regulations—Employment, job placement, and promotion.
106-72-110	Procedures, rules, and regulations—Academic personnel.
106-72-120	Procedures, rules, and regulations—Nonacademic personnel.
106-72-130	Procedures, rules, and regulations—Contractors.
106-72-140	Procedures, rules, and regulations—Suppliers.
106-72-150	Procedures, rules, and regulations—Student employment.
106-72-200	Procedures, rules, and regulations—Student services.
106-72-220	Procedures, rules, and regulations—Academic program.
106-72-230	Procedures, rules, and regulations—Community relations.
106-72-250	Procedures, rules, and regulations—Government contracts.
106-72-260	Procedures, rules, and regulations—Implementation and administration—Human rights commission.
106-72-270	Procedures, rules, and regulations—Grievance procedure.

WAC 106-72-010 General policy. It shall be the policy of the board of trustees of Central Washington University, within the realm of their authority and in

keeping with their responsibility to the public, to prohibit discrimination based on race, creed, ethnic origin, or sex. This prohibition applies to all aspects of the university's functions, program and activities, the utilization of its facilities and the official use of the university's name; the employment, housing, financial aid, and educational opportunities it provides.

The board of trustees, furthermore, affirms its intent and desire to establish practices consistent with those prescribed for other agencies of the state of Washington through the governor of the state and through this policy expresses its intent to modify any present practices of the university to accomplish this end.

The board of trustees hereby directs the president of Central Washington University to establish administrative procedures, rules, and regulations which will fulfill this policy and which will provide him with means to monitor and maintain such rules and regulations. Furthermore, the president is directed to report, from time to time, to the board of trustees progress and problems related to the execution of this policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-010, filed 7/11/78; Order 3274, § 106-72-010, filed 12/6/71.]

WAC 106-72-100 Procedures, rules, and regulations—Employment, job placement, and promotion. It shall be the goal of this university to employ all personnel solely on the basis of merit and without regard for race, religion, color, national origin, sex, age, or physical disability, except where sex, age or physical disability are bona fide occupational qualifications. Job placement, retention, and opportunities for promotion shall be based on such factors as relate to the demands of the position. It is, furthermore, a goal of this university to establish contracts and supply agreements only with firms and individuals who support and implement the above stated goal. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-100, filed 7/11/78; Order 3274, § 106-72-100, filed 12/6/71.]

WAC 106-72-110 Procedures, rules, and regulations—Academic personnel. All administrators who have authority to employ academic personnel shall work toward establishing a diverse faculty capable of providing for excellence in education and for the enrichment of the university community. No appointment will be made until all candidates have been encouraged to apply. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-110, filed 7/11/78; Order 3274, § 106-72-110, filed 12/6/71.]

WAC 106-72-120 Procedures, rules, and regulations—Nonacademic personnel. All those who have authority to employ nonacademic personnel (including part time personnel and students) shall work toward establishing a diverse work force capable of providing excellence in service to the university. No appointment will be

made until all candidates have been encouraged to apply. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-120, filed 7/11/78; Order 3274, § 106-72-120, filed 12/6/71.]

WAC 106-72-130 Procedures, rules, and regulations--Contractors. Every department of the university which awards contracts for the construction, alteration or repair of any building or other public work shall utilize procedures which will ensure that minority group persons are employed on all public works projects of the university. This goal is to be sought whenever university funds, from any source, are expended.

The university shall include in the bid specifications for a public works contract a requirement that the prospective contractor and his subcontractors must agree to take affirmative action to employ minority group workers in the performance of the contract. The bid specifications shall express as precisely as possible what affirmative action a contractor will be obligated to take. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-130, filed 7/11/78; Order 3274, § 106-72-130, filed 12/6/71.]

WAC 106-72-140 Procedures, rules, and regulations--Suppliers. This university is obligated as a bona fide state agency to abide by RCW 43.19.190 which is the statute describing state purchasing laws. This statute, in general, requires the university to seek competitive bids for all purchases and requires the institution to accept the lowest bid which meets stated specifications. In addition, Central Washington University will stipulate in writing on all invitations to bid and on all purchase orders an antidiscrimination clause. Such clauses will obligate any supplier to practice equal opportunity employment, and shall bind him to abide by an antidiscrimination action adopted by the division of purchasing for the state of Washington.

It shall not be obligatory for the university to investigate each of its suppliers for conformity to the regulations but the university will be obliged to investigate any supplier against whom a complaint has been filed related to discrimination. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-140, filed 7/11/78; Order 3274, § 106-72-140, filed 12/6/71.]

WAC 106-72-150 Procedures, rules, and regulations--Student employment. Students employed by the university on a part-time basis shall be hired first on the basis of qualifications to accomplish job specifications and secondly on the basis of need. A sincere effort, however, must be made by those employing such students that the student work force be composed of a significant number of minority students and members of both sexes. Job placement and opportunity for promotion shall be no different for one student than for another but shall be solely a matter of competence. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-150, filed 7/11/78; Order 3274, § 106-72-150, filed 12/6/71.]

WAC 106-72-200 Procedures, rules, and regulations--Student services. It is the goal of this university to create and maintain all student services which are responsible to the needs and desires of all students and which reflect a policy of nondiscrimination. In all areas of student services, students are to be treated as individuals without regard for race, religion, color, national origin, sex, age, or physical disability. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-200, filed 7/11/78; Order 3274, § 106-72-200, filed 12/6/71.]

WAC 106-72-220 Procedures, rules, and regulations--Academic program. It shall be the goal of this university to recruit and enroll a student body which reflects a significant number of minority group members. The test for significance shall be determined by the percentage of such minority groups in the population of the state. The university shall, in the fulfillment of this goal, make special efforts within its financial resources to bring about this desired student mix.

No students are to be given special consideration in fulfilling graduation requirements at the university, except as may be available for all students through established university policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-220, filed 7/11/78; Order 3274, § 106-72-220, filed 12/6/71.]

WAC 106-72-230 Procedures, rules, and regulations--Community relations. The university will work closely with, coordinate activities with, and cooperate with any governmental body established in the community or state whose purpose is to discourage and eliminate discrimination. (1) **Community services.** The university is cognizant that the student body and employees of the university must use the multiple services of the community. It is also cognizant that in the private sector of the community policy cannot be dictated or controlled. However, the university shall, in keeping with its own policy of nondiscrimination, attempt in every way possible to maintain service arrangements only with those organizations and individuals who operate in a nondiscriminatory fashion.

(2) **Community housing.** The university housing office will seek and maintain community housing listings for the use of students. However, it shall not knowingly list any apartment, dormitory, or house for rent for students and employees if it is known that the owner or landlord has previously acted in any discriminatory fashion in renting or leasing such facility. In addition, the university housing office shall establish such procedures as to promote nondiscrimination in rental housing by private persons to university students.

(3) **Vendors.** To the extent that it is able under state law, the university shall not knowingly patronize or recommend any vendor or supplier in the community who has demonstrated or announced a policy of discrimination in employment or service.

(4) **Government agencies.** The university will strive to create and maintain good relations with official governmental agencies in the Central Washington region so that both employees and students will be welcomed to use governmental services. Wherever it can be shown that such governmental services are in any way discriminatory, the university will strive to correct this situation.

(5) **Community organizations.** The university will not allow any of its divisions, departments, or special units, when such units represent themselves as affiliates of the university, to rent or use free of charge the facilities of any organization which states a policy of discrimination or demonstrates discrimination through its procedures of operation. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-230, filed 7/11/78; Order 3274, § 106-72-230, filed 12/6/71.]

WAC 106-72-250 Procedures, rules, and regulations—Government contracts. The university will establish and maintain nondiscriminatory practices in the fulfillment of all its contracts with any governmental agency. It will fully comply with any federal, state, or local governmental regulations which request a policy or procedural statement on nondiscrimination.

In the case of federal contracts for research grants and awards, the office of research and development will be charged with development and inclusion in any contract a statement of nondiscrimination in the fulfillment of such contract. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-250, filed 7/11/78; Order 3274, § 106-72-250, filed 12/6/71.]

WAC 106-72-260 Procedures, rules, and regulations—Implementation and administration—Human rights commission. The university will establish and maintain for as long as is necessary a human rights commission whose responsibilities will be to execute the human rights policy. Details of the commission are as follows:

(1) **Membership.** The membership of the commission shall include persons officially members of the university community—faculty personnel, nonfaculty personnel, and students. The commission's membership shall total six members. Two members shall be appointed from the faculty personnel, two from nonfaculty personnel, and two from the student body. Faculty members shall be appointed by the faculty senate chairman, nonfaculty members by the university president, and student members by the ASC president.

(2) **Chairman.** The chairman of the commission shall be designated by the members and shall be one of the members appointed.

(3) **Responsibilities.** The commission shall have responsibility to:

(a) Distribute and interpret the human rights policy to all segments of the campus and to community agencies and individuals as may be necessary.

(b) Review regularly (at least annually) all procedures established and executed by deans, department chairmen, and other administrators of operating units of the

university which have a relationship to the university policy on nondiscrimination.

(c) Review and recommend procedural and regulatory statements as may be needed to update the university policy on nondiscrimination.

(d) Become familiar with any new or modified governmental policy or procedure on nondiscrimination which may affect university policy or procedure.

(e) Approve any proposed procedure or rule on nondiscrimination which may be written and distributed by anyone on campus for consumption by a university-wide audience.

(f) Construct and maintain a procedure whereby complaints from individuals and/or groups may be heard if such complaints may be in violation of university policy.

(g) Construct procedures which may be taken to investigate alleged or suspected discriminatory practices.

(h) Recommend to the president of the university actions which may be taken to correct violations of this policy.

(i) Submit an annual, comprehensive report to the president of the university. The report shall include:

(i) Recommendations for modification of policy statements.

(ii) Review and recommendations surrounding steps taken by various administrators to fulfill written procedure.

(iii) Summary of complaints together with subsequent action concerning such complaints.

(iv) Recommendations for further modification or strengthening of procedures to ensure nondiscrimination. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-260, filed 7/11/78; Order 3274, § 106-72-260, filed 12/6/71.]

WAC 106-72-270 Procedures, rules, and regulations—Grievance procedure. The following procedures will be used in making a complaint about discrimination in violation of the human rights policy:

(1) **Faculty and civil service exempt members.** The complainant should discuss his grievance with his department chairman or immediate supervisor and attempt to gain mutual satisfaction through this process. If unsatisfied with the results of this procedure, the complainant may then present written complaint to the appropriate dean or administrator for consideration. Within fifteen days after receiving the written complaint, the dean or administrator shall reply to the complainant in writing recommending a resolution of the matter. If still unsatisfied, the complainant may redirect a written complaint to the vice president for academic affairs or the vice president for business affairs, whichever is appropriate. Within fifteen days after receipt of the written appeal, the appropriate vice president will present to the complainant and his dean or administrator, a written recommendation to resolve the problem. If the matter is then not resolved to the satisfaction of the complainant, he may write a further appeal to the chairman of the human rights commission. The commission, within fifteen days after receipt of the appeal, will

meet with the complainant and make a written recommendation to the president of the university, with a copy sent to the complainant, who will take whatever action he deems necessary.

(2) **Staff member (civil service).** The board of trustees of the university adopted on May 1, 1970, the Central Washington University board of trustees grievance procedure for classified, civil service employees. Within this set of procedures is a process for grievances. Grievance procedures related to discrimination shall follow this established policy as written except that Step 4 shall be rewritten as follows:

(a) If the grievance is unsatisfactorily resolved by the director of staff personnel within the seven working day period as outlined in Step 3, the employee may within three working days of such a decision request in writing that the university vice president for business affairs coordinate the initiation of a hearing as a final grievance step. This hearing shall be conducted by the human rights commission.

(b) If anyone on the human rights commission is employed in the same office, department, or subdepartment as the aggrieved employee, that person shall excuse himself from the commission for that particular hearing.

The commission shall hear the grievance under procedures established by the chairman and will render a written recommendation to the president after the hearing is closed. Copies of the recommendation, including any dissenting opinions, if any, of members of the commission will go to both the president and the complainant. The president will take whatever action he deems necessary.

(3) **Student.** The complainant will discuss his complaint with the appropriate administrator or supervisor most closely related to the issue involved: (i.e., a housing problem should be discussed with the director of housing, a food problem with the director of food services, an academic problem with the chairman of the appropriate department, etc.). The student should attempt to resolve his problem in this fashion. If unsatisfied with the results, the student may send a written complaint to the dean of students. Within fifteen days after receiving the written complaint, the dean of students shall reply to the student in writing and recommend a resolution of the problem. If still unsatisfied, the complainant may redirect a written appeal to the chairman of the human rights commission. The commission within fifteen days after receipt of the appeal, will meet with the student and make a written recommendation to the president of the university, with a copy sent to the complainant. The president will take whatever action he deems necessary.

(4) **Groups.** Any group with a complaint should choose one of its number to represent its grievance and proceed as for a single individual.

(5) **Complaints related to community.** Any member of the university community who has a complaint against any private individual, private establishment, public individual, or public agency, may present a written complaint directly to the chairman of the human rights commission. Within fifteen days after receipt of the

complaint, the commission will meet with the complainant and attempt to recommend a resolution of the problem. If the problem warrants investigation, the commission may decide to pursue such investigation on its own discretion and subsequently will present to the president recommendations for action. If legal matters pertaining to a violation of individual rights are involved, the commission will seek to apprise the complainant of his rights and to make recommendations as to how he may proceed to satisfy his complaint through legal channels.

In any complaint against the community, the commission will attempt to act in such a way as to maintain good communications with the government and the people. In any recommendations for resolution of a problem in the community, the commission shall meet with members of the Ellensburg human relations commission and seek their cooperation and assistance in correcting any wrong which may have occurred. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-270, filed 7/11/78; Order 3274, § 106-72-270, filed 12/6/71.]

Chapter 106-112 WAC PERSONNEL RULES

WAC

106-112-001	Personnel rules.
106-112-010	Student employment procedures—Regular student employment.
106-112-011	Student employment procedures—Work-study employment.
106-112-100	Policy on nepotism.
106-112-101	Policy on nepotism—Exceptions.
106-112-105	Decisions on relatives.
106-112-200	Equal employment opportunity policy.
106-112-210	Establish goals and timetables.
106-112-220	Complaints of discrimination.
106-112-230	Commitment to affirmative action.
106-112-240	Nondiscrimination in delivery of services.
106-112-300	Pregnancy and maternity leave policy—Introduction.
106-112-301	Purposes.
106-112-310	Hiring pregnant women.
106-112-320	Condition of employment for pregnant women.
106-112-330	Leave for pregnancy.
106-112-340	Leave benefits for pregnant women.
106-112-350	Insurance benefits for pregnant women.
106-112-360	Marital status as related to pregnancy.

WAC 106-112-001 Personnel rules. The provisions of WAC 106-112-001 through 106-112-999 shall be reserved for the personnel rules of the agency. [Order 4, § 106-112-001, filed 6/16/72, effective 7/20/72.]

WAC 106-112-010 Student employment procedures—Regular student employment. To be eligible for university student employment a person shall be enrolled in seven or more credit hours during the academic period he wishes to work at the university, and subject to the following regulations:

(1) A student shall be admitted to Central Washington University before employment will be given to him. Admittance is determined by the CWU admissions office.

(2) Persons enrolled in six or less credit hours of classes in any given quarter will not be classified as student employees and will fall under the jurisdiction of the staff personnel office.

(3) No student will be allowed to work more than an average of fifteen hours per week when classes are in session.

(4) For employment purposes a student employee is limited to an average of fifteen hours per week starting the first day of classes each quarter and until the last day of final tests.

(5) Vacations and registration are periods of time when a student may work up to eight hours a day, forty hours a week.

(6) No student employee shall work in more than one department on campus unless clearance is obtained through the financial aid office.

(7) All job openings reported to the office of financial aid will be posted on the bulletin board outside the financial aid office. Students interested in inquiring about any job posted will inquire with the secretary in charge of student employment in the financial aid office. Applicants are considered on a first-come, first-served basis.

(8) The financial aid office acts as a referral agency only. Final selection and hiring of any student employee on this campus will be made by the employing office.

(9) Student employment rating forms are furnished to each department. These forms may be sent to the financial aid office for any of the following reasons:

(a) To denote outstanding work.

(b) When a student is doing below average or poor work (or no work at all).

(c) When a student completes, is fired from, or quits a job. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-010, filed 7/11/78; Order 4, § 106-112-010, filed 6/16/72, effective 7/20/72.]

WAC 106-112-011 Student employment procedures--Work-study employment. Work-study employment guidelines are determined by the federal government and are listed in the work-study manual furnished the financial aid office. [Order 4, § 106-112-011, filed 6/16/72, effective 7/20/72.]

WAC 106-112-100 Policy on nepotism. In the appointment of its faculty, administrative officers and civil service staff, Central Washington University seeks to employ the best qualified men and women available. Therefore, members of the same family may be appointed to faculty and staff positions, and all appointments will be made without regard to race, creed, color, sex, age, national origin, marital status, or the presence of any sensory, physical or mental handicap, unless based upon a bona fide positional qualification.

The university also extends equal employment opportunity to persons possessing criminal convictions, however, employment of a person possessing a criminal conviction will be contingent upon a thorough review of specific convictions and their relationship to the welfare

of the university. The university precludes employment of persons possessing criminal convictions in the campus police department. Employees will receive all benefits associated with positions in which they are employed. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-100, filed 7/11/78; Order 4073, § 106-112-100, filed 8/23/74.]

WAC 106-112-101 Policy on nepotism--Exceptions. Exceptions to this policy may be established by the president of the university for specific positions where employment of consanguineal or affinal persons in these specific positions would compromise the university's obligation to maintain separation of responsibilities as required by sound financial management principles. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-101, filed 7/11/78; Order 4073, § 106-112-101, filed 8/23/74.]

WAC 106-112-105 Decisions on relatives. No member of the university's faculty, administrative or civil service staff shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, or other status or interest of such person's parent, child, spouse, sibling or in-law. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-105, filed 7/11/78; Order 4073, § 106-112-105, filed 8/23/74.]

WAC 106-112-200 Equal employment opportunity policy. Central Washington University provides equal employment opportunity to all persons on the basis of merit without regard to race, creed, color, religion, sex, [marital status,] age, national origin, [marital status,] or the presence of any sensory, physical, or mental handicap unless based upon a bona fide positional requirement. The university also provides equal employment opportunity to persons who have had criminal convictions; however, the employment of such persons will be contingent upon a thorough review of specific offenses and their relationship to the welfare of the university. The university precludes the employment of persons having had criminal convictions in the campus police department.

The university will take affirmative action to ensure equal employment opportunity for all qualified minorities, women, Vietnam era and disabled veterans, handicapped persons and persons between the ages of 40 and 70 in all personnel actions pursuant to Federal Executive Orders 11246, 11375 and 11141, U.S. Department of Labor's Revised Order No. 4, Sections 501-504 of the Vocational Rehabilitation Act of 1973 and Chapter 42, Section 2012 of the Vietnam Era Veterans' Readjustment Act of 1974 and the Governor's Executive Order 78-1. Further, the university will ensure that all personnel actions are administered without regard to race, creed, color, religion, sex, [marital status,] age, national origin, [marital status,] or the presence of any sensory, physical or mental handicap pursuant to the Governor's Executive Order 72-07 and chapter 49.60 RCW.

No department, organizational unit, employing authority or employee will be excluded from compliance with the provisions of this policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-08-025 (Order 44), § 106-112-200, filed 7/13/79; Order 36, § 106-112-200, filed 11/14/77; Order 4074, § 106-112-200, filed 8/23/74.]

Reviser's note: RCW 28B.19.077 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 106-112-210 Establish goals and timetables. Each department and organizational unit of the university will determine, with the assistance of the affirmative action director, whether women and minorities are underutilized in its employee work force; and, if deficiencies are found, separate goals and timetables will be developed to overcome that underutilization. Underutilization is defined in the regulations as "having fewer women or minorities in a particular job than would reasonably be expected by their availability." (Higher education guidelines - Executive Order 11246, p. 3.)

The university and each organizational unit will make every possible effort to recruit and employ qualified minorities and women to fill current and future vacancies in order to achieve its goals, searching for personnel in areas and channels previously unexplored to the extent necessary to overcome underutilization. Before each vacancy can be officially filled, the affirmative action director must certify that every possible effort has been made to recruit, employ or promote women and minorities to ensure that the university is constantly and in good faith moving towards the goals of increased employment for women and minority persons.

Nothing in this policy shall be construed to establish employment quotas of any kind. Nor does this policy require departments and organizational units to hire unqualified women and minorities or to abandon its long standing policy of hiring and promoting only the best qualified persons. Neither the federal nor state executive orders require the university to ". . . eliminate or dilute standards which are necessary to the successful performance of the institution's educational and research functions." (Higher education guidelines - Executive Order 11246, p. 4.) However, the federal executive orders do require "that any standards or criteria which have had the effect of excluding women and minorities be eliminated unless the contractor can demonstrate that such criteria are conditions of successful performance in the particular position involved." (Higher education guidelines - Executive Order 11246, p. 4.) [Order 36, § 106-112-210, filed 11/14/77; Order 4074, § 106-112-210, filed 8/23/74.]

WAC 106-112-220 Complaints of discrimination. The affirmative action program provides for the prompt, fair and impartial consideration of all complaints of discrimination against the university because of race, creed, color, religion, sex, marital status, age, national origin, criminal conviction, the presence of any sensory, physical or mental handicap. Employees, students, or their

representatives filing a discrimination complaint will not be subject to harassment, intimidation or disciplinary action based upon filing such complaint. Procedures for considering complaints of discrimination are established as a part of the university's affirmative action program. [Order 36, § 106-112-220, filed 11/14/77; Order 4074, § 106-112-220, filed 8/23/74.]

WAC 106-112-230 Commitment to affirmative action. Affirmative action demands a conscious and deliberate commitment by the university to change attitudes and to seek for employment all available qualified women and minorities within the relevant job categories in the appropriate recruiting area. The university's commitment to equal employment opportunity will be based upon recruiting, hiring and promoting the best qualified applicants for all vacant positions. Such a commitment is required under the aforementioned state and federal executive orders (see WAC 106-112-200). Failure to comply is a violation of the law. [Order 36, § 106-112-230, filed 11/14/77; Order 4074, § 106-112-230, filed 8/23/74.]

WAC 106-112-240 Nondiscrimination in delivery of services. Central Washington University will provide equal access to all programs for all students on the basis of merit without regard to race, color, religion, sex, age, national origin, marital status or the presence of any sensory, physical or mental handicap.

No person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the university, pursuant to Title VI of the Civil Rights Act of 1964, Section 303 of the Age Discrimination Act of 1975, Section 504 of the Vocational Rehabilitation Act of 1973 and Title IX of the Educational Amendments of 1972. Further, the university will ensure that no person will be denied access for participation in or be discriminated against under any program or activity sponsored by the university on the basis of race, creed, color, sex, age, national origin, marital status or the presence of any sensory, physical or mental handicap pursuant to the governor's executive order issued August 2, 1966 and chapter 49.60 RCW. [Order 36, § 106-112-240, filed 11/14/77.]

WAC 106-112-300 Pregnancy and maternity leave policy—Introduction. Many women of childbearing age depend on their job for economic support. Practices such as terminating the employment of pregnant women without cause, refusing to grant leave or accrued sick pay for disabilities relating to pregnancy, or refusing to hire women for responsible jobs because they are, or may become, pregnant, impair the opportunity of women to obtain employment and to advance on the same basis as men. Such practices discriminate against women because of their sex and are prohibited at Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-300, filed 7/11/78; Order 4075, § 106-112-300, filed 8/23/74.]

WAC 106-112-301 Purposes. Federal and state laws against discrimination in employment because of sex are intended to equalize employment opportunity for men and women. This policy defines how the law applies to practices which disadvantage women because of pregnancy or childbirth. [Order 4075, § 106-112-301, filed 8/23/74.]

WAC 106-112-310 Hiring pregnant women. Appointing authorities will not refuse to hire a qualified woman because of pregnancy unless the refusal would be reasonable in view of the necessity to conduct business in an orderly manner. If an appointing authority elects not to hire a qualified woman because of pregnancy, the burden shall be on that appointing authority to demonstrate that the decision was based upon justifiable facts concerning her individual ability to perform the job or upon justifiable facts concerning business requirements.

Arguments that may not be used to disqualify pregnant women from employment include, but are not limited to:

(1) Pregnant women may not return to their former job after childbirth;

(2) Time away from work required for childbearing may increase the university's cost;

(3) The leave period for childbirth may be unreasonably long;

(4) Pregnant women may be frequently absent from work due to illness; and

(5) Clients, coworkers, or customers may object to having pregnant women on the job. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-310, filed 7/11/78; Order 4075, § 106-112-310, filed 8/23/74.]

WAC 106-112-320 Condition of employment for pregnant women. Appointing authorities may not penalize a woman in terms or conditions of employment, or in any way limit the job opportunities of a woman because she is pregnant or may require time away from work. [Order 4075, § 106-112-320, filed 8/23/74.]

WAC 106-112-330 Leave for pregnancy. Appointing authorities must provide a pregnant woman leaves of absence for sickness or incapacity associated with pregnancy and for childbirth.

Leave of absence for pregnant women may include both paid and unpaid leave. Leave of absence for maternity will commence upon the request of the employee and extend until the employee is able to return to work. In all instances in which an employee requests maternity leave, the appointing authority may require the employee to provide a statement from a second physician of the university's choice attesting to the need for, and duration of the leave. The university will bear the cost of an examination by a university-designated physician.

An employee is eligible to use earned sick leave credits during maternity leave. In those instances in which an employee's sick leave credits are exhausted prior to

her return to work, the employee's status will automatically revert from sick leave to leave of absence without pay.

Employees returning from an authorized maternity leave of absence must be employed in the same position or in another position in the same class, in the same geographic area and organizational unit providing that such reemployment is not in conflict with rules relating to reduction in force. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-330, filed 7/11/78; Order 4075, § 106-112-330, filed 8/23/74.]

WAC 106-112-340 Leave benefits for pregnant women. Illness or absence from work caused or contributed to by pregnancy, miscarriage, spontaneous, therapeutic or voluntary abortion, childbirth, and recovery therefrom are temporary disabilities and are treated as such under the university's sick leave policies provided that in the case of voluntary abortion care is administered prior to, during and after the abortion by a licensed physician. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-340, filed 7/11/78; Order 4075, § 106-112-340, filed 8/23/74.]

WAC 106-112-350 Insurance benefits for pregnant women. Insurance contributions provided by the university shall be equal for male and female employees. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-350, filed 7/11/78; Order 4075, § 106-112-350, filed 8/23/74.]

WAC 106-112-360 Marital status as related to pregnancy. Discrimination against pregnant women because of marital status is prohibited. The university's sick leave and disability policies including health insurance contributions, apply equally to married and unmarried pregnant women. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-360, filed 7/11/78; Order 4075, § 106-112-360, filed 8/23/74.]

**Chapter 106-116 WAC
PARKING AND TRAFFIC REGULATIONS**

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- 106-116-522 Mitigation and suspension of penalties. [Order 15, § 106-116-522, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-523 Enforcement of judgments of the college parking court. [Order 15, § 106-116-523, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-524 Enforcement of violations of college parking rules and regulations. [Order 15, § 106-116-524, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-600 Citations. [Order 15, § 106-116-600, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
 106-116-604 Certain violations—When complete. [Order 15, § 106-116-604, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-802 Motorcycle parking. [Order 19, § 106-116-802, filed 8/22/74; Order 15, § 106-116-802, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
 106-116-803 Motorcycle permits. [Order 19, § 106-116-803, filed 8/22/74; Order 15, § 106-116-803, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.

WAC 106-116-011 Preamble. Drivers of vehicles on the property of Central Washington University are responsible for their safe and lawful operation. Individuals operating or parking vehicles on university owned property must do so in compliance with these regulations, and ordinances and laws of the city of Ellensburg, county of Kittitas, and state of Washington. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-011, filed 1/13/78; Order 24, § 106-116-011, filed 7/30/75.]

WAC 106-116-020 Objectives of parking and traffic rules and regulations. (1) To protect and control pedestrian and vehicular traffic.

(2) To assure access at all times for emergency equipment.

(3) To minimize traffic disturbance during class hours.

(4) To facilitate the work of the university by assuring access by vehicles and by assigning the limited parking space for the most efficient use. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-020, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-020, filed 1/13/78; Order 15, § 106-116-020, filed 8/17/73.]

WAC 106-116-030 Applicable traffic rules and regulations. (1) The motor vehicle code and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.

(2) The traffic code of the city of Ellensburg shall be applicable upon all lands located within the city of Ellensburg.

(3) These regulations shall be applicable to all lands owned and leased by Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-030, filed 1/13/78; Order 15, § 106-116-030, filed 8/17/73.]

WAC 106-116-040 Authority of campus safety officers. Campus safety officers, duly appointed and sworn pursuant to RCW 28B.10.555 are peace officers of the state and have police powers as are vested in sheriffs and

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 106-116-010 General information. [Order 15, § 106-116-010, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
 106-116-041 Delegation of authority. [Order 15, § 106-116-041, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
 106-116-101 Motor vehicles. [Order 15, § 106-116-101, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-104 Failure to register. [Order 15, § 106-116-104, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-209 Repairs of vehicles. [Order 19, § 106-116-209, filed 8/22/74; Order 15, § 106-116-209, filed 8/17/73.] Repealed by Order 24, filed 7/30/75.
 106-116-309 Change of residence. [Order 15, § 106-116-309, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-510 Establishment of court and appointment of judges. [Order 15, § 106-116-510, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-511 Compensation for judges. [Order 15, § 106-116-511, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-512 Jurisdiction of the CWSC parking court. [Order 15, § 106-116-512, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-516 Procedure—Pleas at hearing. [Order 16, § 106-116-516, filed 10/19/73; Order 15, § 106-116-516, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-517 Procedure—Oath or solemn affirmation. [Order 15, § 106-116-517, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-518 Procedure—Rules of evidence. [Order 15, § 106-116-518, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-519 Procedure—Examination of witnesses. [Order 15, § 106-116-519, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.
 106-116-520 Procedure—Judgment. [Order 15, § 106-116-520, filed 8/17/73.] Repealed by Order 19, filed 8/22/74.

peace officers generally under the laws of Washington state. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-040, filed 11/3/81; 80-11-027 (Order 45), § 106-116-040, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-040, filed 1/13/78; Order 24, § 106-116-040, filed 7/30/75; Order 15, § 106-116-040, filed 8/17/73.]

WAC 106-116-042 Infractions. (1) The entire campus, including parking and traffic areas, is patrolled by the campus safety department with authority to issue infractions for on-campus violations. This authority is further shown in WAC 106-116-040 of this policy.

(2) The campus safety department and its duly sworn officers have authority to issue infractions for violations of Washington Administrative Codes and ordinances and laws of the city of Ellensburg, county of Kittitas, and state of Washington, which violations occur on university owned property. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-042, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-08-010 (Order 46), § 106-116-042, filed 3/23/81; 80-11-027 (Order 45), § 106-116-042, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-042, filed 1/13/78; Order 24, § 106-116-042, filed 7/30/75.]

WAC 106-116-050 Modification of these regulations. The board of trustees reserves the right to add, delete or modify portions of these regulations including the appended monetary penalty schedules in accordance with its regulations and applicable laws. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-08-010 (Order 46), § 106-116-050, filed 3/23/81; 80-11-027 (Order 45), § 106-116-050, filed 8/14/80; Order 24, § 106-116-050, filed 7/30/75; Order 15, § 106-116-050, filed 8/17/73.]

WAC 106-116-102 Faculty-staff and students. (1) Faculty, staff and students shall obtain a permit for all motor vehicles they park on posted university grounds at specified times. Fees may be charged and parking permits issued, which will allow vehicles to be parked in specific areas.

(2) A faculty, staff, or student owner, operator, and/or permit holder for a motor vehicle shall be held responsible for any violation involving that vehicle. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-08-010 (Order 46), § 106-116-102, filed 3/23/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-102, filed 1/13/78; Order 19, § 106-116-102, filed 8/22/74; Order 15, § 106-116-102, filed 8/17/73.]

WAC 106-116-103 Additional vehicles. When a new or different motor vehicle is acquired, it shall be necessary to obtain a new permit for that vehicle. When such a change of vehicles has been accomplished, the old

permit will be surrendered to the campus safety department and a new permit with the same expiration date assigned will be issued at no charge by the cashier's office. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-103, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-103, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-103, filed 1/13/78; Order 19, § 106-116-103, filed 8/22/74; Order 15, § 106-116-103, filed 8/17/73.]

WAC 106-116-10401 Animal traffic. It shall be unlawful for any person to drive, lead, walk or ride any cattle, horse or beast of burden upon any of the lawns, beds, sidewalks, malls, service drives or parking lots of Central Washington University except as authorized by permit by the chief of campus safety for parades and university sponsored activities. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-10401, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-10401, filed 1/13/78; Order 32, § 106-116-10401, filed 3/1/77.]

WAC 106-116-200 Metered parking. Any vehicle occupying a metered space is subject to payment of the meter fee indicated in accordance with the hours posted, even though the vehicle displays a valid parking permit. [Order 24, § 106-116-200, filed 7/30/75; Order 16, § 106-116-200, filed 10/19/73; Order 15, § 106-116-200, filed 8/17/73.]

WAC 106-116-201 Permitted parking areas. (1) University owned parking areas are marked with signs reading, "parking by university permit only." Vehicles parked without valid parking permits will be ticketed from 7:30 a.m. to 4:00 p.m. Monday through Friday, except:

(2) No parking permitted daily in C-1 lot from 4:00 a.m. to 5:00 a.m.

(3) No parking permitted daily in B lot from 4:00 a.m. to 5:00 a.m.

(4) Enforcement shall be in effect twenty-four hours a day in the following parking areas:

(a) Residence hall staff parking areas;

(b) Buttons Apartments;

(c) Limited time zones;

(d) J lot;

(e) Handicapped areas. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-201, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-201, filed 11/3/81; 81-08-010 (Order 46), § 106-116-201, filed 3/23/81; 80-11-027 (Order 45), § 106-116-201, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-116-201, filed 5/16/79; 78-02-023 (Order 37), § 106-116-201, filed 1/13/78; Order 32, § 106-116-201, filed 3/1/77; Order 28, § 106-116-201, filed

8/2/76; Order 24, § 106-116-201, filed 7/30/75; Order 15, § 106-116-201, filed 8/17/73.]

WAC 106-116-202 No parking areas. Parking is permitted only in areas designated and marked for parking in accordance with all signs posted in the designated parking area.

For example, prohibited areas include fire hydrants, fire lanes, yellow curb zones, crosswalks, driveways, service drives or any area not expressly permitted by sign or these regulations. Vehicles are not permitted to be parked on any undeveloped university property without the approval of the chief of the campus safety department. This section will be enforced twenty-four hours a day. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-202, filed 11/3/81; 80-11-027 (Order 45), § 106-116-202, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-202, filed 1/13/78; Order 24, § 106-116-202, filed 7/30/75; Order 19, § 106-116-202, filed 8/22/74; Order 15, § 106-116-202, filed 8/17/73.]

WAC 106-116-203 Specific parking prohibitions.

(1) Parking in areas and places normally used for moving traffic is a specific violation of these regulations.

(2) Parking in such a position with relation to other parked cars or marked parking spaces as to impede, restrict, or prevent free ingress or egress by other automobiles violates these regulations.

(3) Parking in areas marked for a special permit or clearly designated by signing for special use not available to the general public or regular permit holders is prohibited. Examples: Parking in a space marked "handicapped permits only," in spaces reserved for residence hall personnel health center permit only and library parking lot.

(4) Parking and/or driving on sidewalks adjacent to streets is prohibited.

(5) Parking or driving on lawns or flower beds is prohibited. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-203, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-203, filed 11/3/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-203, filed 1/13/78; Order 16, § 106-116-203, filed 10/19/73.]

WAC 106-116-204 Commuter students. Students who commute and park in university parking areas must purchase and display a valid parking permit. They may not park in staff and faculty zones or areas, nor in student reserved lots or zones. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-08-010 (Order 46), § 106-116-204, filed 3/23/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-204, filed 1/13/78; Order 24, § 106-116-204, filed 7/30/75; Order 15, § 106-116-204, filed 8/17/73.]

WAC 106-116-205 Apartment residents. (1) Residents of Brooklane Village, Roy P. Wahle University Complex, Student Village Apartments, Getz Short Apartments and Buttons Apartments do not need parking permits to park in front of or immediately adjacent to their respective apartments but must register their vehicles with the university.

(2) Apartment residents may purchase a commuter parking permit.

(3) Residents of Student Village may park in lots G-1 and G-2 without a permit.

(4) Only residents of Anderson Apartments who purchase a parking permit and obtain a special permit from the apartment manager may park in J lot. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-205, filed 11/3/81; 81-08-010 (Order 46), § 106-116-205, filed 3/23/81; 80-11-027 (Order 45), § 106-116-205, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-116-205, filed 5/16/79; 78-02-023 (Order 37), § 106-116-205, filed 1/13/78; Order 24, § 106-116-205, filed 7/30/75; Order 15, § 106-116-205, filed 8/17/73.]

WAC 106-116-206 Locating legal parking space.

(1) The responsibility for locating legal parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulation.

(2) The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect. [Order 15, § 106-116-206, filed 8/17/73.]

WAC 106-116-207 Faculty-staff parking. Faculty and staff parking areas are posted with signs reading, "faculty and staff parking only." Student parking is not permitted in any designated faculty and staff parking area Monday through Friday from 7:30 a.m. to 4:00 p.m. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-207, filed 11/3/81; 80-11-027 (Order 45), § 106-116-207, filed 8/14/80; Order 15, § 106-116-207, filed 8/17/73.]

WAC 106-116-208 Fire lanes and service drives. Parking is not allowed at any time in the service drives or fire lanes of all campus buildings. Service drives may be used by service and emergency vehicles, and for loading and unloading personal items. A permit for vehicle to load and unload must be obtained from campus safety department. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-208, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-208, filed 1/13/78; Order 24, § 106-116-208, filed 7/30/75; Order 15, § 106-116-208, filed 8/17/73.]

WAC 106-116-210 Parking within designated spaces. All vehicles shall be parked perpendicular to the bumper blocks and/or within the painted lines. The front of the vehicle shall be facing toward and against

the bumper blocks. [Order 15, § 106-116-210, filed 8/17/73.]

WAC 106-116-211 Small car parking. Parking areas on campus posted for "small cars only" shall be restricted to vehicles with a 100 inch wheelbase or less. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-211, filed 11/3/81; 80-11-027 (Order 45), § 106-116-211, filed 8/14/80; Order 24, § 106-116-211, filed 7/30/75; Order 15, § 106-116-211, filed 8/17/73.]

WAC 106-116-212 Liability. The university shall not be liable for damages to or theft from a vehicle while parked in university parking lots. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-212, filed 1/13/78; Order 15, § 106-116-212, filed 8/17/73.]

WAC 106-116-213 Parking of trailers, campers, and similar purpose vehicles on campus. It shall be unlawful for any individual, firm, or corporation to park any type of vehicle on the grounds of Central Washington University for the purpose of using such vehicle as a living unit.

Any exception must be approved by the chief of campus safety, in writing. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-213, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-213, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-213, filed 1/13/78; Order 28, § 106-116-213, filed 8/2/76; Order 24, § 106-116-213, filed 7/30/75; Order 15, § 106-116-213, filed 8/17/73.]

WAC 106-116-214 Mall traffic. (1) Only service vehicles are permitted on pedestrian malls at times of very light pedestrian traffic.

(2) Vehicles on clear emergency business with warning equipment operating are an exception to the provisions of this paragraph. Examples: Fire trucks, ambulances, police cars, and equipment for emergency repair. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-214, filed 11/3/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-214, filed 1/13/78; Order 16, § 106-116-214, filed 10/19/73.]

WAC 106-116-301 Purchasing parking permits. (1) Parking permits may be purchased from the cashier during registration or at the cashier's office, Mitchell Hall.

(2) Persons who own more than one vehicle that may be parked on university owned parking facilities may obtain permits for such additional vehicles: *Provided*, That this type of additional permit does not constitute the right to park more than one vehicle at a time on campus. WAC 106-116-305(4) also has applicability in this situation. [Statutory Authority: RCW 28B.19.050

and 28B.40.120. 78-02-023 (Order 37), § 106-116-301, filed 1/13/78; Order 28, § 106-116-301, filed 8/2/76; Order 24, § 106-116-301, filed 7/30/75; Order 16, § 106-116-301, filed 10/19/73; Order 15, § 106-116-301, filed 8/17/73.]

WAC 106-116-302 Purchaser's responsibility. The person to whom a permit is issued pursuant to these regulations shall be responsible for all violations of these rules and regulations involving the vehicle for which the permit was issued and to which it was affixed: *Provided, however*, That such responsibility shall not relieve other persons who violate these rules and regulations while operating said vehicle. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-302, filed 1/13/78; Order 15, § 106-116-302, filed 8/17/73.]

WAC 106-116-303 Display of permits. (1) Parking permits shall be displayed conspicuously on the right side (passenger side) rear bumper of the vehicle.

(2) Special permits must be displayed in the manner described at time of issuance.

(3) Motorcycle parking permits are to be placed in a conspicuous location on the front fork, handlebar, or fender of the motorcycle. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-303, filed 11/3/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-303, filed 1/13/78; Order 24, § 106-116-303, filed 7/30/75; Order 15, § 106-116-303, filed 8/17/73.]

WAC 106-116-304 Disability permit. Any university employee, student or visitor who can show physical disability may apply to the handicapped student services office for a handicapped parking permit. Certification by a physician may be required.

Disability permits issued by the state of Washington in all forms and disability permits issued by other state agencies or institutions shall be honored. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-304, filed 11/3/81; 81-08-010 (Order 46), § 106-116-304, filed 3/23/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-116-304, filed 5/16/79; 78-02-023 (Order 37), § 106-116-304, filed 1/13/78; Order 19, § 106-116-304, filed 8/22/74; Order 15, § 106-116-304, filed 8/17/73.]

WAC 106-116-305 Special parking permits. Special parking permits are available from the campus safety department or automatic ticket dispensers. These permits must be displayed in clear view on the dash of the vehicle, numbered side up, readable from outside the vehicle.

(1) A special permit is available when permitted vehicle is inoperative and replacement vehicle is being used.

(2) Permits are available for loading or unloading. The time limit is thirty minutes.

(3) Vendor permits are available for vendors conducting business on campus.

(4) Persons possessing a valid parking permit may purchase a second permit for the sum of \$2.50 per quarter. Both vehicles may not be parked on campus simultaneously. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-305, filed 11/3/81; 81-08-010 (Order 46), § 106-116-305, filed 3/23/81; 80-11-027 (Order 45), § 106-116-305, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-305, filed 1/13/78; Order 24, § 106-116-305, filed 7/30/75; Order 15, § 106-116-305, filed 8/17/73.]

WAC 106-116-3051 Pool permits. (1) All faculty-staff and students who commute to campus by vehicle are eligible to purchase a pool permit.

(2) Pool permits may be purchased by eligible persons for two or more vehicles and all such vehicles shall constitute a single pool.

(3) Each pool permit shall be in the form of a transferable pool permit card. In addition, a parking permit, either faculty-staff or student shall be affixed to the card. The pool permit card must be displayed so that it is clearly visible from outside of the vehicle. [Order 24, § 106-116-3051, filed 7/30/75.]

WAC 106-116-306 Temporary parking permits. Temporary parking permits may be:

(1) Purchased on a daily basis from coin-operated dispensers in lots where available.

(2) Purchased from the cashier in Mitchell Hall, on a weekly basis.

(3) Obtained through the scheduling center in the Samuelson Union Building or at the conference center, Courson Hall, for attendees of conferences, workshops, and meetings scheduled through those offices.

(4) Valid only in areas not falling within prohibitions of WAC 106-116-202 and 106-116-203. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-306, filed 11/3/81; 81-08-010 (Order 46), § 106-116-306, filed 3/23/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-306, filed 1/13/78; Order 24, § 106-116-306, filed 7/30/75; Order 15, § 106-116-306, filed 8/17/73.]

WAC 106-116-307 Parking fees. Parking fees for university parking lots will be charged through the sale of permits according to a schedule of charges maintained in the cashier's office in Mitchell Hall. Governmental vehicles are fee exempt. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-307, filed 1/13/78; Order 28, § 106-116-307, filed 8/2/76; Order 24, § 106-116-307, filed 7/30/75; Order 19, § 106-116-307, filed 8/22/74; Order 16, § 106-116-307, filed 10/19/73; Order 15, § 106-116-307, filed 8/17/73.]

WAC 106-116-308 Replacement of parking permit. (1) Parking permits will be issued at no cost for a newly

acquired vehicle if that vehicle replaces one which had a permit.

(2) Remains of the original parking permit must be presented to the campus safety department.

(3) Lost or stolen parking permits will be replaced without cost upon presentation of satisfactory proof of loss. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-308, filed 8/14/80; Order 24, § 106-116-308, filed 7/30/75; Order 15, § 106-116-308, filed 8/17/73.]

WAC 106-116-310 Contractor parking permits. All contractors responsible for construction projects on the campus or for repair and maintenance contracts and those who make continuous deliveries of supplies must contact the campus safety department prior to starting work to obtain permits for the parking of those vehicles necessary to carry on the work. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-310, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-310, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-310, filed 1/13/78; Order 24, § 106-116-310, filed 7/30/75; Order 15, § 106-116-310, filed 8/17/73.]

WAC 106-116-311 Parking fee refunds. (1) Application for parking permit fee refunds are to be made at the campus safety department. The parking permit must be surrendered upon application for a refund.

(2) A full parking fee refund is obtainable only within the first seven calendar days of any academic quarter in which the permit is issued.

(3) Refunds are permitted only under the following conditions:

- (a) Student teaching, or other off-campus program;
- (b) Withdrawal from the university;
- (c) Termination of employment.

(4) Refunds will not be made for daily permits. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-311, filed 11/3/81; 80-11-027 (Order 45), § 106-116-311, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-311, filed 1/13/78; Order 24, § 106-116-311, filed 7/30/75; Order 15, § 106-116-311, filed 8/17/73.]

WAC 106-116-312 Permit revocation. Parking permits are the property of the university and will be recalled for any of the following reasons:

(1) When the purpose for which the permit was issued, changes or no longer exists.

(2) When a permit is used on an unregistered vehicle or by an unauthorized individual.

(3) When there is falsification of the vehicle ownership statement.

(4) When there is counterfeiting or altering of a parking permit. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-312,

filed 1/13/78; Order 24, § 106-116-312, filed 7/30/75; Order 15, § 106-116-312, filed 8/17/73.]

WAC 106-116-401 Definition of a visitor. For the purpose of issuance of parking permits, a visitor is considered to be any person who is on Central Washington University property and is not a university employee or student. Parents and other individuals specifically invited to the campus by faculty, staff, or students for a specific period of time are considered to be visitors. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-401, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-401, filed 1/13/78; Order 24, § 106-116-401, filed 7/30/75; Order 15, § 106-116-401, filed 8/17/73.]

WAC 106-116-402 Responsibility of visitor. Visitors shall comply with all university parking and traffic regulations. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-402, filed 1/13/78; Order 24, § 106-116-402, filed 7/30/75; Order 15, § 106-116-402, filed 8/17/73.]

WAC 106-116-403 Visitor parking permits. Visitors may obtain parking permits from the automatic permit dispensers.

Visitors on official business may obtain a courtesy permit from the campus safety office, located 1/2 block west of D Street on 11th Avenue. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-403, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-403, filed 11/3/81; 81-08-010 (Order 46), § 106-116-403, filed 3/23/81; 80-11-027 (Order 45), § 106-116-403, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-403, filed 1/13/78; Order 24, § 106-116-403, filed 7/30/75; Order 15, § 106-116-403, filed 8/17/73.]

WAC 106-116-404 Visitor parking areas. Visitors, after obtaining a proper permit, may park in any university owned and designated parking area except staff and faculty reserved areas and "J" lot. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-404, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-404, filed 11/3/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-404, filed 1/13/78; Order 24, § 106-116-404, filed 7/30/75; Order 15, § 106-116-404, filed 8/17/73.]

WAC 106-116-501 Basic speed limit. The speed limit on the university owned streets shall be as posted except:

- (1) The speed limit in the parking areas is 5 MPH.
- (2) No person shall operate a motor vehicle on the campus at a speed greater than is reasonable and prudent for existing conditions.

(3) The speed limit on malls and service drives is 5 MPH. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-501, filed 11/3/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-501, filed 1/13/78; Order 24, § 106-116-501, filed 7/30/75; Order 15, § 106-116-501, filed 8/17/73.]

WAC 106-116-513 Procedure--Infractions and service thereof. Upon probable cause to believe that a violation of these regulations has occurred, an appropriate notice of infraction may be issued setting forth the date, the approximate time, the locality, and the nature of the violation. Such notice may be served by delivering or mailing a copy thereof to the alleged violator, or by placing a copy thereof in some prominent place within, upon or attached to such vehicle. Service by mail shall be accomplished by placing a copy of the notice in the mail addressed to the alleged violator at the address shown on the records of the office of the registrar or the staff personnel office for that person or any other last known address of that person. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-08-010 (Order 46), § 106-116-513, filed 3/23/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-513, filed 1/13/78; Order 24, § 106-116-513, filed 7/30/75; Order 16, § 106-116-513, filed 10/19/73; Order 15, § 106-116-513, filed 8/17/73.]

WAC 106-116-514 Election to forfeit or contest. The notice of infraction issued pursuant to WAC 106-116-513 of these regulations shall inform the alleged violator that he/she may elect either to forfeit the monetary penalty to the infraction(s) charged or to contest the matter(s).

(1) If the alleged violator chooses to forfeit the penalty, he/she may do so by paying the appropriate amount to the cashier's office. Payment will be in cash, by certified check, or by money order. Such payment may also be made by mail. Such forfeiture shall constitute a waiver of a right to a hearing.

(2) If the alleged violator chooses to contest, he/she may do so by contacting the cashier's office, Mitchell Hall, CWU, where parking infraction appeal forms are available upon request. The completed form stating the reasons for challenging the validity of the assessed obligation must be filed in the cashier's office within seven days of the date of the infraction notice. The appeal must be reviewed by the university parking appeal board, consisting of three student members, one faculty member, one staff member, the chief of campus safety (ex officio) and the director of student activities (ex officio). The parking appeal board will render a decision in good faith.

(3) A person charged with a parking infraction who deems himself or herself aggrieved by the final decision of the university parking appeal board may, within ten days after written notice of the final decision, appeal by filing a written notice thereof with the campus safety office. Documents relating to the appeal shall immediately be forwarded to the Lower Kittitas County district

court which shall have jurisdiction over such offense and such appeal shall be heard de novo. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-514, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-514, filed 11/3/81; 81-08-010 (Order 46), § 106-116-514, filed 3/23/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-514, filed 1/13/78; Order 19, § 106-116-514, filed 8/22/74; Order 16, § 106-116-514, filed 10/19/73; Order 15, § 106-116-514, filed 8/17/73.]

WAC 106-116-515 Procedure—Complaint and information. (1) An infraction notice served in accordance with the provisions of WAC 106-116-513 of these regulations shall constitute the complaint or information against the person to whom delivered or mailed. The person to whom the vehicle permit was issued shall be held liable, or if no permit has been issued, the owner of the vehicle shall be held liable.

(2) The complaint or information may be amended at any time, either in writing delivered or mailed to the alleged violator or upon motion at trial in his presence, to include new charges of violations of these regulations. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-515, filed 11/3/81; 81-08-010 (Order 46), § 106-116-515, filed 3/23/81. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-515, filed 1/13/78; Order 19, § 106-116-515, filed 8/22/74; Order 15, § 106-116-515, filed 8/17/73.]

WAC 106-116-521 Monetary penalties. (1) The monetary penalties to be assessed for violations of these regulations shall be those detailed in WAC 106-116-603.

(2) The chief of campus safety will cause:

(a) These regulations or a reasonable condensation thereof to be prominently displayed in the campus safety department.

(b) The amount of the monetary penalty to be written on the parking violation notices served on alleged violators. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-08-010 (Order 46), § 106-116-521, filed 3/23/81; 80-11-027 (Order 45), § 106-116-521, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-521, filed 1/13/78; Order 24, § 106-116-521, filed 7/30/75; Order 19, § 106-116-521, filed 8/22/74; Order 15, § 106-116-521, filed 8/17/73.]

WAC 106-116-601 Traffic regulation signs, markings, barricades, etc. (1) The campus safety office and the physical plant department are authorized to erect signs, barricades and other structures and to paint marks and other directions upon the streets and roadways for the regulation of traffic and parking upon state lands devoted mainly to the educational or research activities of Central Washington University. Such signs, barricades, structures, markings, and directions shall be so

made and placed as to, in the opinion of the chief of campus safety and the director of physical plant, best effectuate the objectives stated in WAC 106-116-020 of these regulations.

(2) No sign, barricade, structure, marking, or direction for the purpose of regulating traffic or parking shall be moved, defaced, or in any way changed by any person without authorization from the chief of campus safety. [Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-601, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-601, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-601, filed 1/13/78; Order 24, § 106-116-601, filed 7/30/75; Order 15, § 106-116-601, filed 8/17/73.]

WAC 106-116-603 Monetary penalty schedule.

Offense	Penalty
(1) Improper display of permit	\$ 2.00
(2) Parking faculty-staff area	\$ 2.00
(3) Parking yellow stripe or curb	\$ 3.00
(4) Parking outside designated parking area	\$ 2.00
(5) Obstructing traffic	\$ 5.00
(6) Double parking	\$ 5.00
(7) Parking at improper angle or using more than one stall, or backing into parking stall	\$ 2.00
(8) Violation of the bicycle parking rules in WAC 106-116-901	\$ 2.00
(9) Reserved parking area	\$ 3.00
(10) No parking area	\$ 5.00
(11) Overtime parking	\$ 2.00
(12) Using counterfeit, falsely made or altered permit	\$50.00
(13) Illegal use of permit	\$20.00
(14) No current permit	\$ 3.00
(15) Parking service drive	\$ 5.00
(16) Parking/driving sidewalks, malls	\$10.00
(17) Parking/driving lawns	\$15.00
(18) Parking fire lane	\$15.00
(19) Parking fire hydrant	\$15.00
(20) Driving, walking, leading, etc., certain animals on campus without permit (WAC 106-116-10401)	\$10.00
(21) Other violations of the objectives of the CWU parking and traffic regulations	\$2.00 to \$10.00
(22) Parking in a space marked "handicapped permits only"	\$15.00

[Statutory Authority: RCW 28B.35.120(11). 83-13-034 (Order 53), § 106-116-603, filed 6/9/83, effective 7/24/83. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-603, filed 11/3/81; 81-08-010 (Order 46), § 106-116-603, filed 3/23/81; 80-11-027 (Order 45), § 106-116-603, filed 8/14/80. Statutory Authority: RCW 28B.19.050

and 28B.40.120. 79-06-046 (Order 43), § 106-116-603, filed 5/16/79; 78-02-023 (Order 37), § 106-116-603, filed 1/13/78; Order 34, § 106-116-603, filed 4/21/77; Order 32, § 106-116-603, filed 3/1/77; Order 24, § 106-116-603, filed 7/30/75; Order 19, § 106-116-603, filed 8/22/74; Order 15, § 106-116-603, filed 8/17/73.]

WAC 106-116-701 Impounding procedures. (1) Any vehicle parked upon the Central Washington University campus lands in violation of these regulations, including the motor vehicle and other traffic laws of the state of Washington and the traffic code of the city of Ellensburg, may be impounded and taken to such place for storage as the chief of campus safety selects.

(2) The expense of such impounding and storage shall be charged to the owner or operator of the vehicle and paid prior to the release of the vehicle.

(3) CWU and its employees shall not be liable for loss or damage of any kind resulting from such immobilization, impounding and storage. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-701, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-701, filed 1/13/78; Order 24, § 106-116-701, filed 7/30/75; Order 15, § 106-116-701, filed 8/17/73.]

WAC 106-116-702 Inoperative vehicles. Disabled or inoperative vehicles shall be removed from the campus within 72 hours (3 days). Vehicles which have been parked in excess of 72 hours (3 days) and which appear to be inoperative or unmovable may be impounded and stored at the expense of the owner and/or operator. [Order 19, § 106-116-702, filed 8/22/74; Order 15, § 106-116-702, filed 8/17/73.]

WAC 106-116-801 Motorcycle regulations. Motorcycle operators will be expected to obey the same traffic, parking, and registration regulations as automobile operators on campus. [Order 19, § 106-116-801, filed 8/22/74; Order 15, § 106-116-801, filed 8/17/73.]

WAC 106-116-901 Bicycle parking and traffic regulations. (1) The primary aim of the bicycle control program is safety, and this aim will be achieved by keeping bicycles out of buildings, away from building exits, and parking them off paths and sidewalks. Bicycles must never be parked in stairwells, hallways, or any place which will be a safety hazard or hinder exit from buildings.

(2) Bicycles must be parked in racks. At times, rack space may not be available and parking near the racks is permitted provided the parked bicycles do not interfere with pedestrian traffic.

(3) The following specific regulations must be observed while operating bicycles on campus:

(a) Do not ride bicycles inside buildings at any time.

(b) Do not lean or park bicycles near or against windows.

(c) Pedestrians have the right of way. At times and places of congested pedestrian traffic, the bicycle rider must walk the bicycle. A violation of this provision shall constitute a moving violation and shall be referred directly to the court of the judge of the Lower Kittitas County district court.

(d) Bicyclists must observe the 5 MPH speed limits on malls and service drives.

(e) Bicyclists must ride in designated lanes where they exist.

(4) Impoundment policy:

(a) Bicycles parked on paths, sidewalks, in buildings or near building exits may be impounded, except in areas adjacent to residence halls, or as otherwise permitted and designated by the director of housing as bike storage rooms. Bicycles left over 72 hours may be impounded.

(b) Impounded bicycles will be stored in a location determined by the chief of campus safety. Bicycles will be released at specific times and upon presentation of proof of ownership. Owners of impounded bicycles, if identifiable, will be notified immediately upon impoundment and must reclaim the bicycle within seven days.

(c) Abandoned, lost or found bicycles that have been impounded shall be subject to sale in accordance with the laws of the state of Washington. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-901, filed 11/3/81; 81-08-010 (Order 46), § 106-116-901, filed 3/23/81; 80-11-027 (Order 45), § 106-116-901, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-901, filed 1/13/78; Order 24, § 106-116-901, filed 7/30/75; Order 15, § 106-116-901, filed 8/17/73.]

WAC 106-116-902 Severability. If any provision of these regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application, and to this end the separate paragraphs and provisions of these regulations are severable. [Order 24, § 106-116-902, filed 7/30/75.]

Chapter 106-120 WAC

STUDENT RIGHTS AND RESPONSIBILITIES POLICY

WAC

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- 106-120-012 Rights and responsibilities of students—Student representation in college governance. [Order 7, § 106-120-012, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75.
 106-120-052 Campus judicial council—Term of office. [Order 7, § 106-120-052, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75.
 106-120-054 Extraordinary hearing boards. [Order 22, § 106-120-054, filed 7/29/75; Order 7, § 106-120-054, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-059 Decision by the hearing board—Final decision regarding disciplinary sanction. [Order 7, § 106-120-059, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-063 Notice of summary suspension proceedings—Procedures of summary suspension hearing. [Order 7, § 106-120-063, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-065 Notice of summary suspension proceedings—Notice of suspension. [Order 7, § 106-120-065, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-067 Notice of summary suspension proceedings—Appeal. [Order 7, § 106-120-067, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-068 Notice of summary suspension proceedings—Summary suspension proceedings not duplicitous. [Order 7, § 106-120-068, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-070 Appeals. [Order 7, § 106-120-070, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-910 Constitution of the associated students of Central—Preamble. [Order 20, § 106-120-910, filed 3/24/75; Order 7, § 106-120-910, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-911 Constitution of the associated students of Central—Name. [Order 20, § 106-120-911, filed 3/24/75; Order 7, § 106-120-911, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-912 Constitution of the associated students of Central—Membership. [Order 20, § 106-120-912, filed 3/24/75; Order 7, § 106-120-912, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-913 Constitution of the associated students of Central—Organization. [Order 20, § 106-120-913, filed 3/24/75; Order 7, § 106-120-913, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-914 Constitution of the associated students of Central—The board of control. [Order 31, § 106-120-914, filed 8/17/76; Order 20, § 106-120-914, filed 3/24/75; Order 14, § 106-120-914, filed 7/23/73; Order 7, § 106-120-914, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-915 Constitution of the associated students of Central—Executive manager. [Order 31, § 106-120-915, filed 8/17/76; Order 20, § 106-120-915, filed 3/24/75; Order 14, § 106-120-915, filed 7/23/73; Order 7, § 106-120-915, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-916 Constitution of the associated students of Central—The judicial branch. [Order 31, § 106-120-916, filed 8/17/76; Order 20, § 106-120-916, filed 3/24/75; Order 14, § 106-120-916, filed 7/23/73; Order 7, § 106-120-916, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-917 Constitution of the associated students of Central—Elections. [Order 20, § 106-120-917, filed 3/24/75; Order 7, § 106-120-917, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 106-120-918 Constitution of the associated students of Central—Organization. [Order 20, § 106-120-918, filed 3/24/75; Order 14, § 106-120-918, filed 7/23/73; Order 7, § 106-120-918, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 *106-120-919 Constitution of the associated students of Central—Publications. [Order 7, § 106-120-919, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75. Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 *106-120-920 Constitution of the associated students of Central—Initiative and referendums. [Order 20, § 106-120-919 (codified and amended as WAC 106-120-920), filed 3/24/75; Order 7, § 106-120-920, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 *106-120-921 Constitution of the associated students of Central—Amendments. [Order 20, § 106-120-920 (codified and amended as WAC 106-120-921), filed 3/24/75; Order 7, § 106-120-921, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.
 *106-120-922 Constitution of the associated students of Central—The Enabling Act. [Order 20, § 106-120-921 (codified and amended as WAC 106-120-922), filed

3/24/75; Order 7, § 106-120-922, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B-19.050 and 28B.40.120.

*106-120-923 Constitution of the associated students of Central—Verification. [Order 20, § 106-120-922 (codified as WAC 106-120-923), filed 3/24/75.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

*Reviser's note: Order 40 (WSR 78-09-045) of the Central Washington State University, filed August 18, 1978, repealed by section number citation WAC 106-120-910 through 106-120-922. The captions of the last four sections repealed were those of WAC 106-120-920 through 106-120-923, and WAC 106-120-919 was repealed previously by Order 22, filed 7/29/75. It appears that the intent was to repeal WAC 106-120-923, therefore that section citation, as well as its caption, appears in the above disposition table.

WAC 106-120-001 Rights and responsibilities. The provisions WAC 106-120-001 through 106-120-999 shall constitute the student rights and responsibilities policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-001, filed 10/4/78; Order 7, § 106-120-001, filed 8/18/72, effective 9/20/72.]

WAC 106-120-010 Rights and responsibilities of students. (1) Students at the university neither lose the rights nor escape the obligations of citizenship. Students retain and enjoy all rights secured to citizens by the constitution and laws of the United States, and the constitution and laws of the state of Washington, and ordinances and laws of the county of Kittitas and city of Ellensburg. Students are obliged to obey these laws and ordinances.

(2) The university distinguishes its responsibility for student conduct from the controls imposed by the larger community outside the university, and of which the university is a part. When students are charged with violations of laws of the nation, state, or ordinances of the county or city, the university will neither request nor agree to special consideration for students because of their status as students, but the university will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

(3) The university reserves the right to impose further sanctions after law enforcement agencies, courts, and other agencies have imposed penalties or otherwise disposed of a case.

(4) The university does not have the responsibilities of a parent for the conduct of students, and is not responsible for law enforcement off campus. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-010, filed 5/16/79; 78-10-106 (Order 41), § 106-120-010, filed 10/4/78; Order 22, § 106-120-010, filed 7/29/75; Order 7, § 106-120-010, filed 8/18/72, effective 9/20/72.]

WAC 106-120-011 Internal solution of problems. It shall be a policy of the university to solve problems internally when possible. Students and university officials should attempt counseling and mediation procedures, using internal university resources as far as possible in

the resolution of problems and grievances. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-011, filed 10/4/78; Order 22, § 106-120-011, filed 7/29/75; Order 7, § 106-120-011, filed 8/18/72, effective 9/20/72.]

WAC 106-120-013 Definitions. When used in WAC 106-120-010 through 106-120-999:

(1) "University" shall mean Central Washington University.

(2) "President" shall mean the president of the university.

(3) "Dean" shall mean the dean of student development of the university, or his designee.

(4) "Student" shall mean a person enrolled at the university either full or part time, pursuing undergraduate, graduate, or extension studies, or a person accepted for admission or readmission to the university.

(5) "Instructor" shall mean any person employed by the university to conduct classes as set forth in the faculty code of personnel policy and procedure. In certain circumstances a person may be both a "student" and an "instructor." Determination of whether such a person's status as student is involved in particular situations shall be determined by the campus judicial council based upon the circumstances.

(6) "Legal compulsion" shall mean a judicial or legislative order which requires some action by the person to whom it is directed.

(7) "ASC" shall mean the associated students of central.

(8) "Violation of law" shall mean a violation of the laws or ordinances of the federal government or of any state or political subdivision thereof having jurisdiction over the place in which the violation occurs. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-013, filed 10/4/78; Order 22, § 106-120-013, filed 7/29/75; Order 7, § 106-120-013, filed 8/18/72, effective 9/20/72.]

WAC 106-120-020 Proscribed conduct. A student shall be subject to disciplinary action or sanction upon violation of any of the following conduct proscriptions:

(1) Academic dishonesty in all its forms including, but without being limited to, cheating on tests, plagiarism, collusion, and submission of another's work product as the student's own.

(2) Cheating on tests.

(3) Copying from another student's test paper.

(4) Using materials during a test not authorized by the person giving the test.

(5) Collaboration with any other person during a test without authority.

(6) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test.

(7) Bribing any other person to obtain an unadministered test or information about an unadministered test.

(8) Substitution for another student or permitting any other person to substitute for oneself to take a test.

(9) "Plagiarism" which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

(10) "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

(11) Filing a formal complaint with the dean of student development or his designee with the intention of falsely accusing another with having violated a provision of this code.

(12) Furnishing false information to the campus judicial council with the intent to deceive, the intimidation of witnesses, the destruction of evidence with the intent to deny its presentation to the campus judicial council or the willful failure to appear before the campus judicial council when properly notified to appear.

(13) Intentionally setting off a fire alarm or reporting a fire or other emergency or tampering with fire or other emergency equipment except when done with the reasonable belief in the existence of a need therefore.

(14) Forgery, alteration, or misuse of university documents, records, or identification cards.

(15) Physically abusing or intentionally inflicting severe emotional distress upon another member of the university community whether occurring on or off campus; or physically abusing or intentionally inflicting severe emotional distress upon a nonmember of the university community.

(16) Theft or malicious destruction, damage or misuse of university property or private property of another member of the university community whether occurring on or off campus; or theft or malicious destruction, damage or misuse on campus of property of a nonmember of the university community.

(17) Unauthorized seizure or occupation or unauthorized presence in any university building or facility.

(18) Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the university to be conducted on campus.

(19) Intentional participation in a demonstration which is in violation of rules and regulations governing demonstrations promulgated by the university pursuant to the provisions of WAC 106-120-700 through 106-120-799.

(20) Unauthorized entry upon the property of the university or into a university facility or any portion thereof which has been reserved, restricted in use, or placed off limits; unauthorized presence in any university facility after closing hours; or unauthorized possession or use of a key to any university facility.

(21) Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the university.

(22) Possession, use, or distribution on campus of any narcotic or dangerous or unlawful drug as defined by the

laws of the United States or the state of Washington except as expressly permitted by law.

(23) Violation of the university board of trustees' policy on alcoholic beverages which states:

(a) Persons twenty-one years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments. Washington state law provides severe penalties for the possession or consumption of alcoholic beverages by persons under twenty-one years of age and for persons who furnish alcoholic beverages to minors. All university students should be aware of these laws and the possible consequences of violations.

(b) The university does not condone the consumption of alcoholic beverages at functions sponsored by Central Washington University organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington state law.

(c) The campus judicial council may place on probation any organization or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university.

(24) Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee or commission or council acting within the scope of its authority.

(25) Violation on campus of any state or federal law or violation of any state or federal law off campus while participating in any university sponsored activity. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-020, filed 5/16/79; 78-10-106 (Order 41), § 106-120-020, filed 10/4/78; Order 22, § 106-120-020, filed 7/29/75; Order 7, § 106-120-020, filed 8/18/72, effective 9/20/72.]

WAC 106-120-030 Disciplinary sanctions. The following definitions of disciplinary terms have been established and may be the sanctions imposed upon violators of chapter 106-120 WAC by the dean of student development or his designee, or by the campus judicial council.

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

(2) **Disciplinary probation.** Formal action specifying the conditions under which a student may continue to be a student at the university. The conditions specified may be in effect for a period of time or for the duration of the student's attendance at the university.

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

(4) **Suspension.** Temporary dismissal from the university and from status as a student, for violation of university rules or regulations or for failure to meet university standards of conduct. The notice suspending the student will state in writing the term of the suspension and any condition(s) that must be met before readmission is granted. The student so suspended must demonstrate that the conditions for readmission have been met. In the case of an unemancipated minor who is suspended, a copy of the notification of suspension will be sent to the parents or the guardians of the student. There is to be no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

(5) The time limits that may be imposed in (2), (3), and/or (4) may be modified because of conditions of provable duress on the affected student, including but not limited to illness and injury. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-030, filed 10/4/78; Order 22, § 106-120-030, filed 7/29/75; Order 7, § 106-120-030, filed 8/18/72, effective 9/20/72.]

WAC 106-120-031 Readmission after suspension. Any student suspended from the university for disciplinary reasons may be readmitted upon expiration of the time period specified in the document of original suspension. If the affected student feels that circumstances warrant reconsideration of his suspension prior to its time of expiration, he may be readmitted following approval of a written petition submitted to the dean of student development or his designee. Such petitions must state reasons which either provide new evidence concerning the situation which resulted in the suspension, or demonstrate that earlier readmission is in the best interest of the student and the university. Approval for such readmission must be given by the dean of student development, his designee or by the campus judicial council. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-031, filed 10/4/78; Order 22, § 106-120-031, filed 7/29/75; Order 7, § 106-120-031, filed 8/18/72, effective 9/20/72.]

WAC 106-120-032 Readmission after suspension--Reestablishment of academic standing. Students who have been suspended pursuant to disciplinary procedures set forth in this chapter and whose suspension upon appeal is found to have been unwarranted shall be provided full opportunity to reestablish their academic and student standing to the extent possible within the abilities of the university, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-032, filed 10/4/78; Order 7, § 106-120-032, filed 8/18/72, effective 9/20/72.]

WAC 106-120-040 Complaints--Disposition. (1) A complaint alleging misconduct against any student at the university may be filed by anyone at the office of the

dean of student development. Students, faculty members, administrators and other employees of the university shall have concurrent authority to request the commencement of the disciplinary proceedings provided for in this chapter. Persons filing complaints shall be complainant of record.

(2) The dean shall make preliminary investigation to determine whether the charges are significant or whether they may be disposed of informally by the dean without the initiation of disciplinary proceedings.

(3) After investigation, the dean may:

(a) Drop the charges, when they appear to be invalid or without substance or capricious;

(b) Discuss the situation informally with the student charged, and negotiate a suitable penalty with any student who wishes to plead guilty and/or accept such sanction as the dean may propose;

(c) Refer the case to the campus judicial council, in those situations when further examination of evidence is required, or when the dean and the student cannot agree on guilt or a suitable penalty.

(4) When cases are referred to the campus judicial council, the information to the council shall include the nature of the alleged misconduct, name and address of the complainant, name and address of the student(s) charged, and all relevant facts and witness statements.

(5) The individuals involved shall be given a copy of the student rights and responsibilities policy. This includes but is not limited to: The student against whom the complaint is made and the person making the complaint. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-040, filed 10/4/78; Order 22, § 106-120-040, filed 7/29/75; Order 7, § 106-120-040, filed 8/18/72, effective 9/20/72.]

WAC 106-120-041 Complaints--Disposition--Pending criminal proceedings for the campus judicial council. If a student charged with misconduct under this code has been charged with a crime for the same act or closely-related acts by federal, state, or local authorities, or if it appears that such criminal charge is under consideration by said authorities, the campus judicial council should ordinarily postpone action on the complaint until there has been a disposition of the criminal charge or of the consideration of filing such charge. However, the council may proceed to hear and decide the case prior to the disposition of pending or threatened criminal charges in either of the following instances:

(1) If the student so requests in writing.

(2) If, in the judgment of the campus judicial council, the nature of the alleged misconduct and the circumstances surrounding it pose a serious risk to the health or well being of the student himself or of other members of the university community.

If in any such proceeding before the campus judicial council there is determination of guilt, and if the subsequent criminal proceeding results in a judgment of acquittal, the student may petition the campus judicial council for a rehearing. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), §

106-120-041, filed 10/4/78; Order 7, § 106-120-041, filed 8/18/72, effective 9/20/72.]

WAC 106-120-042 Notice requirements. Any student charged in a complaint filed pursuant to WAC 106-120-040, with a violation of WAC 106-120-020, shall be notified by the dean of student development or his designated representative within three work days after the filing of such a complaint, if possible. The notice shall be effective if presented later due to the student's absence. Such notice shall:

(1) Inform the student that a complaint has been filed alleging that the student violated specific provisions of the student rights and responsibilities policy and the date of the violation; and

(2) Set forth those provisions allegedly violated; and

(3) Specify a time and date the student is required to meet with the dean of student development or his designee; and

(4) Inform the student that failure to appear at the appointed time at the dean of student development's office may subject him to suspension from the institution. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-042, filed 10/4/78; Order 22, § 106-120-042, filed 7/29/75; Order 7, § 106-120-042, filed 8/18/72, effective 9/20/72.]

WAC 106-120-043 Meeting with the dean of student development. At the meeting with the dean of student development or his designee, the student shall be informed of provisions of the student rights and responsibilities policy that are involved, that he may appeal any sanction imposed by the dean of student development or his designee to the campus judicial council and that if a hearing is required, he may have that hearing open to the public. If the student requests a formal hearing, the dean of student development or his designee shall take no action nor make any determination in the matter other than to inform the student of the time, date, and location of the formal hearing by the campus judicial council. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-043, filed 5/16/79; 78-10-106 (Order 41), § 106-120-043, filed 10/4/78; Order 22, § 106-120-043, filed 7/29/75; Order 7, § 106-120-043, filed 8/18/72, effective 9/20/72.]

WAC 106-120-050 Campus judicial council. (1) The campus judicial council shall be the principal campus wide judicial body with jurisdiction and authority to hear all charges of misconduct against students, whether graduate or undergraduate. The campus judicial council has authority to impose the sanctions described in WAC 106-120-030 for acts of misconduct specified in WAC 106-120-020.

(2) For the purpose of these rules, any person enrolled for classes and considered a student by the definition in WAC 106-120-013(4) is subject to these rules, independent of any other status the individual may have with the university. Any action taken against a student under

these rules shall be independent of other actions taken by virtue of another relationship with the university in addition to that of student.

(3) The campus judicial council has jurisdiction over all students and student organizations. Other divisions of the university may elect to establish subsidiary judicial agencies, over which the campus judicial council will have appellate jurisdiction. Appeals from these subsidiary councils or agencies must be made within five working days from the time of publication of findings by said subsidiary judicial agency. Failure to file such an appeal will constitute and be construed as full acceptance by all parties of the findings. Decisions made by the campus judicial council will be deemed to be final decisions in a contested case and appealable only to the superior court.

(4) Persons or agencies levying sanctions should devise sanctions which are in proportion to both the nature and extent of the misconduct, and which compensate as far as possible for injury, expense, and/or inconvenience. The sanction should redress injury, damage, or grievance as far as possible.

(5) Due process of law is recognized as essential to the proper enforcement of university rules. No charges may be heard or sanctions levied in the name of the university except in accordance with these rules. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-050, filed 5/16/79; 78-10-106 (Order 41), § 106-120-050, filed 10/4/78; Order 22, § 106-120-050, filed 7/29/75; Order 7, § 106-120-050, filed 8/18/72, effective 9/20/72.]

WAC 106-120-051 Membership in campus judicial council. (1) The council shall consist of three faculty members holding the rank of assistant professor or above, and six students, at least one of whom should be a graduate student if a graduate student files for election to the council. At least three of the student members are to be undergraduate students.

(2) The faculty members of the council shall be designated by the faculty senate. The student members of the council shall be elected according to procedures indicated by the constitution of the associated students of Central. The faculty members will be designated at the beginning of each academic year. Six student members shall be elected: Three during winter quarter registration and three during spring quarter registration, each student being elected for a term of one calendar year, in accordance with the ASC bylaws. Terms of office for students begin with the first day of instruction of the quarter following election to office.

(3) A chairperson of the campus judicial council shall be elected at the first meeting of the fall quarter, and shall continue in office until the person's term expires, the person resigns, or is recalled. The duties of the chairperson are as follows:

(a) To call regular and special meetings of the council by notification to members at least twenty-four hours in advance of the meeting time, except in bona fide emergency situations.

(b) To preside over all regular and special meetings.

(c) To act as hearing officer at all meetings of the hearing board. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-051, filed 5/16/79; 78-10-106 (Order 41), § 106-120-051, filed 10/4/78; Order 22, § 106-120-051, filed 7/29/75; Order 7, § 106-120-051, filed 8/18/72, effective 9/20/72.]

WAC 106-120-053 Quorum. Four student members and one faculty member shall constitute a quorum for the conduct of council business. [Order 22, § 106-120-053, filed 7/29/75; Order 7, § 106-120-053, filed 8/18/72, effective 9/20/72.]

WAC 106-120-055 Procedures for hearing. (1) When disciplinary cases have been referred for hearing, the chairperson shall call a special meeting of the council and arrange for such hearing in the following manner:

(a) The council shall determine the time and place of hearing, which shall be at least two working days after said special meeting of the council. Time and place shall be set to make the least inconvenience for all interested parties.

(b) The council shall draw lots to determine a hearing board consisting of four student members and two faculty members of the council, and the chairperson of the council acting as hearing officer.

(c) No case shall be heard unless the full membership of the hearing board is present.

(d) All cases will be heard *de novo*, whether the case be an appeal from a subsidiary judicial body or being heard as an original complaint.

(2) The chairperson of the council shall insure that:

(a) The hearing is held in an orderly manner, giving full care that the rights of all parties to a full, fair and impartial hearing are maintained.

(b) The charges and supporting evidence or testimony shall be presented first, and that there is full opportunity for the accused student to challenge the testimony and/or evidence, and to cross examine appropriately.

(c) The student charged shall next present evidence or testimony to refute the charge, and that there is full opportunity for the accuser to challenge testimony and/or evidence, and to cross examine appropriately.

(d) The hearing board, after all parties have been heard, shall deliberate in executive session until a decision is reached. After the decision is reached, it shall be communicated in writing to all of the parties, including the complainant and to the dean of student development.

(3) Hearings will ordinarily be held in closed session, unless the hearing board shall determine that there is compelling reason for the hearing to be open to all those interested. A closed hearing shall include only members of the hearing board, persons directly involved in the hearing as parties, and persons called as witnesses. If at any time during the conduct of a hearing any person is disruptive of the proceedings and cannot be persuaded to observe the necessary decorum for an appropriate hearing, the hearing officer is empowered to exclude such

person from the hearing room, using such means as are necessary to insure an orderly hearing.

(4) The student has a right to a fair and impartial hearing before the committee on any charge of violating a provision or provisions of WAC 106-120-020. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations as provided below. Failure by the student to cooperate may be taken into consideration by the committee in deciding the appropriate disciplinary action.

(5) The student shall be given written notice from the dean of student development or his designee by certified mail to the student's last known address of the time and place of his hearing before the board. Said notice shall contain:

(a) A statement of the date, time, place and nature of the disciplinary proceedings.

(b) A statement of the specific charges against him including reference to the particular sections of chapter 106-120 WAC involved.

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

(6) The student shall be entitled to hear and examine the evidence against him and be informed of the identity of its source; he shall be entitled to present evidence in his own behalf and cross-examine witnesses testifying against him as to factual matters. The student shall have all authority possessed by the university to obtain information he specifically described, in writing, and tenders to the dean of student development or his designee no later than two days prior to the hearings or to request the presence of witnesses or the production of other evidence relevant to the hearings.

Notwithstanding the provisions of the paragraph immediately above, the university shall not be liable for information requested by the student or the presence of witnesses when circumstances beyond the control of the university prevent the obtaining of such information or the attendance of such witnesses at the hearing.

(7) The student may be represented by counsel of his choice at the disciplinary hearings. If the student elects to choose a duly licensed attorney admitted to practice law in the state of Washington as his counsel, he must tender two days notice thereof to the dean of student development or his designee.

In all disciplinary proceedings the university may be represented by the dean of student development or his designee who may present the university's case against the student accused of violating chapter 106-120 WAC provided, that in those cases in which the student elects to be represented by a licensed attorney, the dean of student development or his designee may elect to have the university represented by an assistant attorney general.

(8) The proceedings of the hearing shall be tape recorded. A copy thereof shall be on file at the office of

the dean of student development. Either party at its own expense may produce a transcript of the proceedings.

(9) The hearing board may change the time and place of the hearing for sufficient cause. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-120-055, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-055, filed 5/16/79; 78-10-106 (Order 41), § 106-120-055, filed 10/4/78; Order 22, § 106-120-055, filed 7/29/75; Order 7, § 106-120-055, filed 8/18/72, effective 9/20/72.]

WAC 106-120-056 Procedures for hearing--Admissible evidence. (1) Only those matters presented at the hearing, in the presence of the accused student, will be considered in determining whether the hearing board has sufficient cause to believe that the accused student is guilty of violating the rules he is charged with having violated.

(2) In determining whether sufficient cause does exist, members of the hearing board shall give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs.

(3) The hearing officer shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-056, filed 10/4/78; Order 7, § 106-120-056, filed 8/18/72, effective 9/20/72.]

WAC 106-120-057 Procedures for hearing--Interference with proceedings. Any student interfering with the proceedings of the meeting, with the dean of student development or his designee or the formal hearing or any subsequent hearing shall be in contempt of the proceedings and may be summarily suspended from the university by the dean of student development or his designee or the campus judicial council at the time the interference takes place and shall be subject to suspension or any lesser sanction as may be determined by the campus judicial council at the time the interference takes place or within fifteen academic calendar days thereafter. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-057, filed 10/4/78; Order 7, § 106-120-057, filed 8/18/72, effective 9/20/72.]

WAC 106-120-058 Decision by the hearing board. (1) Upon conclusion of the disciplinary hearing, the hearing board may consider all the evidence therein presented in closed session and decide by majority vote any of the following actions:

(a) That the university terminate the proceedings and exonerate the student or students.

(b) That the university impose minor sanctions directly, such as a warning, reprimand, fine, restitution, or disciplinary probation.

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

(2) The student shall be provided with a copy of the board's findings of fact and conclusions regarding whether the student did violate any rule or rules of the student rights and responsibilities policy and the board's decision as to the appropriate sanction to be imposed. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-058, filed 10/4/78; Order 22, § 106-120-058, filed 7/29/75; Order 7, § 106-120-058, filed 8/18/72, effective 9/20/72.]

WAC 106-120-060 Initiation of summary suspension proceedings. The dean of student development or his designee may summarily suspend any student from the university for not more than ten academic calendar days pending investigation, action or prosecution of charges of an alleged chapter 106-120 WAC violation or violations, if the dean of student development has reason to believe that the student's physical or emotional safety and well-being, or the safety and well-being of other university community members, or the protection of property requires such suspension. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-060, filed 10/4/78; Order 22, § 106-120-060, filed 7/29/75; Order 7, § 106-120-060, filed 8/18/72, effective 9/20/72.]

WAC 106-120-061 Permission to enter or remain on campus. During the period of summary suspension, the suspended student shall not enter the campus of the university other than to meet with the dean of student development or to attend the summary suspension hearing. However, the dean may grant the student special permission to enter for the express purpose of meeting with faculty, staff, or students in preparation for the hearing. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-061, filed 5/16/79; 78-10-106 (Order 41), § 106-120-061, filed 10/4/78; Order 22, § 106-120-061, filed 7/29/75; Order 7, § 106-120-061, filed 8/18/72, effective 9/20/72.]

WAC 106-120-062 Notice of summary suspension proceedings. If the dean of student development or his designee finds it necessary to exercise the authority to summarily suspend a student, he shall:

(1) Give an oral or written notice of the alleged misconduct and violation(s) of any provision(s) of chapter 106-120 WAC to the student;

(2) Give an oral or written explanation of the evidence in support of the charge(s) to the student;

(3) Give an oral or written explanation of the corrective action or punishment (up to a maximum of ten academic calendar days suspension) which may be imposed, to the student; and

(4) The student shall be provided an opportunity to present his or her explanation of the conduct alleged to

be violative of the university's student rights and responsibilities policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-062, filed 5/16/79; 78-10-106 (Order 41), § 106-120-062, filed 10/4/78; Order 22, § 106-120-062, filed 7/29/75; Order 7, § 106-120-062, filed 8/18/72, effective 9/20/72.]

WAC 106-120-064 Decision by the dean. If the dean, at the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of chapter 106-120 WAC are alleged has committed one or more of such violations; and

(2) Such violation or violations of the law or of provisions of chapter 106-120 WAC constitute grounds for disciplinary action; and

(3) Summary suspension of the student is necessary, the dean may immediately suspend such student from the university for up to ten academic calendar days. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-064, filed 5/16/79; 78-10-106 (Order 41), § 106-120-064, filed 10/4/78; Order 7, § 106-120-064, filed 8/18/72, effective 9/20/72.]

WAC 106-120-066 Suspension for failure to appear. If the student against whom specific violations of provisions of chapter 106-120 WAC have been alleged has been instructed by the dean of student development or his designee to appear for summary suspension proceedings and then fails to appear at the time designated for the summary suspension proceedings, the dean may suspend the student from the university, and shall give written notice of suspension to the student at his last address of record on file with the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-066, filed 10/4/78; Order 7, § 106-120-066, filed 8/18/72, effective 9/20/72.]

WAC 106-120-200 Purpose of the residence hall arbitration council. The residence hall arbitration council exists to provide members of the Central Washington University residence hall community with a means for resolving problems through an educational and objective process. Cases may be brought to this council by any member of the campus community. The residence hall arbitration council shall negotiate a settlement of the case with the involved parties and/or make a recommendation for action to proper administration or judicial authorities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-200, filed 5/16/79; Order 22, § 106-120-200, filed 7/29/75.]

WAC 106-120-210 The residence hall arbitration council. (1) The residence hall arbitration council shall be available to conduct hearings for all students contracting to live in the residence hall system. When problems develop involving people who do not live in the

residence hall system, the arbitration council may take action on a complaint or refer the case elsewhere.

(2) The residence hall arbitration council shall provide hearings for matters relating to these problem areas in the residence halls, dining room facilities or residence hall grounds;

(a) Damages inflicted on residence hall buildings, furnishings or grounds.

(b) Damages to personal property of students living in the residence hall system.

(c) Noise disturbances.

(d) Disorderly conduct.

(e) Physical or mental harassment of students living in the residence hall system.

(f) Illegal entry into a student's room.

(g) Unauthorized seizure or occupation of a student's room.

(h) Violations of university policy.

(i) Other related behavioral problems. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-210, filed 5/16/79; Order 22, § 106-120-210, filed 7/29/75.]

WAC 106-120-220 Membership of the residence hall arbitration council. (1) For each case heard the membership of the residence hall arbitration council shall consist of seven people selected on a random, rotating basis, normally from outside the residence hall in which the problem occurred. The seven members will include:

(a) Two female residence hall students.

(b) Two male residence hall students.

(c) One student residence hall staff member, i.e., a living group advisor or building manager.

(d) The director or assistant director of residence living or the director of housing services or his/her designee.

(e) The residence hall arbitration council coordinator.

(2) All the council members (except the coordinator) will be selected by the coordinator on a random, rotating basis from a list of volunteers in each category. This list will be updated quarterly and maintained on file by the coordinator.

(3) As each individual is selected to serve, the council coordinator will ascertain whether that person is relatively free of bias in the case. If a prospective member reports a bias or the council coordinator determines that bias exists, the prospective member will be replaced by another person from the volunteer lists prior to the council hearing. At the time of member selection, the council coordinator also will ascertain whether each prospective member can be present at the specified date and time for the hearing. If they cannot be present, another volunteer will be randomly selected.

(4) A quorum of five of the seven council members must be present in order to hold a hearing. All seven members hold equal positions on the council; and each member has an equal vote regarding any recommendations the council shall make. In order to be approved, all actions must be supported by a majority of the council members in attendance. [Statutory Authority: RCW

28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-220, filed 5/16/79; Order 22, § 106-120-220, filed 7/29/75.]

WAC 106-120-230 Hearing procedures. (1) The residence hall arbitration council will meet whenever a case has been referred by the council coordinator, the director or assistant director of residence living, or the director of housing services. However, before any case is referred to the council, every effort should be made to resolve the concern at the lowest possible level, e.g., between two individuals or within a residence hall.

(2) Any person wishing to bring a case to the residence hall arbitration council should notify the council coordinator in person and provide a signed statement. At the time of notification:

(a) The reason for filing the case with the council should be stated; and

(b) The names of the person(s) involved should be shared with the council coordinator. The council coordinator will then have five working days from which time the complaint is filed to:

(i) Set a hearing date, time and place;

(ii) Notify the involved person(s) about the complaint and hearing date;

(iii) Select by random methods a set of council members from the volunteer lists; and

(iv) Do any preliminary work for the hearing, e.g., take depositions.

The council coordinator should give the person(s) involved in the case a minimum of three days notice of the hearing date, time, and place.

(3) In informing the person(s) involved in the case, the council coordinator will send a letter:

(a) Stating the nature of the complaint being brought against him/her; and

(b) Unless the person(s) against whom the complaint is filed contacts the council coordinator no less than forty-eight hours prior to the hearing to request a change of time or place not to exceed twelve hours from the previously set time and date, the council will meet at the date, time and place cited in the letter.

If the person(s) against whom the complaint is being filed lives in a residence hall, the staff members in the building will be informed as to the date, time, place and outcome of the council proceedings. Staff members of the involved residence hall(s) may be present at the council meeting.

(4) Prior to the council meeting, the council members will meet among themselves to review their responsibilities and options. When the council meeting commences, the council coordinator will present the details of the case to the other members. The council members then may ask questions of the council coordinator, the person(s) appearing before the council, the person(s) who recorded the complaint or any witnesses. The person filing the complaint shall be present at the hearing. However, the council may elect to hear separately the statements of the person(s) filing the complaint and the person(s) named in the complaint.

(5) Attendance at the residence hall arbitration council hearings will be limited to:

(a) Members of the council;

(b) The person(s) directly involved in the case, i.e., person(s) filing the complaint, person(s) named in the complaint, and any other interested person(s) that the council shall choose to admit;

(c) Any staff members of the involved residence hall(s) who wish to attend; and

(d) The director or assistant director of residence living, the director of housing services or their designee(s).

(6) Discussions are to be directed toward:

(a) Discovering the complete nature of the problem;

(b) Determining the course of action that will best meet the needs of the individuals involved and the residence hall community(ies) in which they are living.

All council members and other persons involved in the case should be reminded that the purpose of the council is to seek solutions that assist in the growth and education of individuals living in the residence hall community. Any solution the residence hall arbitration council shall offer for a situation brought before it should be developed with positive behavior changes as the primary motivating factor.

(7) After all discussions and investigations have been completed, the members of the residence hall arbitration council will retire to decide upon a course of action in the case. When a decision has been reached the person(s) involved in the case will be informed. The council coordinator then will be responsible for implementing the course of action and/or transmitting the recommendation.

(8) The residence hall arbitration council has authority to take any of the ensuing actions in a case:

(a) Negotiate a behavioral contract with the person(s) brought before the council. This contract will define the specific obligations the student(s) have to meet, and will be signed by the student(s) and the residence hall arbitration council coordinator. Fulfillment of the terms will be determined jointly by the council members and the appropriate persons or agencies involved with the case. Upon failure of a student to honor the terms of the behavioral contract, the council members who originally heard the case will reconvene, and make a new decision.

(b) Refer the incident to the campus judicial council.

(c) Refer the matter and make a recommendation available to the appropriate university administrator.

(d) Refer the matter with recommendations back to the residence hall in which it occurred.

(e) Recommend that the person(s) involved be suspended from the university.

(f) Recommend that the person(s) be transferred from one residence hall to another.

(g) Transfer the case to the campus police.

(9) If after proper notification procedures have been followed, a person(s) against whom a complaint has been filed fails to attend the residence hall arbitration council hearing regarding his/her case:

(a) The hearing will proceed as scheduled;

(b) The council members will make a recommendation in the case; and

(c) The person(s) involved will be notified of the nature of that recommendation.

(10) If the council members hearing a case later find that a person(s) has not abided by the negotiated contract, the council then shall recommend and take appropriate action as provided in WAC 106-120-230(8). [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-230, filed 5/16/79; Order 22, § 106-120-230, filed 7/29/75.]

WAC 106-120-240 Disruptions of a council hearing. (1) If, at any time in a council hearing, a person becomes disorderly or disruptive, the council coordinator may remove (or cause to be removed) that person from the hearing room.

(2) A person(s) being disruptive at a council hearing may be subject of a complaint to be brought before the residence hall arbitration council by the council coordinator. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-240, filed 5/16/79; Order 22, § 106-120-240, filed 7/29/75.]

WAC 106-120-250 Annual review of the residence hall arbitration council. The effectiveness of the residence hall arbitration council will be reviewed each spring quarter by a panel composed of:

(1) Students who served as council members within the academic year being reviewed, i.e., two student residents and two student staff;

(2) Representatives from residence hall council;

(3) Students who appeared before the council to answer complaints; and

(4) Students who appeared before the council to file complaints.

The director and assistant director of residence living and the director of housing services will meet with the panel to listen to feedback, ask pertinent questions, and review all recommendations that may be made. Any resulting changes or modifications will be written into the residence hall arbitration council code during the summer quarter of each year. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-250, filed 5/16/79; Order 22, § 106-120-250, filed 7/29/75.]

WAC 106-120-700 Demonstrations on campus. Because the rights of free speech and peaceable assembly are fundamental to the democratic process, Central Washington University supports rights of students and other members of the university community to express their views or peacefully protest against actions and opinions with which they disagree. The university also recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work; to preserve the dignity and seriousness of the university ceremonies and public exercises; and to respect the private rights of all individuals. The following regulations

are intended to reconcile these objectives: Campus demonstrations may be conducted in areas which are generally available to the public, provided such demonstrations:

(1) Are conducted in an orderly and nondisruptive manner.

(2) Do not interfere with vehicular or pedestrian traffic.

(3) Do not interfere with classes, scheduled meetings and ceremonies, or with other educational processes of the university.

(4) Are not held in a disruptive manner in public areas within university buildings, stadium, or fields where university functions are in progress therein.

(5) Do not continue after the usual closing hours of buildings or facilities.

(6) Are not conducted within the residence and dining halls of the campus. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-700, filed 5/16/79; Order 7, § 106-120-700, filed 8/18/72, effective 9/20/72.]

WAC 106-120-800 Right to form organizations.

Student organizations may be established within the university for any lawful purpose. Affiliation of any student organization with lawful off campus groups shall not, in itself, disqualify that organization from enjoying the benefits and privileges which the university affords to student organizations. Organizations shall have the right to keep membership lists confidential and solely for their own use. The name and address of officers or representatives shall be required by the university as a condition of recognition and of university privileges. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-800, filed 5/16/79; Order 7, § 106-120-800, filed 8/18/72, effective 9/20/72.]

WAC 106-120-900 Student government. The ASC constitution establishes the governing bodies for students of the university. Amendments to the constitution require approval by the board of trustees. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-900, filed 5/16/79; Order 7, § 106-120-900, filed 8/18/72, effective 9/20/72.]

Chapter 106—124 WAC

GENERAL CONDUCT—RIGHTS AND RESPONSIBILITIES OF COLLEGE COMMUNITY MEMBERS

WAC

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WAC 106-124-010 Financial obligations of students. Admission to or registration with the university, conferring of degrees and issuance of academic transcripts or grade reports may be withheld for failure to meet financial obligations to the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-124-010, filed 10/4/78; Order 4, § 106-124-010, filed 6/16/72, effective 7/20/72.]

WAC 106-124-011 Financial obligations of students—Appeal procedure. Every student has the right to appeal an assessment by the university of a fee, fine, charge, debt, or other financial obligation by filing a written petition with the appropriate dean or nonacademic area director stating the student's reasons for challenging the validity of the assessed obligation. The written petition must be filed not more than thirty days after the notice of assessment was sent to the student. The dean or director, or his designee, shall review the university's decision to assess the fee, fine, charge, debt, or other financial obligation in light of the student's petition appealing the assessment and shall render a decision thereon which shall be final. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-124-011, filed 5/16/79; 78-10-106 (Order 41), § 106-124-011, filed 10/4/78; Order 4, § 106-124-011, filed 6/16/72, effective 7/20/72.]

WAC 106-124-100 Speakers and programs. Central Washington University confirms its commitment to academic freedom, to the concept of a university that encourages the free flow of ideas on all subjects, including controversial issues, and to the opportunity of subjecting all ideas to objective, critical analysis. The university shall not adopt any policy or practice of censorship and shall protect the rights of all speakers and programs guaranteed under the first and fourteenth amendments of the United States Constitution, and the court decisions interpreting these provisions of the United States Constitution.

Academic freedom, the free flow of ideas, the right to speak and the right to hear must be protected not only from censorship but also from those of disruption. It is the responsibility of all members of the academic community to refrain from such conduct and the university should apply appropriate sanctions under proper procedural safeguards to those who violate this obligation.

Therefore, in accordance with the basic principle of freedom of inquiry, the Central Washington University makes this specific statement of policy with respect to the appearance of campus speakers and programs that are not part of the university community:

(1) Any faculty or recognized student group may invite to the campus any speaker or program the group would like to hear or see.

(2) The appearance of an invited speaker or program on the campus does not involve an endorsement, either implicit or explicit, of views expressed by this university, its faculty, its administration or its board of trustees.

(3) All persons on the campus of the university, whether administrators, faculty, students, employees or guests, are subject to the law. Those who violate the law while on the campus do so at the risk of prosecution in the courts by appropriate government officials. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-100, filed 8/14/80; Order 7, § 106-124-100, filed 8/18/72, effective 9/20/72.]

WAC 106-124-101 Speakers and programs—Scope of regulations—Exceptions. The provisions of WAC 106-124-100 through 106-124-199 shall apply to those speakers and programs which are invited by university organizations to address groups on the campus of Central Washington University and shall not apply to the following:

(1) Speakers and programs which come within the definition of "entertainment" as set forth in WAC 106-36-801; and

(2) Guest lecturers addressing classes at the invitation of the respective faculty member; and

(3) Speakers at commencement, university graduation convocations, or university convocations authorized by the president. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-101, filed 8/14/80; Order 7, § 106-124-101, filed 8/18/72, effective 9/20/72.]

WAC 106-124-102 Speakers and programs—Convention restrictions. Nothing in WAC 106-124-100 shall be construed to authorize the hosting of any convention on the campus by any organization, budgeted or non-budgeted, without prior consent of the president of Central Washington University or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-102, filed 8/14/80; Order 7, § 106-124-102, filed 8/18/72, effective 9/20/72.]

WAC 106-124-105 Definitions. (1) "University divisions" shall mean only those committees or entities established under university policies and procedures to select and invite speakers and/or programs as set forth in WAC 106-124-101, and for which university funds have been duly budgeted under university procedures for that purpose.

(2) "Organization" shall mean all recognized groups of individuals with membership principally comprised of Central Washington University students, faculty or employees, with officers who are exclusively Central Washington University students, faculty or employees and for which university funds are not budgeted for the purpose of inviting speakers and/or programs to the campus. For the purpose of this definition the word

"principally" shall mean that at least ninety percent of the members of the organization are Central Washington University students, faculty or employees and that no more than ten percent of the membership are persons who are not students, faculty or employees of Central Washington University. Such recognized groups are not a part of Central Washington University and are not arms, agents or representatives of the university or the state, but rather private associations recognized by the institution as being principally composed of university community members.

(3) "Departments" shall mean those academic units of Central Washington University that are from time to time authorized and established by the president of Central Washington University.

(4) "Department [of] [or] university student organizations" shall mean those organizations of students authorized and established by the faculty of any department of the university, which are responsible to the faculty and administrative head of that department and in which all students majoring in the department are eligible for membership. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-105, filed 8/14/80; Order 7, § 106-124-105, filed 8/18/72, effective 9/20/72.]

Reviser's note: RCW 28B.19.077 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 106-124-110 College divisions--Right to invite speakers and/or programs. (1) University divisions as defined in WAC 106-124-105 may invite speakers to the campus of Central Washington University under the aegis of the university and use the name of the university in the invitations, advertising or presentation of the program when that division is acting within the authority granted the division by the university policies and procedures and the budget appropriated to the division.

(2) Budgeted funds to such divisions may be used only by the division to which they are budgeted and for the purpose for which they are budgeted. Such funds cannot be diverted to other purposes through regular budget approval procedures. The authority to expend funds or the authority to invite speakers and/or programs (see WAC 106-124-101) under the aegis of the university and to use the university's name granted by this section shall not be delegated by a division to any other group or organization.

(3) Nothing in WAC 106-124-110(2) above, however, shall prohibit a division from cosponsoring a speaker program and using funds budgeted for support of speaker programs in cosponsoring such an event with any other division or an organization; provided, the name of the division appears in all invitations and advertising of the program and in the presentation of the program as a cosponsor; and provided further, that the division participates fully and meaningfully in the planning and presentation of the program or after full disclosure approves previously made plans for the presentation of the program. [Statutory Authority:

RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-110, filed 8/14/80; Order 7, § 106-124-110, filed 8/18/72, effective 9/20/72.]

WAC 106-124-120 Organizations--Right to invite speakers or programs. (1) Organizations as defined in WAC 106-124-105 which are listed on the official university register may invite speakers to the campus and use university facilities under the provisions of WAC 106-124-130; provided, that such functions shall be carried out at the expense of the organization and as a function solely of that organization, except [when] [then] WAC 106-124-110(3) is applicable.

(2) Except to identify the location of the meeting, the name of Central Washington University shall not be used in the invitations, the publicity or the presentation of the program.

(3) Any organization, club or individual with an outstanding balance in the scheduling center shall not be allowed to schedule until all bills are paid. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-120, filed 8/14/80; Order 7, § 106-124-120, filed 8/18/72, effective 9/20/72.]

Reviser's note: RCW 28B.19.077 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 106-124-121 Organizations--No assumption of obligation. The university assumes no obligation to provide an audience for speakers and programs by organizations on its campus. All invitations and engagements of speakers and programs must be initiated by members of the university community. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-121, filed 8/14/80; Order 7, § 106-124-121, filed 8/18/72, effective 9/20/72.]

WAC 106-124-122 Organizations--Procedures. The following conditions and procedures are to be followed in speaker and program scheduling:

(1) The university grants to the individual faculty member the right to arrange any speaker or program he chooses in his classes. This right carries with it the assumption of individual faculty responsibility.

(2) The scheduling of speakers or programs shall be subject to the availability of appropriate space and to the needs of the regularly scheduled university activities. The scheduling office shall make all reasonable efforts to arrange suitable space.

(3) All speakers and programs from off campus must be scheduled with the scheduling office. To insure adequate preparations, all scheduling of outside speakers and programs shall be completed seven days prior to the engagement. Exceptions to these regulations can be made through the student activities office.

(4) Before final arrangements are made or any speaker or program contract is signed, sponsoring organizations shall fill out the proper scheduling forms and have them signed by a faculty advisor and the associate dean of student development.

(5) It is suggested that groups obtain written permission from the speaker before any tape recordings are made.

(6) Speakers and programs are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution and statutory law relating to religion.

(7) The university may close the meeting if lack of order and proper restraint creates an emergency which destroys the conditions of free speech and inquiry. The university shall have the authority to insure that no act is committed during a speaker's presentation or a program which would violate the laws of the state of Washington. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-122, filed 8/14/80; Order 7, § 106-124-122, filed 8/18/72, effective 9/20/72.]

WAC 106-124-123 Organizations--Scheduling limitations on use of facilities for speakers and programs. Facilities for presentation of speakers or programs invited or sponsored by individual faculty or organizations as defined in WAC 106-124-105(2) may be scheduled, rented, or used on a regular series basis, daily, weekly, monthly, or in a manner that establishes a consistent pattern of usage or commitment of university facilities only when established usage patterns for such facilities indicate their probable continued availability, and with the consent of the principal schedulers [for] [of] such facilities (e.g., music department in Hertz Auditorium, drama department in McConnell Auditorium, and the Scheduling Center in the Samuelson Union Building). [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-123, filed 8/14/80; Order 7, § 106-124-123, filed 8/18/72, effective 9/20/72.]

Reviser's note: RCW 28B.19.077 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 106-124-130 Organizations--Registry. (1) Organizations shall be listed on the university register of organizations by complying with WAC 106-124-130(3). Such listing shall not imply any sponsorship or patronage of the organization by Central Washington University.

(2) Organizations listed on the official university register shall have the privilege of using university facilities under WAC 106-124-120 and 106-124-130 of these regulations.

(3) Any organization wishing to use university facilities may be added to the register by filing with the office of the associate dean of student development the following information:

(a) The name of the organization[:];[,] provided, that for purposes of the invitations, publicity and presentation of programs involving guest speakers, the name of Central Washington University shall not be included in the name of the organization.

(b) A constitution, charter or official statement of the organization that[:]

(i) Sets forth the lawful purposes and organizations of the group.

(ii) Defines the qualifications of the membership in terms that require membership to be principally comprised of students, faculty, and/or employees of Central Washington University as such terms are defined herein.

(iii) Provides for a method of choosing the official representatives of the organization, all of whom shall be students, faculty, and/or employees of Central Washington University.

(c) All amendments to its constitution since its last filing.

(d) A list of the names and addresses of its current official [representatives] [representative] who are authorized to request the use of university facilities or deal with the university or others on matters concerning the organization.

(e) A statement of intent to become listed on the register of university organizations.

(4) Upon meeting these requirements, the organization shall be forthwith listed upon the university register of university organizations in the office of the dean of student development and the officer responsible for scheduling extra-curricular programs. If any issue or dispute concerning qualification or revocation of privileges under this section arises, the matter shall be referred to and decided by the associate dean of student development.

(5) The registry shall be maintained only for one year at a time, beginning September 1 and terminating on August 31 of each year. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-130, filed 8/14/80; Order 7, § 106-124-130, filed 8/18/72, effective 9/20/72.]

Reviser's note: RCW 28B.19.077 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 106-124-131 Organizations--Organizational conduct--General policy. The university, in granting recognition to organizations, expects conduct and activities which are in conformity with applicable law. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-131, filed 8/14/80; Order 7, § 106-124-131, filed 8/18/72, effective 9/20/72.]

WAC 106-124-801 Animals prohibited. (1) No animals, including dogs and cats, will be allowed, under any circumstances, in any university operated building.

(2) All dogs on campus shall be under direct physical control, leashed, of their owner or custodian.

(3) Dogs not under direct physical control of their owner or custodian, i.e., unleashed or tied and owner or custodian not present, shall be subject to [impoundment and their owners subject to] fines as determined under city ordinances. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-801, filed 8/14/80; Order 7, § 106-124-801, filed 8/18/72, effective 9/20/72.]

Reviser's note: RCW 28B.19.077 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 106-124-802 Animals prohibited--Exception. The provisions of WAC 106-124-801(1) shall not apply to animals utilized in laboratory research or entertainment events. [Order 7, § 106-124-802, filed 8/18/72, effective 9/20/72.]

Chapter 106-136 WAC USE OF COLLEGE FACILITIES

WAC

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WAC 106-136-100 Student publications. Student publication advertising rules and regulations shall be as follows:

(1) Display advertising rates shall be appropriately and publicly announced prior to each year's publication period.

(2) Rates shall bear reasonable relationship to prevailing commercial standards and shall be based upon current economic conditions, publication financial requirements, and competitive situations.

(3) Differentials in display advertising rates shall be permitted based upon frequency and amount of advertising by advertisers and upon classification of advertisements, such as "local" or "national."

(4) Classified advertising rates, appropriately set and properly announced, shall be on the basis of cost per line.

(5) Closing dates for receipt of advertising material shall be set according to current mechanical publication requirements.

(6) Acceptability of advertisements shall be determined prior to each year's publication period and based upon current state law, other college rules and regulations and commonly accepted practices and mores. [Order 4, § 106-136-100, filed 6/16/72, effective 7/20/72.]

WAC 106-136-101 Student publications--Letters to the editor. Letters to the editor are welcomed and printed as space allows. Except under special circumstances, the name of the writer shall appear in the paper (standard procedure in U.S. papers), provided that student editors shall have the authority to accept or reject all letters to the editor and to decide the actual treatment of same as to space allotment, page placement, headsize, time of publication, etc. [Order 4, § 106-136-101, filed 6/16/72, effective 7/20/72.]

WAC 106-136-110 Gallery art display policy. Displays of art in the Fine Arts Building Gallery shall be subject to the following conditions:

(1) All work displayed in the gallery shall be invited, authorized and scheduled by the gallery director and/or department chairman and shall comply with United States Supreme Court rulings on the display of works of art.

(2) All campus displays of art authorized by the gallery director and/or department chairman shall comply with this policy and be subject to the supervision of the gallery director and/or department chairman. [Order 4, § 106-136-110, filed 6/16/72, effective 7/20/72.]

WAC 106-136-200 Placement service--Employers recruiting on campus. All arrangements for campus recruiting shall be coordinated by the placement service and are subject to the following conditions:

(1) Any bona fide employer offering to recruit and hire personnel for his own organization shall be eligible to recruit on campus, provided that all employers must comply with federal and state laws against discrimination.

(2) Representatives from college or university graduate schools may recruit on campus.

(3) No commercial or state employment agency shall be allowed to solicit student or alumni applications on campus.

(4) All interviewing arranged by the placement office shall be conducted in offices provided for this purpose and not in hallways or other public areas and subject to the following:

(a) Recruiters for school districts, business and industrial firms, and government agencies shall be assigned individual rooms and students sign on prearranged interview schedules.

(b) Recruiters for the military, peace corps and vista are assigned individual rooms and students may be interviewed on a "drop-in" basis.

(c) All company literature and brochures shall be displayed within the interviewing room and placement office literature racks.

(d) Poster boards and signs related to campus interviews may be posted on bulletin boards or other designated areas upon approval of the placement office. (In accordance with departmental or building policy.)

(5) All prospective employers shall be free to present their points of view, and all students shall be free to determine whether they desire to listen to their presentations.

(6) Arranging for the appearance of a prospective employer on the Central Washington University campus is not an endorsement of the employer, or his organization's policies, by the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-200, filed 5/16/79; Order 4, § 106-136-200, filed 6/16/72, effective 7/20/72.]

WAC 106-136-201 Placement service--Eligibility to register for placement service. The following individuals may register for placement service:

(1) CWU students of senior standing.

(2) Graduate or 5th year students who received their baccalaureate degrees from CWU.

(3) Alumni who have completed fifteen quarter hours in residence at CWU.

(4) Graduates from other colleges or universities who have completed fifteen quarter hours of work in residence at CWU.

(5) Graduates from other colleges or universities who haven't completed fifteen quarter hours in residence may use the services of the placement office if a reciprocity agreement is established.

(6) The general services that may be available to all CWU students and alumni are as follows:

(a) Career planning and development.

(b) Employment information relevant to their academic interests.

(c) Career information center.

(d) Summer jobs related to career positions. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-201, filed 5/16/79; Order 4, § 106-136-201, filed 6/16/72, effective 7/20/72.]

WAC 106-136-202 Placement service--Placement file. Each individual's placement file shall be completed in the following manner:

(1) Registration forms shall be typed by candidate; and

(2) It shall be the responsibility of the candidate to deliver or send the recommendation forms to the persons from whom he desires statements; and

(3) A minimum of two recommendations must be in the candidate's file before it can be sent to prospective employers.

(4) One of these recommendations shall be written by a CWU faculty member or administrator.

(5) A personal or small group interview with a placement officer shall be a part of registration, provided that this provision may be waived for alumni and seniors who do not register until after they graduate and leave campus.

(6) Registration shall be *completed* by the candidate before requesting file to be sent to prospective employers.

(7) Incomplete files or portions of files shall not be released. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-202, filed 5/16/79; Order 4, § 106-136-202, filed 6/16/72, effective 7/20/72.]

WAC 106-136-203 Placement service--Interviews--Priorities. Interview priorities shall be as follows:

(1) Students currently enrolled for ten or more credit hours shall be given priority on sign-up schedules; alumni may schedule interviews only after student demand has been satisfied; and

(2) Students who have completed registration shall be given priority over students who haven't registered; and

(3) Students shall only be allowed to interview with one employer prior to completing registration; and

(4) To be eligible to sign on an interview schedule, the candidate must meet minimum qualifications stipulated

by the employer (degree, major, work experience, mobility, etc.)

(5) All employment opportunities and campus recruiting visits shall be openly listed in the placement office for all to see. Those students who meet the qualifications stated by the individual employer are referred to the employer or sign up for an interview on a first-come, first-served basis, or other methods as determined by the director, such as by lot, until the employer's needs are met or the available schedules are full.

(6) Candidates who miss two or more scheduled interviews with employers may be subject to having their names removed for all schedules, without notice, until cleared with placement officer. [Order 4, § 106-136-203, filed 6/16/72, effective 7/20/72.]

WAC 106-136-204 Placement service--Renewal service for alumni. Credential service will be extended to alumni who have updated their files and paid the activation fee. (1) If the candidate's file has been updated within a five-year period prior to request, file will be sent to prospective employer, as requested. Candidate shall be notified that he must update file and pay fee before requesting additional credential services. All future requests may be held.

(2) Credential files that haven't been updated for five or more years will not be sent until updated.

(3) It is the candidate's responsibility to keep his file up to date. There shall be no fee required for updating. [Order 4, § 106-136-204, filed 6/16/72, effective 7/20/72.]

WAC 106-136-205 Placement service--Job notification. Direct notification of positions listed with the placement office shall be available only to:

(1) Registered seniors who have graduated during the current placement year and have left Ellensburg.

(2) Registered seniors doing individual field study or practicums away from Ellensburg.

(3) Seniors at student teaching centers are notified through university supervisors.

(4) Registered alumni who have updated and activated their placement files.

(5) Graduates of other colleges or universities who have established reciprocity. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-205, filed 5/16/79; Order 26, § 106-136-205, filed 8/1/75; Order 4, § 106-136-205, filed 6/16/72, effective 7/20/72.]

WAC 106-136-206 Placement service--Reciprocal service. Requests from CWU candidates for service from another institution must be by the placement director. Candidate's file must be updated and active. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-206, filed 5/16/79; Order 4, § 106-136-206, filed 6/16/72, effective 7/20/72.]

WAC 106-136-207 Placement service--Confidentiality. All student records on file at Central Washington

University shall be the property of the university including, but not limited to, the following information:

(1) Recommendations from teachers, former employers, and others acquainted with the student or former student.

(2) Reports on student teaching, internship, and other special professional laboratory experiences.

(3) Personal data concerning the student or former student.

(4) Special reports from various offices concerning individuals for whom placement credentials are on file.

(5) Other pertinent information.

Placement files are subject to the following terms and conditions:

(1) After November 21, 1974, any senior or alumni who establishes a new file, or updates his present placement file, shall be accorded the option to have his/her placement file be open for his/her review, or be confidential. Such option shall be exercised in writing on the form provided for this purpose.

Option for an "open" file:

(a) Recommendation forms will be provided stating to the writer that his/her statement is subject to candidate's review.

(b) Recommendation will be subject to review by the candidate at the career planning and placement center with a placement officer.

(c) Candidates are responsible for acquiring copies of "open" recommendations from the writer. Copies of recommendations will not be duplicated and given to candidates by the career planning and placement center. An exception to this policy may be allowed if a hardship case is established. In an accepted hardship case, the candidate must request that the writer send us written instructions to provide the candidate with a copy of the recommendation. A minimum of one dollar service fee will be charged for each request.

(d) Candidates who have established a file before November 21, 1974, and sign the option to have an open file, may include former confidential statements in their open file.

(e) Candidates who start a placement file after November 21, 1974, and sign the option to have an open file, may not add confidential statements to their open file.

Option for a "confidential" file:

(a) The individual must sign a waiver of right to review recommendations.

(b) The individual may not review confidential materials in his placement file.

(c) Recommendation forms will be provided stating to the writer that his/her statement will be confidential.

(2) All recommendations written before November 21, 1974, will continue to be confidential and may not be reviewed by the candidate.

(3) All placement files--**Confidential and open, subject to review by candidate**--are to be handled as confidential material and are not to be shown to candidate

under any circumstances by employers or graduate schools.

(4) All placement files—**Confidential and open, subject to review by candidate**—are to be handled as confidential files and are not to become a part of the employer's personnel files that are established on their employees.

(5) Any state with laws prohibiting handling placement files in a confidential manner so that the candidate's rights of privacy are protected are to return the file to the career planning and placement center. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-207, filed 5/16/79; Order 26, § 106-136-207, filed 8/1/75; Order 4, § 106-136-207, filed 6/16/72, effective 7/20/72.]

WAC 106-136-208 Placement service—Releasing of information. Placement credentials and other information on file may be released according to the following guidelines:

(1) Credential files shall be made available to prospective employers, properly identified, upon the request of the student (or former student).

(2) The credential file for an individual can also be mailed to another recognized college placement office or graduate school at the request of the individual.

(3) At no time shall credentials be mailed to a commercial agency or to state employment agencies.

(4) Information submitted by applicants on placement service forms is considered as confidential and shall not be released without the applicant's consent.

(5) If the applicant desires, he may request that the file be presented to employers only upon the applicant's written permission.

(6) Candidates' files will be made available to CWU department chairmen or other university administrators for the purpose of granting assistantships or hiring purposes. For other purposes Central faculty members or administrators may only review what they have written about the candidate.

(7) Recommendations may be removed from candidate's file by written request of the author, or by written request of the candidate without evaluation. This does not include the college student teaching evaluation. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-208, filed 5/16/79; Order 4, § 106-136-208, filed 6/16/72, effective 7/20/72.]

WAC 106-136-209 Fee policy. The board of trustees shall establish fees which shall be based upon the placement year, October 1 to September 30, and shall be used to establish or bring a file up to date, assign it to a placement officer for service, and make it readily available for office use or mailing to prospective employers. The fee also includes duplicating and sending credentials to prospective employers. Mailing list service is covered by a separate fee. The types of fees and conditions for fees are as follows:

(1) Graduates from other colleges or universities which establish reciprocity shall be charged a fee for one placement year.

(2) Placement services are provided for a fee (included with graduation fees—see university catalog) to all undergraduates, who complete their baccalaureate degree at CWU, for the placement year in which they receive their degrees. Up to ten copies of the candidate's placement file will be furnished with the initial registration. Thereafter during the same placement year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(3) Graduate students from CWU, who continue their studies immediately beyond the bachelor's degree, will be granted placement services at the culmination of their work. Up to ten sets of credentials will be furnished without charge. Thereafter during the same placement year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(4) Alumni, two year technical vocational CWU students, graduate students who have not completed their studies immediately beyond the bachelor's degree, and graduate students who did not receive their undergraduate training at CWU are subject to a registration or renewal fee. This fee will enable the candidates to have sent to bona fide employers, up to five copies of their credentials within the placement year. Thereafter during the same year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(5) Alumni mailing list fee. This fee enables the candidate to receive notification of job opportunities. Vacancies are listed by level:

- (a) Elementary,
- (b) Secondary,
- (c) School administration,
- (d) College, and
- (e) Government/business.

Candidates are charged for each level of listings desired.

(6) Checks shall be made payable to the career planning and placement center and shall be paid before the file is activated. The annual fee entitles the registrant to placement assistance during the placement year ending September 30.

(7) The board of trustees shall establish the fee categories and dollar amounts, and the career planning and placement center shall publish notice of such fees. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-209, filed 5/16/79; Order 26, § 106-136-209, filed 8/1/75; Order 4, § 106-136-209, filed 6/16/72, effective 7/20/72.]

WAC 106-136-300 KCAT-AM radio station—Advertising rates. Whenever possible, the advertising rates of KCAT-AM shall be in accordance with the standards set by the Intercollegiate Broadcasting System. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-

06-046 (Order 43), § 106-136-300, filed 5/16/79; Order 4, § 106-136-300, filed 6/16/72, effective 7/20/72.]

SCHEDULING OFFICE

WAC 106-136-400 Scheduling office--Duties of the scheduling coordinator. (1) The scheduling center is responsible for coordinating all arrangements relative to meetings, conferences, workshops, social functions and other events involving the use of campus facilities. The Central Washington University master activity calendar is also maintained in this office. Advance scheduling as far ahead as a full year is strongly recommended.

(2) Any organization, club or individual with an outstanding balance in the scheduling center will not be allowed to schedule until *all* bills are paid.

(3) In planning various group functions, requests for the following items should be directed to the scheduling center:

(a) Ticket sale table - advance reservation is needed for a space assignment, tables and chairs.

(b) Name tags - pressure-sensitive or plastic badges with Central Washington University imprints are available at cost.

(c) Campus maps.

(d) Special arrangement of furniture, podiums, and other equipment; construction of special platforms.

(e) Audio-visual equipment such as movie projectors, tape recorders, public address systems, etc.

(4) Any division or university organization, listed on the university register, may obtain use of university facilities by filing with the scheduling center a request for the use of university facilities at least seven days before the event; provided, however, the time requirement shall be waived whenever reasonable cause is shown.

(5) Scheduling requests shall include the following information:

(a) The name of the organization or organizations sponsoring the program.

(b) The name of the speaker and the general topic of address and/or program (note entertainment exception).

(c) The number of persons expected to attend.

(d) Any special facilities or equipment required for the presentation of the program.

(e) The organization's preferences, if any, for specific facilities.

(6) Upon receiving such information the scheduling center shall within 48 hours assign in writing an appropriate room or space for the meeting and shall assist the sponsoring organization or organizations in arranging for the special equipment that may be required. In assigning space the scheduling center shall consider the size of the facility required, other events scheduled by prior request, and the preferences of the requesting organization, unless the scheduling center deems the requested facilities to be inappropriate for the proposed use, or otherwise unavailable. The scheduling center shall not be limited to space in the Samuelson Union Building, but shall consider all facilities, and after consultation with the office authorized to schedule space in

the particular facility, may assign any appropriate facility in the university for speakers or programs.

(7) If the sponsoring organization objects to the space or date assigned, it may appeal the scheduling center decision to the dean of student development, who shall render a decision within five business days.

(8) SUB "pit" (the central stairwell lounge area) may be scheduled with the approval of the assistant director of the SUB.

(9) Academic divisions or departments, when sponsoring a speaker or other special event as a part of that department's or division's program may schedule the event in the facilities regularly assigned to that department or division without consent of the scheduling center: *Provided, however,* That the department or division head shall advise the scheduling center of the name of the speaker, the general topic of the address and the time and place of the program at least five days before the presentation of the program, or, if such advance notice is not feasible, as long a time as possible before the presentation.

(10) Individual students, faculty members, and staff may form ad hoc organizations for the express purpose of inviting a particular speaker or program to address them and others on a specific occasion by filing with the scheduling center a statement of intention and sponsorship. The statement of intention and sponsorship shall be signed by at least three students, faculty members, or staff members and shall state the name of the speaker, the subject of his talk, and the purpose of the sponsors in inviting him. The statement shall also contain a certificate signed by the three sponsors stating that they are acting as individuals and not on behalf of any division or organization. The statement of intention and sponsorship shall be accompanied, when required, by payment in advance of the fee for use of the facility. Each signator is individually liable for any damages, costs, or charges incurred as a result of the scheduled event. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-400, filed 5/16/79; Order 8, § 106-136-400, filed 9/7/72.]

WAC 106-136-410 Use of facilities for campaign purposes. No political candidate or group supporting specific candidates for political office, or persons or groups campaigning for specific political issues, or political candidates can use university space or facilities free of charge, such as the campus newspaper, campus radio or TV station, or receive university support for those political activities. Furthermore, no university equipment, including duplicating machines, computers, telephones, mailing services or supplies may be used free of charge for political or other nonuniversity purposes. (See WAC 106-140-160) [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-410, filed 5/16/79; Order 8, § 106-136-410, filed 9/7/72.]

WAC 106-136-411 Use of facilities for campaign purposes--Requirements. The purpose of Central Washington University is to provide a liberal education in a number of academic fields; it has been established

for public benefit rather than for the benefit of any private endeavors. Consequently, private organizations composed solely of students, faculty members, and staff members of Central Washington University, and others may use university facilities and services for political and other community-oriented activities, subject to applicable scheduled rental charges and university rules, regulations and procedures. Conditions for all such use include, in addition to previously mentioned rental charges, reimbursement for the use of telephones and other utilities or services, maintenance and security, campus mail services, postage, vehicles, computer time and other incidental costs. In no case may university facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause. Rules, regulations, policies, procedures and practices regarding the use of university facilities shall not discriminate or promote discrimination among political parties or groups solely on the basis of their particular political viewpoint. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-411, filed 5/16/79; Order 8, § 106-136-411, filed 9/7/72.]

WAC 106-136-501 Facilities scheduling and use policy. The provisions of WAC 106-136-501 through 106-136-599 shall constitute the facilities scheduling and use policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-501, filed 5/16/79; Order 12, § 106-136-501, filed 4/11/73.]

WAC 106-136-510 Definitions. (1) "Academic facilities" shall mean all university owned and/or operated facilities and realty located within the main campus area which are primarily used for classwork and classroom instruction, including all athletic and intramural facilities.

(2) "Accredited classes" shall mean those classes offered for credit by Central Washington University. They include but are not limited to:

- (a) Course offerings which appear in current class schedule booklets, or
- (b) Workshops, or
- (c) Credit and noncredit courses offered through the division of continuing education.

(3) "University organizations" shall mean and include only those organizations defined in WAC 106-124-105(1), (3), and (4).

(4) "Laboratories" are rooms with special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Such rooms include class laboratories, special class laboratories, individual study laboratories, and nonclass laboratories as defined in the Higher Education Facilities Inventory and Classification Manual.

(5) "Limited housing and dining hall facilities" shall mean only certain specified lounges, studies, meeting rooms, and dining rooms within university operated student residences and dining halls.

(6) "Nonuniversity organizations" for purposes of WAC 106-136-501 through 106-136-599 shall mean and include those organizations defined in WAC 106-124-105(2), private entities and other individuals, associations and corporations not directly associated with Central Washington University.

(7) "Scheduling coordinator" shall mean the individual responsible for implementing the facilities scheduling and use policy: *Provided*, That only the associate dean for student union and activities or his designee shall be the scheduling coordinator for SUB facilities.

(8) "SUB facilities" shall mean the certain specified Samuelson Union Building rooms and patios immediately adjacent thereto, excluding the university bookstore. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-510, filed 5/16/79; Order 12, § 106-136-510, filed 4/11/73.]

WAC 106-136-520 Available space. The university property available for scheduling and use in accordance with the provisions of this policy shall be limited to:

(1) Classrooms (lecture and seminar) and certain specified conference rooms within academic facilities;

(2) SUB facilities; and

(3) Limited housing and dining hall facilities, except that such facilities are only made available through the director of auxiliary services or his designee as provided in chapter 106-156 WAC.

Assignment of space shall be at the sole discretion of the scheduling coordinator. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-520, filed 5/16/79; Order 12, § 106-136-520, filed 4/11/73.]

WAC 106-136-521 Available space--Listing of space or premises available for leasing or renting. All university space or premises available for leasing or renting under the authority of the facilities scheduling and use policy shall be listed in the scheduling coordinator's office, together with the corresponding lease fee or rental rate. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-521, filed 5/16/79; Order 12, § 106-136-521, filed 4/11/73.]

WAC 106-136-522 Available space--Priority for use. Scheduling of academic facilities space shall be on a first in time of application basis: *Provided*, That where a lease has not been executed, university organizations shall have priority over nonuniversity organizations: *And provided further*, That the academic needs of the institution shall have first priority where a lease has not been executed. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-522, filed 5/16/79; Order 12, § 106-136-522, filed 4/11/73.]

WAC 106-136-523 Available space--Classrooms. Classrooms may be made available for scheduling and use between the hours of 7:00 a.m. and 10:00 p.m. when

not in use by accredited classes: *Provided*, The university has sufficient personnel available. The guidelines for scheduling accredited classes into classrooms are defined in the Policies and Procedures Manual. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-523, filed 5/16/79; Order 12, § 106-136-523, filed 4/11/73.]

WAC 106-136-524 Available space--Lease requirement. All nonuniversity persons and organizations desiring to use space in accordance with this facilities scheduling and use policy shall execute a lease with the scheduling coordinator for temporary or short-term use of university space. The lease may include a description of the premises or space leased, the rental rate, the names of the individuals responsible for the debts of the lessee, the nature and purpose of the intended use, time of use, number of people expected, price of admission, if any, amount of deposit, if any, food service charges, special use or set up charges, statement of responsibility for damages, verification of insurance coverage and other pertinent information, including but not limited to, a statement that the lessee agrees to adhere to and abide by all rules and regulations of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-524, filed 5/16/79; Order 12, § 106-136-524, filed 4/11/73.]

WAC 106-136-525 Available space--Leasing fee or rental rate. The leasing fee or rental rate for use of university space available in accordance with the facilities scheduling and use policy shall be available in the office of the university scheduling coordinator. Lease fees or rental rates may be different for university organizations than for nonuniversity organizations, and for usage which involves fund raising either through solicitation of donations or by admission charge. The lease fee or rental rate shall be established by the vice president for business and financial affairs. The university reserves the right to change the rates without notice: *Provided*, That such changes shall also be available in the office of the scheduling coordinator. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-525, filed 5/16/79; Order 12, § 106-136-525, filed 4/11/73.]

WAC 106-136-526 Available space--Scheduling deadlines. All applications for the leasing or rental of space shall be submitted in writing, together with a written food service guarantee, if any, not less than ten calendar days in advance of the date requested and a lease or rental agreement shall be executed not less than ten calendar days prior to the date requested. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-526, filed 5/16/79; Order 12, § 106-136-526, filed 4/11/73.]

WAC 106-136-527 Available space--Prohibition. University organizations or members of the staff, faculty, students or administration of Central Washington

University shall not be permitted to assume co-sponsorship for another group or individual in order to favorably affect scheduling priority or to reduce the costs otherwise chargeable to such other group or individual. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-527, filed 5/16/79; Order 12, § 106-136-527, filed 4/11/73.]

WAC 106-136-528 Available space--Limitations. University facilities available to nonuniversity organizations through the scheduling office may be used for religious worship, training, instruction, or prayer meetings when available and at full rental charge rates: *Provided*, That such facilities may not be scheduled, leased, rented, or used on a regular series basis, daily, weekly, monthly, etc., or in any manner that establishes a consistent pattern of the aforementioned religious usage of university facilities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-528, filed 5/16/79; Order 12, § 106-136-528, filed 4/11/73.]

WAC 106-136-529 Available space--Authority of scheduling coordinator. The scheduling coordinator of Central Washington University may impose special conditions or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with university rules, upon any organization as a condition precedent to the scheduling, leasing or renting of university facilities under the provisions of WAC 106-136-501 through 106-136-599. The scheduling coordinator may in his or her discretion make exceptions to the provisions of WAC 106-136-501 through 106-136-599 where extraordinary circumstances exist. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-529, filed 5/16/79; Order 12, § 106-136-529, filed 4/11/73.]

WAC 106-136-590 Resolution of conflicts with other university policies. The provisions of the entertainment policy, WAC 106-36-800 through 106-36-880, the provisions of the speaker policy, WAC 106-136-400 through 106-136-411, the provisions of the university housing and dining hall services policy, WAC 106-156-010 through 106-156-082 and the provisions of the human rights policy, WAC 106-72-010 through 106-72-270, shall prevail over the provisions of the facilities scheduling and use policy wherever any conflicts arise. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-590, filed 5/16/79; Order 13, § 106-136-590, filed 5/4/73; Order 12, § 106-136-590, filed 4/11/73.]

WAC 106-136-591 Resolution of conflicts with other university policies--Commercial enterprise. Whenever the purpose of the organization in leasing or renting university facilities is to conduct a commercial enterprise other than the presentation of entertainment, the provisions of WAC 106-140-001 through 106-140-099 shall apply. [Statutory Authority: RCW 28B.19.050 and

28B.40.120. 79-06-046 (Order 43), § 106-136-591, filed 5/16/79; Order 12, § 106-136-591, filed 4/11/73.]

WAC 106-136-600 Entertainment policy. The provisions of WAC 106-136-600 through 106-136-680 shall constitute the entertainment policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-600, filed 10/4/78; Order 17, § 106-136-600, filed 7/2/74.]

WAC 106-136-601 Entertainment defined. "Entertainment" wherever used in WAC 106-136-600 through 106-136-680 shall be defined as follows: "Any performance, dance, concert, attraction, fund-raising event or other event presented on campus which shall require the use of Central Washington University facilities and is sponsored by either the associated students of Central, an officially recognized student organization, or private entity." [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-601, filed 5/16/79; 78-10-106 (Order 41), § 106-136-601, filed 10/4/78; Order 17, § 106-136-601, filed 7/2/74.]

WAC 106-136-602 Festivals. The presentation of festivals (as defined by chapter 302, Laws of 1971 ex. sess.) will not be permitted due to lack of adequate facilities. [Order 17, § 106-136-602, filed 7/2/74.]

WAC 106-136-605 Approval of entertainment required. All entertainment, except those offered through the administering of WAC 106-136-660, 106-136-670, and 106-136-680, to be presented on the Central Washington University campus must have the signed approval of the dean of student development or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-605, filed 10/4/78; Order 17, § 106-136-605, filed 7/2/74.]

WAC 106-136-620 Responsibilities of the associated students of Central. The associated students of Central shall provide crowd control personnel for all entertainment that the associated students of Central sponsor. The associated students of Central may be required to assume financial responsibility and liability for any claims that may arise against the university for damage or injuries occurring as a result of an entertainment event sponsored by them. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-620, filed 5/16/79; 78-10-106 (Order 41), § 106-136-620, filed 10/4/78; Order 17, § 106-136-620, filed 7/2/74.]

WAC 106-136-625 Prohibited activities at entertainment presentation. The following activities shall be prohibited at any presentation of entertainment: Smoking, drinking, usage of drugs, any act which is destructive in nature, behavior infringing upon the dignity, well-being or the rights of another individual, as well as all other acts prohibited by institutional policy, state and

federal law. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-625, filed 5/16/79; Order 17, § 106-136-625, filed 7/2/74.]

WAC 106-136-630 Obligations of officially recognized student organizations and private entities. All officially recognized student organizations and private entities presenting entertainment as determined and approved by dean of student development or his designee are subject to the provisions of WAC 106-136-600 through 106-136-680 and shall be subject to the same regulations concerning responsibilities and liabilities as set forth in WAC 106-136-620 and 106-136-625. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-630, filed 5/16/79; 78-10-106 (Order 41), § 106-136-630, filed 10/4/78; Order 17, § 106-136-630, filed 7/2/74.]

WAC 106-136-631 Obligations of officially recognized student organizations and private entities—Deposit of rental fee. All recognized student organizations and private entities may be required to deposit, in advance, with the university scheduling office in cash, certified check or money order only, the rental fee for the facilities to include set-up and clean-up charges. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-631, filed 10/4/78; Order 17, § 106-136-631, filed 7/2/74.]

WAC 106-136-632 Obligations of officially recognized student organizations and private entities—Damages bond. All organizations as defined in WAC 106-124-105(2) and private entities may be required to furnish Central Washington University with a certificate of insurance or other satisfactory proof that such organization or private entity has purchased reasonable broad form insurance coverage (e.g., \$1,000,000 liability coverage and \$250,000 property damage coverage for use of Nicholson Pavilion) for the entertainment event presented by such organization or private entity, of which Central Washington University is the sole beneficiary. The following shall be required of all organizations and private entities presenting entertainment:

(1) Each organization or private entity shall provide the scheduling office with a complete list of all the officers, agents and representatives of the organization, including full names, local addresses and permanent addresses of each.

(2) Each organization or private entity shall be responsible for the admissions, attendance and crowd control in the university facilities during the time reserved for their organization.

(3) Each organization or private entity assumes responsibility for all violations of campus regulations and policies, state law, and federal law which occur in connection with the use of the facilities and shall hold the university harmless from any claims or liability for any act or failure to act on the part of the organization. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-632, filed 10/4/78; Order 17, § 106-136-632, filed 7/2/74.]

WAC 106-136-640 Scheduling responsibilities, requirements, priorities and procedure. Consistent with the scheduling policy, the dean of student development or his designee will be responsible for securing a facility and a date subject to calendar approval by the scheduling office. If the Pavilion, McConnell, Hertz or Hebel are the facilities being requested, approval will have to be sought from the appropriate department chairpersons through the scheduling office. The priority of the above-mentioned facilities is first in terms of class space, second for university sponsored events and third for entertainment sponsored by or recognized by the dean of student development or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-640, filed 10/4/78; Order 17, § 106-136-640, filed 7/2/74.]

WAC 106-136-641 Scheduling responsibilities, requirements, priorities and procedure—Procedure for request. Initial requests for a scheduling date and approval of an entertainment event and the use of a campus facility for that event shall be made through the scheduling office twenty business days prior to the date requested (not including the day of the event) before the contract will be executed on the part of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-641, filed 10/4/78; Order 17, § 106-136-641, filed 7/2/74.]

WAC 106-136-642 Scheduling responsibilities, requirements, priorities and procedure—Prohibition of assignments. The privilege to use campus facilities for entertainment is subject to the provisions of WAC 106-136-600 through 106-136-680 and may not be assigned; if any assignment is made, the university reserves the right to cancel the scheduling of the assigned entertainment event. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-642, filed 10/4/78; Order 17, § 106-136-642, filed 7/2/74.]

WAC 106-136-643 Scheduling responsibilities, requirements, priorities and procedure—Requirements for scheduling. No facility will be scheduled for use by recognized student organizations or private entities until a duly authorized representative of that organization has:

- (1) Signed a contract for the use of the facility;
- (2) Paid the rental fee for the use of that facility, if required in advance;
- (3) Furnished satisfactory proof of the acquisition of the insurance coverage required by this policy, ten business days prior to the date requested. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-643, filed 5/16/79; 78-10-106 (Order 41), § 106-136-643, filed 10/4/78; Order 17, § 106-136-643, filed 7/2/74.]

WAC 106-136-644 Scheduling responsibilities, requirements, priorities and procedure—Limitations on use of facilities. (1) Facilities for presentation of entertainment by organizations as defined in WAC 106-124-105(2) may not be scheduled, rented, or used on any

regular series basis, daily, weekly, monthly, or in any manner that establishes a consistent pattern of usage or commitment of campus facilities.

(2) The dean of student development or his designee may impose special conditions or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with campus rules, upon any organization or private entity as a condition precedent to the presentation of entertainment. The dean of student development or his designee may use whatever discretion necessary in making exceptions to the provisions of WAC 106-136-600 through 106-136-680 where extraordinary circumstances exist. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-644, filed 5/16/79; 78-10-106 (Order 41), § 106-136-644, filed 10/4/78; Order 17, § 106-136-644, filed 7/2/74.]

WAC 106-136-645 Scheduling responsibilities, requirements, priorities and procedure—Requirements for execution of contract and contents. At such time as the requirements of WAC 106-136-600 through 106-136-680 are fulfilled, a contract may be executed with the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-645, filed 10/4/78; Order 17, § 106-136-645, filed 7/2/74.]

WAC 106-136-646 Scheduling responsibilities, requirements, priorities and procedure—Contract provisions. Such contract shall contain a statement of the intent of the sponsoring organization in presenting the entertainment, the date, time, place, type of entertainment, name of performer(s), sufficient biographical data to identify the performer(s), name of the agent or representative duly authorized as responsible for the presentation of the event, and other pertinent information as required. [Order 17, § 106-136-646, filed 7/2/74.]

WAC 106-136-650 Entertainment responsibilities. The dean of student development or his designee shall coordinate and administer the provisions of WAC 106-136-600 through 106-136-680, process forms, and advise the scheduling office on situations where special conditions should be imposed or exceptions to the provisions of WAC 106-136-600 through 106-136-680 should be made. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-650, filed 10/4/78; Order 17, § 106-136-650, filed 7/2/74.]

WAC 106-136-660 Authority of athletic director to administer athletic events. The athletic director of Central Washington University shall establish reasonable admission fees, rules and regulations regarding attendance and crowd control at athletic events at Central. Advance notice of such admission fees, rules and regulations regarding attendance and crowd control at athletic events at Central Washington University will be provided to interested parties, whenever possible, by the athletic director. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-

136-660, filed 10/4/78; Order 17, § 106-136-660, filed 7/2/74.]

WAC 106-136-670 Authority of dean of student development to administer recreation program. The dean of student development or his designee may establish reasonable admission charges, schedules, rules and regulations regarding uses, attendance and crowd control at Nicholson Pavilion and Pool, and admission charges will be assessed for university employees and their immediate families during such periods. Advance notice of such charges, schedules, rules and regulations shall be provided to interested parties, whenever possible, by the dean of student development or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-670, filed 5/16/79; 78-10-106 (Order 41), § 106-136-670, filed 10/4/78; Order 17, § 106-136-670, filed 7/2/74.]

WAC 106-136-680 Authority of academic departments to administer their sponsored public events. Following approval by the appropriate dean, academic departments may establish reasonable admission fees, rules and regulations regarding attendance and crowd control for public events which they sponsor. Such admission charges may be assessed for university staff, faculty, student body, and the general public. However, when Central Washington University student fees are allocated for the direct support of an academically related public event, Central Washington University students shall normally be provided a reduced student admission charge for such event. Advance notice of such admission fees, rules and regulations shall be provided to interested parties as soon as possible after their adoption, by the respective academic departments. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-680, filed 5/16/79; 78-10-106 (Order 41), § 106-136-680, filed 10/4/78; Order 17, § 106-136-680, filed 7/2/74.]

WAC 106-136-900 Use of computer facilities policy. The provisions of WAC 106-136-900 through 106-136-949 shall constitute the use of computer facilities policies. [Order 2, § 106-136-900, filed 1/13/72.]

WAC 106-136-910 Use of computer facilities by students, faculty and staff. Self-service keypunching and programming room facilities at specified times are only available for faculty and students. These facilities as well as limited assistance and consultation in the areas of computing are available during these same periods. The specified times of availability of these facilities will be determined by the director of computer services and posted in a conspicuous location in the computer center area. The times of availability may vary from time to time as necessary, and shall provide for an orderly progression of data processing by which the academic, administrative, and instructional requirements receive processing and such schedules may be developed and projected to provide maximum utilization for the many

areas of the data processing facility to the students, faculty and administration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-910, filed 5/16/79; Order 2, § 106-136-910, filed 1/13/72.]

WAC 106-136-911 Use of computer facilities by students, faculty and staff--Instructional requirements. Adequate instruction and training as determined by the director of computer services is mandatory prior to any use of the self-service activities on any computer center facilities. The standards prescribed in the instruction and training program shall be adhered to prior to the center processing any job submitted. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-911, filed 5/16/79; Order 2, § 106-136-911, filed 1/13/72.]

WAC 106-136-912 Use of computer facilities by students, faculty and staff--Times of availability. The times available each business day for testing, access via terminals, input/output, faculty, student, administrative uses, center testing, etc. are as follows:

- (1) Regular hours — 8 - 5 daily
- (2) Specified times — prearranged times as requested by users and approved by the data processing director or his designee.
- (3) Consultation/programming area — 8 - 5 daily (except weekends and holidays). Key punch self-service area — 7 AM - 9 PM daily (except Friday evenings, weekends and holidays).
- (4) Computer operations — 7 AM - 12 midnight.
- (5) Instructional/academic testing of programs submitted to the center for processing shall be given priority from 7 a.m. - 4 p.m. A schedule of times for input and output of these programs will be posted in appropriate computer center areas.
- (6) Administrative processing (i.e., registration, accounting, payroll, grade processing, etc.) receives priority from 4 p.m. - midnight. A schedule of process times will be provided to those departments involved. [Order 2, § 106-136-912, filed 1/13/72.]

WAC 106-136-915 Accessibility of computer facilities for use. Access to the computer center during the regular computer center hours may be requested by students through the computer center administration: *Provided*, That students shall not have access to the computer equipment without the permission and supervision of a faculty member approved by the computer center administration or the permission and supervision of a regular full-time employee of the computer center. [Order 2, § 106-136-915, filed 1/13/72.]

WAC 106-136-920 Type of use permitted. The computer center facilities shall be used only for purposes directly related to official state or university activities. No work shall be processed through or by the computer facilities which contributes to the personal gain of any individual, except for the personal gain experienced by students in their normal regularly scheduled classroom

educational activities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-920, filed 5/16/79; Order 2, § 106-136-920, filed 1/13/72.]

**Chapter 106-140 WAC
USE OF COLLEGE FACILITIES—BUSINESS
OFFICE**

WAC

- 106-140-001 Business enterprises policy.
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**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS
CHAPTER**

- 106-140-151 University bookstore—Used book purchases. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-151, filed 7/11/78; Order 4, § 106-140-151, filed 6/16/72, effective 7/20/72.] Repealed by 83-11-033 (Order 52), filed 5/16/83. Statutory Authority: RCW 28B.35.120(11).

WAC 106-140-001 Business enterprises policy. The provisions of WAC 106-140-001 through 106-140-099

shall constitute the business enterprises policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-001, filed 7/11/78; Order 2, § 106-140-001, filed 1/13/72.]

WAC 106-140-010 Business sales. The soliciting, selling, exposing for sale, or offering to sell of any goods, services, articles, wares or merchandise of any nature whatsoever, within the boundaries of Central Washington University property is prohibited except by written permission of the board of trustees, president or his designee: *Provided*, That this section shall not apply to private, personal, noncommercial sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved, or to the soliciting, selling, exposing for sale, or offering to sell of individual books, newspapers, magazines, pamphlets and similar published materials. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-010, filed 7/11/78; Order 2, § 106-140-010, filed 1/13/72.]

WAC 106-140-011 Business sales—Restrictions. Central Washington University property and facilities may not be used for the activities set forth in WAC 106-140-010 unless such activities serve the purposes and needs of the university and are sponsored by a university department, agency, or recognized organizations. Such activities should only be permitted where they complement the services provided by local businesses. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-011, filed 7/11/78; Order 2, § 106-140-011, filed 1/13/72.]

WAC 106-140-020 Advertising—Advertising in recognized student and faculty publications. Advertising in the following listed publications of the university and its recognized student or faculty organizations is permitted within the requirements of journalistic policies, prices, rules and regulations established by each listed publication:

- (1) Campus Crier
- (2) Hyakem
- (3) Student and faculty directory
- (4) Village Review
- (5) KCWS
- (6) Athletic programs.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-020, filed 7/11/78; Order 2, § 106-140-020, filed 1/13/72.]

WAC 106-140-021 Advertising—Advertising on bulletin boards. Advertising in order of priority, by students, university employees and recognized organizations thereof on bulletin boards is approved but shall be subject to regulation by the dean of student development or his designated representative with respect to priority when there is a lack of space, and to the size and duration of the posting. This section applies to bulletin boards located at the following places:

Location	Users
(1) Samuelson Union Building Nature of advertisements: Activities of the sponsoring organizations only.	Student government activities Campus sponsored groups Campus sponsored events
(2) Mitchell Hall Nature of advertisements: Activities of the sponsoring organization only.	Student government activities Campus sponsored groups Campus sponsored events
(3) Bookstore Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations and students.
(4) Any additional ASC bulletin board space which may be provided by the university or by a recognized organization. Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.
(5) Residence halls Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.

Advertising by other than Central Washington University affiliated or recognized groups is not permitted at any time on university property and will be removed upon discovery. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-021, filed 7/11/78; Order 2, § 106-140-021, filed 1/13/72.]

WAC 106-140-030 Publicity and literature. Use of university bulletin boards and university property for publicity activity and dissemination of literature shall be permitted in the manner set forth in the provisions of WAC 106-140-030 through 106-140-039. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-030, filed 7/11/78; Order 2, § 106-140-030, filed 1/13/72.]

WAC 106-140-031 Publicity and literature--Outdoor signs. These signs may include banners, posters, stick signs, sandwich boards, or other types of signs. Any sign causing destruction of property will be removed upon discovery.

(1) Student activity signs approved by the scheduling center may be placed anywhere on the major walkways or malls immediately adjacent to the Samuelson Union Building.

(2) Stick signs and banners or posters may be posted in the immediate area of Commons and Holmes dining hall entrances. Signs in these areas will be limited to two feet by three feet in size. Pep banners or any other large signs to be posted in the immediate area of Commons or Holmes dining hall entrances must receive specific approval of the scheduling center and the director of food services.

(3) For Central Washington University student election campaigns, other areas such as the west end of Black Hall or the east end of Hertz Hall may be designated by the election committee subject to the approval of the university official responsible for that area.

(4) All signs, banners, and posters on the physical property immediately surrounding dormitories must be approved by the scheduling center and housing manager.

(5) Signs shall not be posted on trees or doors anywhere on campus; any so placed may be removed and destroyed by Central Washington University and Central Washington University may charge the group or individual responsible for such sign placement for the labor required to restore the premises.

(6) Outdoor signs shall be removed within thirty-six hours after an event.

(7) If signs and debris are not removed by the individuals or groups responsible for their erection within thirty-six hours after an event, after warning the individual or group, the university may take steps to remove the debris, litter or material and charge the group or individual responsible for such erection, installation or placement, for the labor required to restore the premises to the original condition. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-031, filed 7/11/78; Order 2, § 106-140-031, filed 1/13/72.]

WAC 106-140-032 Publicity and literature--Bulletin boards. Posting on bulletin boards for regularly scheduled meetings shall not be earlier than three days before an event; posters for major activities such as speakers and dances shall not be placed on bulletin boards until 7 days before the event. All posters shall be removed within 36 hours after the event. Maximum allowable size of any sign is 12 x 18 inches; any sign in excess of the stated size may be removed at any time. [Order 2, § 106-140-032, filed 1/13/72.]

WAC 106-140-033 Publicity and literature--Personal "for sale" notices. The items may be posted in the designated areas of the Samuelson Union Building only when neatly typed or written on a 3 x 5 inch card for no longer than one month after posting and shall be subject to approval by the scheduling office. [Order 2, § 106-140-033, filed 1/13/72.]

WAC 106-140-034 Publicity and literature--Free dissemination of literature. Individuals may use campus walkways to disseminate free literature, except commercial advertising; however, such dissemination shall not be permitted to interfere with individuals entering or leaving buildings or with building occupants. This privilege may be revoked if deemed necessary by the university. Dissemination of literature within any buildings, limited or restricted use areas, including the stadium or tennis courts, is prohibited. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-034, filed 7/11/78; Order 2, § 106-140-034, filed 1/13/72.]

WAC 106-140-035 Publicity and literature--Use of tables. Representative of organizations recognized by the associated students of Central may arrange for use of literature tables through the scheduling office. Such tables shall be used only for literature from students, faculty or departments. [Order 2, § 106-140-035, filed 1/13/72.]

WAC 106-140-036 Publicity and literature--Commercial advertising prohibited. University facilities and property shall not be used for commercial advertising by nonuniversity groups or individuals. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-036, filed 7/11/78; Order 2, § 106-140-036, filed 1/13/72.]

WAC 106-140-040 Selling on campus. Selling within the boundaries of Central Washington University property may be permitted in the manner and at the locations as set forth below:

(1) University housing:

(a) The selling of food in vending machines is controlled by and administered through the office of the director of auxiliary services.

(b) Residents in university housing are allowed to sell or to offer services on commission with a special permit from the director of auxiliary services or his designee. Students may request such a permit for their assigned room or housing unit only since door to door selling is not allowed on campus.

(2) Other campus areas, as follows:

(a) Selling by individual students or by recognized organizations in classroom buildings, administrative buildings or service buildings is not allowed without special permission that must be obtained from the vice president for business affairs or his designee not less than five business days prior to the date the requested activity is to take place.

(b) The [college] [university] athletic committee regulates the selling policy at [college] [university] athletic events. Applications for permission to sell at such events shall be made to the [college] [university] athletic director or his designee.

(c) The [college] [university] union board regulates the selling policy by individuals and groups in the Samuelson Union Building. Applications for permission to sell in the Samuelson Union Building shall be made to the dean of student development or his designee through the scheduling center. Off-campus vendors may rent table space in the union building for a maximum of two days (five if ware fairs are included) per academic quarter. Requests for exceptions to this regulation will be made to the dean of student development or his designee.

(3) Violations of the foregoing on any university property should be reported promptly to the dean of student development. [Statutory Authority: RCW 28B.40.120. 78-02-048 (Order 38), § 106-140-040, filed 1/19/78; Order 2, § 106-140-040, filed 1/13/72.]

Reviser's note: RCW 28B.19.077 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 106-140-050 Soliciting and selling of published materials. The personal, noncommercial soliciting, selling, exposing for sale, or offering to sell by an person or persons, of any books, newspapers, magazines, pamphlets and similar published materials shall be permitted within the boundaries of Central Washington University property, provided that such published materials are not already available for sale at the university, and shall be subject to regulation by the university president or his designee as to the time, place, and manner thereof. Applications for permission to solicit or sell under this policy shall be submitted to the president or his designee twenty-four hours prior to the time such use of the university facilities is desired. The president or his designee shall establish the time, place and manner that such soliciting and selling shall occur within the boundaries of university property. All rules and regulations, orders or directives adopted by the president or his designee pursuant to this section shall be promulgated. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-050, filed 7/11/78; Order 2, § 106-140-050, filed 1/13/72.]

WAC 106-140-051 Soliciting and selling of published materials--Exceptions. WAC 106-140-050 shall not apply to private sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved. [Order 2, § 106-140-051, filed 1/13/72.]

WAC 106-140-052 Soliciting and selling of published materials--Prohibitions. The soliciting, selling, exposing for sale or offering to sell of any material in violation of Washington state law is prohibited. [Order 2, § 106-140-052, filed 1/13/72.]

WAC 106-140-053 Soliciting and selling of published materials--Time, place and manner of soliciting and selling of published materials. Activity within the scope of WAC 106-140-050 shall be permitted subject to the following restrictions and limitations:

(1) 8:00 a.m. - 8:00 p.m. Monday - Friday

Area bounded by the Samuelson Union Building, Wildcat Shop, Walnut Street Mall and 9th Avenue Mall

Personal solicitation which does not interfere with classes in session or obstruct the free flow of traffic, and which is carried on without shouting, voice amplification or other noise louder than normal conversation, and without deliberate provocation, harrassment or disturbance of persons in the area; or any breach of the peace; and subject to the premises being restored to their original conditions is permitted. A registration permit is required and shall be issued by the scheduling center in the Samuelson Union Building and shall be in open view during the period of activity.

- (2) 8:00 a.m. – 8:00 p.m. Monday – Friday

9th Avenue Mall

Personal solicitation which does not interfere with classes in session or obstruct the free flow of traffic is permitted. Voice amplification is also permitted providing amplifiers are used in a manner which does not materially and substantially interfere with the normal educational processes and do not collide with the rights of others. In no instance may amplifiers interfere with classes or the ongoing program of Central Washington University, nor shall there be any interference with other concurrently meeting groups. Deliberate provocation, harrasment or disturbance of persons in the area, or any breach of the peace is prohibited. Once the solicitation has ceased, the premises shall be restored to their original condition. A registration permit is required and shall be issued by the scheduling center in the Samuelson Union Building and shall be in open view during the period of activity.

- (3) Additional facilities may be designated by the president or his designee upon specific request.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-053, filed 7/11/78; Order 2, § 106-140-053, filed 1/13/72.]

WAC 106-140-101 Use of university facilities--Business office. The provisions of WAC 106-140-001 through 106-140-999 shall be reserved for policies on use of university facilities under the supervision of the university business office. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-101, filed 7/11/78; Order 4, § 106-140-101, filed 6/16/72, effective 7/20/72.]

WAC 106-140-110 Telephone services--Long distance calls. Personal long distance calls may not be charged to any university telephone number; any individual doing so shall pay for the cost of the toll charge, plus an additional penalty charge established by the university. Long distance telephone calls may be placed from college telephones by charging the call to a nonuniversity telephone number or to a credit card.

Repeated violations of this section may result in disciplinary action. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-110, filed 7/11/78; Order 4, § 106-140-110, filed 6/16/72, effective 7/20/72.]

WAC 106-140-111 Telephone services--Requests for repairs. All requests for repair of university telephones are to be made with the university telephone office. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-111, filed 7/11/78; Order 4, § 106-140-111, filed 6/16/72, effective 7/20/72.]

WAC 106-140-112 Telephone services--Approval of installations. Telephones may be installed on the Central Washington University campus only with the

approval of the director of auxiliary services or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-112, filed 7/11/78; Order 4, § 106-140-112, filed 6/16/72, effective 7/20/72.]

WAC 106-140-113 Telephone services--Right to restrict or modify services. The university reserves the right at any time it deems necessary to restrict or change:

- (1) The telephone services,
- (2) Access to controlled long distance networks,
- (3) The hours of having operators on duty,
- (4) The amounts and types of information it will make available to the public through the telephone office. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-113, filed 7/11/78; Order 4, § 106-140-113, filed 6/16/72, effective 7/20/72.]

WAC 106-140-120 Motor pool-university vehicles--University personnel. University vehicles shall be utilized and operated only by university employees, or students of Central Washington University authorized by university officials. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-120, filed 7/11/78; Order 4, § 106-140-120, filed 6/16/72, effective 7/20/72.]

WAC 106-140-121 Motor pool-college vehicles--Student personnel. Student employee use of vehicles is limited to that use authorized by departmental chairmen and administrative heads. [Order 4, § 106-140-121, filed 6/16/72, effective 7/20/72.]

WAC 106-140-130 Prohibition of smoking. Smoking is prohibited in college buildings except campus living facilities and designated areas. [Order 4, § 106-140-130, filed 6/16/72, effective 7/20/72.]

WAC 106-140-140 Business office hours--Cashier. The Central Washington University business cashier's office will be open for business during the hours posted by the university controller or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-140, filed 7/11/78; Order 4, § 106-140-140, filed 6/16/72, effective 7/20/72.]

WAC 106-140-145 Check cashing-cashier's office. Identification cards, driver's licenses and other types of identification may be required before accepting personal checks. If there is any question as to the authenticity of the check, signatures may be compared. In accordance with procedures established by the controller's office, checks will not be accepted from those with a history of writing checks which banks will not honor. [Order 4, § 106-140-145, filed 6/16/72, effective 7/20/72.]

WAC 106-140-146 Check cashing-cashier's office--Partial return in cash. When payment is made on a university account with a check from a third party and the university is payee, for an amount equal to or less

than the amount owed, the university will not return any portion of the check to the holder unless authorization is received from the maker of the check. The university reserves the right at all times to refuse to accept a check. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-146, filed 7/11/78; Order 4, § 106-140-146, filed 6/16/72, effective 7/20/72.]

WAC 106-140-150 University bookstore--Refunds. The university bookstore will give a refund of the purchase price for only required text books for credited classes currently in session at Central Washington University and for defective merchandise, in the following manner:

(1) Refunds shall be made only for the first five days after the beginning of classes; and

(2) Central Washington University bookstore cash register sales receipt dated not more than seven days from date of sale for the book or books shall be required; and

(3) Books must be in new condition; unmarked and free of damage; and

(4) Central Washington University identification card of current validation shall be required; and

(5) No cash refunds shall be made for books purchased with a credit card; and

(6) Defective merchandise is refundable only if returned within a reasonable time as determined by the university bookstore manager, or his designee, and a Central Washington University bookstore sales receipt for that item and identification shall be required. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-150, filed 7/11/78; Order 4, § 106-140-150, filed 6/16/72, effective 7/20/72.]

WAC 106-140-152 University bookstore--Bookstore check cashing policy. The university bookstore shall cash personal checks in the following manner:

(1) Current validated Central Washington University identification shall be required; and

(2) Check shall be customer's own personal check with bank number printed on the check, except that payroll checks will be honored for a limited amount provided current validated Central Washington University identification is presented; and

(3) Check shall be for the amount of purchase, except that a check for cash or over the amount of purchase may be accepted when cash is available, provided that the bookstore may establish minimum and maximum amount limits at management's discretion; and

(4) Checks shall not be accepted from anyone with a history of writing checks that banks will not honor. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-152, filed 7/11/78; Order 4, § 106-140-152, filed 6/16/72, effective 7/20/72.]

WAC 106-140-153 University bookstore--Methods of purchase. All sales shall be paid by cash, check, or

money order at the time of purchase, except under the following conditions:

(1) When arrangement for payment has been made through the university; or

(2) Sales to departments, residence halls, and campus organizations when purchase is made by authorized personnel; or

(3) Sales to holders of accepted credit cards, subject to the requirements and restrictions of the firm issuing the credit card. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-153, filed 7/11/78; Order 4, § 106-140-153, filed 6/16/72, effective 7/20/72.]

WAC 106-140-154 University bookstore--Book orders. The university bookstore may order books and other merchandise for customers when they are not currently available in the store; a deposit or the full purchase price in advance may be required for certain items depending on their nature and their cost; deposits paid for special orders may be subject to forfeiture if the order is cancelled or if the merchandise is not purchased within seven days after receipt of merchandise in the university bookstore unless other arrangements have been approved by the bookstore manager. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-154, filed 7/11/78; Order 4, § 106-140-154, filed 6/16/72, effective 7/20/72.]

WAC 106-140-155 College bookstore--Pricing. All pricing is subject to change without notice. [Order 4, § 106-140-155, filed 6/16/72, effective 7/20/72.]

WAC 106-140-156 University bookstore--Packages. The public is required to leave all packages, books, supplies, packs, bags, large handbags, etc., outside the university bookstore sales display area, provided that those carried in shall be subject to search prior to leaving the sales display area. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-156, filed 7/11/78; Order 4, § 106-140-156, filed 6/16/72, effective 7/20/72.]

WAC 106-140-157 University bookstore--Animals prohibited. No animals of any kind are allowed in the university bookstore. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-157, filed 7/11/78; Order 4, § 106-140-157, filed 6/16/72, effective 7/20/72.]

WAC 106-140-158 University bookstore--Sales restrictions. Only merchandise or items sold by the university bookstore as a part of its operation may be sold within the university bookstore premises. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-158, filed 7/11/78; Order 4, § 106-140-158, filed 6/16/72, effective 7/20/72.]

WAC 106-140-159 University bookstore--Hours. The hours that the university bookstore shall be open for business shall be those posted by the bookstore manager or his designee. [Statutory Authority: RCW 28B.19.050

and 28B.40.120. 78-08-011 (Order 39), § 106-140-159, filed 7/11/78; Order 4, § 106-140-159, filed 6/16/72, effective 7/20/72.]

WAC 106-140-160 Use of university mailing and stationery services. No one may employ university stationery, services (mail, duplicating, equipment, etc.) and supplies for personal use or for organizations not sponsored solely by the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-160, filed 7/11/78; Order 4, § 106-140-160, filed 6/16/72, effective 7/20/72.]

Chapter 106-156 WAC COLLEGE HOUSING AND DINING HALL SERVICES POLICY

WAC

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106-156-012	Students required to live in university residence halls—Definitions.
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WAC 106-156-010 Students required to live in university residence halls. All full time single freshman and sophomore students of Central Washington University under twenty-one years of age are required to live in university residence hall facilities. Residence hall facilities do not include apartments for single or married students. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-010, filed 7/11/78; Order 27, § 106-156-010, filed 4/22/76; Order 7, § 106-156-010, filed 8/18/72, effective 9/20/72.]

WAC 106-156-011 Students required to live in university residence halls—Exceptions. Exceptions to WAC 106-156-010 may be granted to the following students:

- (1) Those who are living with parents or relatives.
- (2) Those with medical reasons.
- (3) Those employed off campus and housing and/or board is a part of their overall compensation received.
- (4) Those who will reach the age of 21 within thirty days after the start of the quarter.
- (5) Those who have completed six quarters as a full time student.
- (6) Those who have unique situations not otherwise covered in this paragraph of exceptions and obtain the approval of the director of auxiliary services, or the director's designee.

The director of auxiliary services has established a committee of whom the student may request a hearing and ruling on the student's request for an exception. The decision of the committee may be appealed to the undergraduate council. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-156-011, filed 8/14/80; Order 27, § 106-156-011, filed 4/22/76; Order 7, § 106-156-011, filed 8/18/72, effective 9/20/72.]

WAC 106-156-012 Students required to live in university residence halls—Definitions. Definitions of exceptions as stated in WAC 106-156-011 shall mean and are defined as follows:

- (1) Living with shall mean those whose domiciles are in the place of residence of a parent or relative and will be commuting from such place of residence on a daily basis.
- (2) Parents or relatives shall mean a parent, legal guardian, grandparent, brother, sister, aunt, uncle, or first cousin.
- (3) Medical reason shall mean a medical problem that shall require a student to live in other than a university

residence hall. Written verification of the medical problem and the requirement not to live in a residence hall must be obtained and submitted from a licensed physician or licensed psychologist.

(4) Employment in nonuniversity housing and housing and/or board is part of their overall compensation received shall mean employment for an established place of business or for an established family unit when a landlord/employer requires the student to reside where the work is performed and a substantial portion of the rent and/or room and board is reduced as a part of the overall compensation for the work performed for the landlord/employer at the place of the residence of the student.

(5) Completed six quarters as a full time student shall mean enrollment in and completion of a minimum of ten credit quarter hours of academic work in each of the six quarters. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-012, filed 7/11/78; Order 27, § 106-156-012, filed 4/22/76.]

WAC 106-156-013 Students required to live in university residence halls--Verification and time requirement. Acceptable written verification shall be provided to the university for all exceptions at the time the request for an exception is made.

(1) A currently enrolled student wishing to apply for an exception to the university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file it as required by the director of auxiliary services no later than 5:00 p.m. on the last day of the fifth week of classes in the quarter preceding the quarter the exception is requested for.

(2) A newly admitted or reenrolling student who has not been enrolled as a student at Central the previous quarter wishing to apply for an exception to the university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file such request in the office of the director of auxiliary services as required by the director of auxiliary services within twenty days after such student's acceptance to the university; however, in no event later than 5:00 p.m. on the day following such student's day of registration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-013, filed 7/11/78; Order 27, § 106-156-013, filed 4/22/76.]

WAC 106-156-015 Eligibility for university family housing. Generally eligibility to lease and occupy university family housing is limited to students, full time faculty, and full time staff members of the university. A student is one who maintains a minimum of twelve quarter hours as an undergraduate student or ten quarter hours as a graduate student, exclusive of correspondence courses. Concurrent enrollment of husband and wife to maintain the minimum hours does not fulfill this requirement. This regulation applies to each quarter, with the exception of a tenant living in family housing during spring quarter who wishes to remain as a non-student during the summer. He may do so if he indicates

in writing his intention to reenroll fall quarter. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-015, filed 7/11/78; Order 7, § 106-156-015, filed 8/18/72, effective 9/20/72.]

WAC 106-156-016 Eligibility for university family housing--Loss of eligibility grounds for termination of lease. Leases are terminable by the university if the tenant ceases to be a student, as defined in WAC 106-156-015, a full time faculty, or a full time staff member of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-016, filed 7/11/78; Order 7, § 106-156-016, filed 8/18/72, effective 9/20/72.]

WAC 106-156-017 Eligibility for college family housing--Waiting lists. Those on a waiting list for family housing must notify the college housing department of any change of address, change in plans, or other information which would effect their status as an applicant. Applicants who do not respond to communications from the housing office during a period of one year to indicate the status of his application or to request a refund, will forfeit his deposit and his application will be considered void. [Order 7, § 106-156-017, filed 8/18/72, effective 9/20/72.]

WAC 106-156-020 Residence hall and single student applicants responsibilities. The applicant for residence hall or single student apartment accommodations shall acknowledge by signature at the time of application that he has read and does understand the "terms and conditions of residence" and if accepted for admission by Central Washington University agrees to abide by the rules and regulations of Central Washington University, and by the terms and conditions of residence. Applications for residence hall or single student apartment accommodations will be accepted from those who have not yet been officially admitted or employed by Central Washington University, but who have indicated an intent to attend or be employed by the university during the dates listed on the application. Residence hall and single student apartment applications and the contract with its "terms and conditions of residence" may be obtained at the Central Washington University housing office. The application for accommodations, together with the required deposit, are to be submitted to the office of the housing and food service cashier. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-020, filed 7/11/78; Order 7, § 106-156-020, filed 8/18/72, effective 9/20/72.]

WAC 106-156-021 Residence hall and single student applicants responsibilities--Additional charges. There is an additional charge if occupancy starts prior to the start of a quarter or if occupancy occurs between summer and fall quarters. [Order 7, § 106-156-021, filed 8/18/72, effective 9/20/72.]

WAC 106-156-022 Residence hall and single student applicants responsibilities--Accommodation assignments--Residence halls and single student apartments. Assignments to all residence halls and single student apartments are determined by the date the deposit is received, the university program for a facility, and according to age, sex, and university status, and according to the following priority for students, faculty and staff:

(1) Students, faculty and staff who lived in the accommodations the previous quarter.

(2) Students, faculty and staff returning to the campus from an off-campus program.

(3) Students, faculty and staff the previous quarter who did not live in the accommodations.

(4) Those who were not students, faculty or staff the previous quarter.

The university reserves the right to change the basis of assignments whenever the director of housing deems necessary.

Contracts are terminable by the university if the tenant ceases to be a student, as defined in WAC 106-156-015, a full time faculty, or a full time staff member of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-022, filed 7/11/78; Order 7, § 106-156-022, filed 8/18/72, effective 9/20/72.]

WAC 106-156-023 Residence hall and single student applicants responsibilities--Housing and food service rates. All occupants of residence halls and single student apartments are required to pay rates that have been established by the board of trustees of Central Washington University. Rates for residence halls include room and board. Rates for single student apartments include room only. The published rental room and board rates do not include extra services or charges that may be requested by or assessed to the tenant, as previously established by the director of auxiliary services, or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-023, filed 7/11/78; Order 7, § 106-156-023, filed 8/18/72, effective 9/20/72.]

WAC 106-156-024 Residence hall and single student applicants responsibilities--Payment requirements--Cancellation of registration. Payment for a quarter must be made in full prior to or at the time of occupancy, or according to established payment schedules. When one chooses the installment payment plan, each payment is due on the first of each month. If payment, in an amount at least equal to that shown on the installment payment schedule, is not made before the tenth an additional previously established charge is assessed, plus an additional previously established charge is assessed per additional business week. If payment or arrangement is not made by the first day of the following month, a student's registration for the current quarter is subject to cancellation. When a charge is incurred or assessed before the last two weeks of the quarter and is unpaid as of the last day of the quarter, a previously established late charge must be made before the student will be allowed

to reenroll. When a charge is incurred during the last two weeks of a quarter, a previously established late charge will be added if the bill is not paid by the first day of classes in the next quarter. [Order 7, § 106-156-024, filed 8/18/72, effective 9/20/72.]

WAC 106-156-025 Residence hall and single student applicants responsibilities--Extra services. When extra services are provided by the university there will be a previously established charge or a charge based upon the university's cost, for the service that must be paid by the person, persons, or group receiving these services. Items of this nature include, but are not limited to, rental refrigerators, rental of linen, rental of extra furniture, etc. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-025, filed 7/11/78; Order 7, § 106-156-025, filed 8/18/72, effective 9/20/72.]

WAC 106-156-026 Residence hall and single student applicants responsibilities--Nondiscriminatory assignment. Assignment to all university housing facilities are made without reference to race, creed, or color. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-026, filed 7/11/78; Order 7, § 106-156-026, filed 8/18/72, effective 9/20/72.]

WAC 106-156-027 Residence hall and single student applicants responsibilities--Deposit required. When applying for housing accommodations a completed application as well as a deposit must be submitted to the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-027, filed 7/11/78; Order 7, § 106-156-027, filed 8/18/72, effective 9/20/72.]

WAC 106-156-028 Residence hall and single student applicants responsibilities--Final acceptance. Acknowledgment and confirmation of space from the housing office constitutes final acceptance of both parties regarding the terms and conditions of the accommodations contract or lease and rental agreement. [Order 7, § 106-156-028, filed 8/18/72, effective 9/20/72.]

WAC 106-156-030 Conferences and workshops--Participants. To the extent that facilities are available, Central Washington University will accommodate conferences and workshops for a charge that has been previously established and as agreed to by the university and those acting for the workshop or conference. Participants must abide by Central Washington University's rules and regulations. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-030, filed 7/11/78; Order 7, § 106-156-030, filed 8/18/72, effective 9/20/72.]

WAC 106-156-040 Payment--Third party requirements. When payment on a contract, lease, or rental agreement is made with a check from a third party and the university is payee, for an amount equal to or less than the amount owed, the university will not return any

portion of the check to the tenant unless authorization is received from the writer of the check. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-040, filed 7/11/78; Order 7, § 106-156-040, filed 8/18/72, effective 9/20/72.]

WAC 106-156-041 Payment--Payment charges. When a charge is incurred or assessed before the last two weeks of the quarter and is unpaid as of the last day of the quarter, a previously established late charge must be made before the student will be allowed to reenroll. When a charge is incurred during the last two weeks of a quarter, a previously established late charge will be added if the bill is not paid by the first day of classes in the next quarter. [Order 7, § 106-156-041, filed 8/18/72, effective 9/20/72.]

WAC 106-156-050 Use of housing facilities. Only residents, their guests, persons having official business, and associate members of housing facilities, are authorized to enter or use the buildings or their facilities. Use of common areas by nonresidents may be approved by the director of housing services. [Order 7, § 106-156-050, filed 8/18/72, effective 9/20/72.]

WAC 106-156-051 Use of housing facilities--Bicycles and motorcycles. Motorbikes may not be stored or kept inside university housing facilities, entry-ways, or passage-ways. Bicycles may not be stored or kept in entry-ways or passage-ways or other places designated by the director of housing services, or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-051, filed 7/11/78; Order 7, § 106-156-051, filed 8/18/72, effective 9/20/72.]

WAC 106-156-052 Use of housing facilities--Laundry facilities. Locks have been installed on the laundry rooms in university housing facilities, the apartment or room key will unlock these facilities. Doors must be kept locked to enable only the residents of university-owned housing to use the washers, dryers, and other laundry equipment, as this equipment is located within the facilities for the use of the occupants only. All residents are required to present identification to any housing employee at any time requested. Those who are not residents and who use laundry equipment and facilities and those residents who allow other than occupants to use laundry equipment and facilities are subject to a previously established charge. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-052, filed 7/11/78; Order 7, § 106-156-052, filed 8/18/72, effective 9/20/72.]

WAC 106-156-053 Use of housing facilities--Room inspection. (1) The university reserves the right to have authorized personnel enter any unit for the purpose of inspection, repairs, and official business.

(2) "Official business" as used in subsection (1) above shall mean any situation where there is a reasonable

cause to believe that an emergency or danger exists involving threat or injury to life, limb, or property.

(3) "Authorized personnel" as used in subsection (1) above shall include emergency personnel, ambulance personnel, firemen, doctors and nurses, campus security, and the following groups of university employees: Maintenance men, housing personnel, head residents, and resident assistants. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-053, filed 7/11/78; Order 7, § 106-156-053, filed 8/18/72, effective 9/20/72.]

WAC 106-156-054 Use of housing facilities--Overnight guests. Guests are allowed to stay in residence halls for a maximum of two nights in any one week unless a longer stay is approved by the director of housing services. There is a previously established guest charge for room service for the first night and for each additional night for each guest in a student's room. If the guest has a sleeping bag, there is no charge. Each guest must be registered with the head resident and must also have a host or hostess. Guests who wish to eat in the dining halls must pay for their meals as they go through the line. [Order 7, § 106-156-054, filed 8/18/72, effective 9/20/72.]

WAC 106-156-055 Use of housing facilities--Firearms. Firearms and other weapons are not allowed in student rooms. Weapons and ammunition must be turned in to the head resident who will issue the weapons on request. Firearms are not to be cleaned in the residence halls. [Order 7, § 106-156-055, filed 8/18/72, effective 9/20/72.]

WAC 106-156-056 Use of housing facilities--Associate members. An associate member of a residence hall is a student of Central Washington University who does not live in a residence hall, who has applied, and has been approved by the director of housing services for associate membership in a particular residence hall. The associate member may participate in residence hall activities. An associate member may use the common use areas within the residence hall; however, the associate member may not use the laundry facilities; or may not use a student's room unless invited as a guest by the person assigned to that room. The associate member must sign a residence hall associate member application which indicates the acceptance of the individual to abide by and support the rules and regulations as set forth by Central Washington University. The university reserves the right to terminate the associate membership if the associate member is proven to be in violation of these rules and regulations. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-056, filed 7/11/78; Order 7, § 106-156-056, filed 8/18/72, effective 9/20/72.]

WAC 106-156-060 Family housing applicants. Applications for family housing will be accepted from students who have not yet been officially admitted to Central Washington University, but who have indicated

an intent to attend during the dates listed on their applications. Family housing applications may be obtained at the Central Washington University family housing office. The application, together with the required deposit, are to be submitted to the office of the housing and food service cashier. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-060, filed 7/11/78; Order 7, § 106-156-060, filed 8/18/72, effective 9/20/72.]

WAC 106-156-061 Family housing applicants--Accommodation assignments--Family housing. Apartments are assigned on the basis of the date the university receives the deposit, and the size of the family. Accommodations are provided for only immediate family: Husband, wife, their children, or others who are declared dependents for income tax purposes. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-061, filed 7/11/78; Order 7, § 106-156-061, filed 8/18/72, effective 9/20/72.]

WAC 106-156-062 Family housing applicants--Marriage requirements--Exceptions. Applicants for family housing need not be married at the time of application but must be legally married at the time of occupancy and when the lease is signed. Exceptions are those who are separated, divorced, widowed, or legal guardians, with children. [Order 7, § 106-156-062, filed 8/18/72, effective 9/20/72.]

WAC 106-156-063 Family housing applicants--Marriage certificate. A valid marriage certificate shall be furnished to the university upon request. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-063, filed 7/11/78; Order 7, § 106-156-063, filed 8/18/72, effective 9/20/72.]

WAC 106-156-064 Family housing applicants--Family housing deposit requirements. Those who have applied for family housing are required, in addition to the payment of the deposit at the time of application, to pay to the university a previously established additional deposit of their rent in the amount and by the time required by the university. Failure of the applicant to pay the additional deposit either in the amount or by the time required by the university will result in the applicant being by-passed when the university is assigning family housing accommodations. The university may at its option extend the payment date to a later time of its option when there is a need of the applicant to pay at a later date. When an applicant cancels his application after paying the deposits, all losses in rent income up to the amount paid will be deducted before any refund, if any, will be made. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-064, filed 7/11/78; Order 7, § 106-156-064, filed 8/18/72, effective 9/20/72.]

WAC 106-156-065 Family housing applicants--Lease required. All tenants of Central Washington University family housing are required to sign a lease, rental

agreement or contract. By the signing of the lease, rental agreement or contract, the individual agrees to abide by and support any and all existing or future rules as set forth by Central Washington University. The university reserves the right to terminate any lease, rental agreement, or contract if the resident is proven to be in violation of any rules and regulations or found withdrawn from classes or canceled registration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-065, filed 7/11/78; Order 7, § 106-156-065, filed 8/18/72, effective 9/20/72.]

WAC 106-156-066 Family housing applicants--Family housing rates. All tenants of family housing are required to pay rent that has been established by the board of trustees of Central Washington University. The published rental and room and board rates do not include extra services or charges that may be requested by or assessed to the tenant. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-066, filed 7/11/78; Order 7, § 106-156-066, filed 8/18/72, effective 9/20/72.]

WAC 106-156-067 Family housing applicants--Payment requirements. The rent shall be due the first and payable on the tenth of each month at the housing and food services cashier's office. If payment is not made by the tenth a previously established late charge is assessed, plus an additional previously established charge for each business week that the payment is late. If payment or arrangement for payment is not made by the first day of the following month, the student's registration for the current quarter is subject to cancellation. [Order 7, § 106-156-067, filed 8/18/72, effective 9/20/72.]

WAC 106-156-070 Food services. Residence hall accommodations include board. [Order 7, § 106-156-070, filed 8/18/72, effective 9/20/72.]

WAC 106-156-071 Food services--Admittance to dining halls. Admittance to the dining halls is only by valid meal ticket or cash payment at prices that have been previously established and which are subject to change without notice. Meal tickets and receipts for cash payment must be presented at any time requested by any food service employee. [Order 7, § 106-156-071, filed 8/18/72, effective 9/20/72.]

WAC 106-156-072 Food services--Guests. A weekend guest meal ticket may be purchased at the dining hall for a previously established amount. This ticket enables the guest to have meals served on weekends only and is only good on the weekend purchased. [Order 7, § 106-156-072, filed 8/18/72, effective 9/20/72.]

WAC 106-156-073 Food services--Removal of food. Food may not be removed from a dining hall with the exception of a limited quantity of fresh fruit, cookies, ice cream, and ala carte sandwiches served in lieu of a regular meal. All exceptions must be approved by the

director of food services. [Order 7, § 106-156-073, filed 8/18/72, effective 9/20/72.]

WAC 106-156-074 Food services--Removal of dining hall property. Utensils, dishes, silverware are not to be removed from the dining hall. The exception is items may be checked out for a special function with the approval of the director of food services. [Order 7, § 106-156-074, filed 8/18/72, effective 9/20/72.]

WAC 106-156-075 Food services--Persons eligible to purchase an off-campus meal ticket. Students, faculty and staff not living in university residence halls may purchase an off-campus meal ticket. Those wishing to purchase an off-campus meal ticket must sign a contract. The person agrees to pay the amount specified for the meal plan contracted for at the time of purchase. Prices for off-campus meal tickets are previously established by the director of auxiliary services. The services provided by the meal ticket are not transferrable to any other person. This contract is for a full quarter or the remaining part thereof. Payment for the off-campus meal ticket shall be in accordance with a payment schedule. If a payment is not made according to the payment schedule, a previously established additional charge is assessed, plus another previously established charge is added per additional business week. If payment or arrangement for late payment is not made by the first day of the following month, the student's registration is subject to cancellation. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-075, filed 7/11/78; Order 7, § 106-156-075, filed 8/18/72, effective 9/20/72.]

WAC 106-156-076 Food services--Choice of servings and seconds. Those eating in the dining hall may generally choose one serving from each of the items offered in the serving area, for example entrees, salads, desserts, etc. They may later, during that meal period, obtain additional servings at the place designated in the dining facility. An unlimited number of additional servings are generally available provided the previous serving has been eaten and provided the procedures as required in the dining hall are followed. The university reserves the right to restrict items available for seconds. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-076, filed 7/11/78; Order 7, § 106-156-076, filed 8/18/72, effective 9/20/72.]

WAC 106-156-077 Food services--Dress standards. Those eating in dining halls are required to observe the dress standards which have been established. [Order 7, § 106-156-077, filed 8/18/72, effective 9/20/72.]

WAC 106-156-078 Food services--Smoking prohibited--Exceptions. Smoking is prohibited in the dining halls except at special banquets or during nonserving periods. [Order 7, § 106-156-078, filed 8/18/72, effective 9/20/72.]

WAC 106-156-079 Food services--Serving hours. The serving hours will be those posted by the director of food services, or his designee. These will be the periods the dining halls are required to serve. [Order 7, § 106-156-079, filed 8/18/72, effective 9/20/72.]

WAC 106-156-080 Food services--Pets prohibited. Pets are not permitted in the dining halls. [Order 7, § 106-156-080, filed 8/18/72, effective 9/20/72.]

WAC 106-156-081 Food services--Outside services restricted. Only food and other items served or sold by the dining hall food services as a part of its operation may be sold or consumed within the dining hall premises. All exceptions must be approved by the director of food services. [Order 7, § 106-156-081, filed 8/18/72, effective 9/20/72.]

WAC 106-156-082 Food services--Additional food services. Special banquets, dinners, and other food service functions may be available with the approval of and by arrangement with the director of food services, or his designee. The charges, if any, are dependent upon the services offered, the cost, and the nature of the function. [Order 7, § 106-156-082, filed 8/18/72, effective 9/20/72.]

Chapter 106-160 WAC

ADMISSION AND REGISTRATION PROCEDURES

WAC

- 106-160-001 Admission and registration procedures and catalog requirements.
- 106-160-002 Admission and registration procedures and catalog requirements--Changes in catalog.
- 106-160-005 Finances.
- 106-160-007 Finances--Sanctions.
- 106-160-010 Graduating students.
- 106-160-015 Registration.
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- 106-160-023 Admission requirements--Admission of international students.
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- 106-160-026 Admission requirements--Admission of nonmatriculated students.
- 106-160-027 Admission requirements--Admission of veterans.
- 106-160-029 Admission requirements--Application and admission to graduate study.
- 106-160-030 Admission requirements--Application for study leading to a master's degree.
- 106-160-031 Admission requirements--Application for fifth year or nondegree study.
- 106-160-032 Admission requirements--Admission procedure.
- 106-160-033 Admission requirements--Procedures for high school graduates.
- 106-160-034 Admission requirements--Procedures for advanced undergraduate standing.
- 106-160-035 Admission requirements--Admission to credential program.
- 106-160-036 Admission requirements--Medical history.

- 106-160-040 Summer session admission and registration procedures.
- 106-160-041 Summer session admission and registration procedures—Workshop registration.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 106-160-006 Finances—Tuition refund schedule. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-006, filed 7/11/78; Order 3, § 106-160-006, filed 2/28/72, effective 3/30/72.] Repealed by 81-22-051 (Order 47), filed 11/3/81. Statutory Authority: RCW 28B.19.050 and 28B.35.120.
- 106-160-025 Admission requirements—Admission of transient students. [Order 3, § 106-160-025, filed 2/28/72, effective 3/30/72.] Repealed by Order 30, filed 8/12/76.
- 106-160-028 Admission requirements—Admission of part-time students and auditors. [Order 3, § 106-160-028, filed 2/28/72, effective 3/30/72.] Repealed by Order 30, filed 8/12/76.

WAC 106-160-001 Admission and registration procedures and catalog requirements. The provisions of WAC 106-160-001 through 106-160-099 shall contain admission and registration procedures and catalog requirements of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-001, filed 7/11/78; Order 3, § 106-160-001, filed 2/28/72, effective 3/30/72.]

WAC 106-160-002 Admission and registration procedures and catalog requirements—Changes in catalog. The board of trustees reserves the right of the board of trustees or president to make changes in any of the provisions of the university's catalogs without prior notice. When changes are made, the changes shall be filed in the office of the president and other appropriate university offices and placed with the appropriate catalog in the reference area of the library. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-002, filed 7/11/78; Order 3, § 106-160-002, filed 2/28/72, effective 3/30/72.]

WAC 106-160-005 Finances. Each applicant for admission to Central Washington University must pay the tuition and fees as established by the board of trustees or the president prior to the dates for payment as designated by the board of trustees or the president. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-005, filed 7/11/78; Order 3, § 106-160-005, filed 2/28/72, effective 3/30/72.]

WAC 106-160-007 Finances—Sanctions. Admission to or registration with the university, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-007, filed 7/11/78; Order 3, § 106-160-007, filed 2/28/72, effective 3/30/72.]

WAC 106-160-010 Graduating students. Students shall submit their applications for the appropriate degrees on or before the date designated for that purpose by the board of trustees or the president, which shall be published in the appropriate university catalog. No application shall be accepted after the designated dates: *Provided*, That the president or his designee may waive this requirement. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-010, filed 7/11/78; Order 3, § 106-160-010, filed 2/28/72, effective 3/30/72.]

WAC 106-160-015 Registration. Currently enrolled students and all other individuals desiring to enroll in Central Washington University shall do so on or before the preregistration or registration dates designated by the board of trustees or president, which shall be published in the appropriate university catalog. No registration or preregistration shall be accepted after the designated dates: *Provided*, That the registrar may, whenever possible, waive this requirement within the time designated by the board of trustees or president for late registration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-015, filed 7/11/78; Order 3, § 106-160-015, filed 2/28/72, effective 3/30/72.]

WAC 106-160-016 Registration—Deadlines. All students registering with the university must meet those deadlines as established by the board of trustees or the president for registration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-016, filed 7/11/78; Order 3, § 106-160-016, filed 2/28/72, effective 3/30/72.]

WAC 106-160-017 Registration—Changes in registration and withdrawal. Students who wish to change their registration or withdraw from a particular course or the university after having completed their registration must do so on or before the dates established for such changes or withdrawal by the board of trustees or president and by the completion of the "change in registration" or "withdrawal" forms maintained by the university. Students who leave the university and do not withdraw shall receive failing grades for work not completed. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-017, filed 7/11/78; Order 3, § 106-160-017, filed 2/28/72, effective 3/30/72.]

WAC 106-160-020 Admission requirements—To freshman standing. Applicants who have had no university work may apply for admission under one of the following provisions:

(1) Applicants who have graduated from a Washington state high school and whose records show a cumulative high school grade point average which meets the minimum requirements for admission as established by the university will be considered for admission to the university. These applicants may apply for admission to the university under the "early admissions plan" at the

close of their sixth semester if their records show a cumulative high school grade point average at or above the minimum established and required by the university for admission. The "uniform application for admission to colleges and universities in the state of Washington" should be filed with the office of admissions at the close of the sixth semester but not before that date occurring in the applicant's senior year as established by the board of trustees or the president after which applications for admission will be accepted by the university. An applicant under the "early admissions plan" is not officially admitted to the university until his graduation records are on file with the office of admissions and indicate that he has fulfilled the general requirements for admission to the university. Applicants whose cumulative grade point average is below that required by the university for admission may be considered for admission to the university only if space and facilities permit. Such applicants are encouraged to file the "uniform application for admission to colleges and universities in the state of Washington" at the close of their sixth semester but not before that date occurring in their senior year as specified by the board of trustees or president after which applications for admission to the university will be accepted.

(2) Applicants who have graduated from a high school in other states must meet the standards of admission as established by the board of trustees or the president as published in the appropriate university catalog and may be considered for admission to the university only if space and facilities permit and must file their application for admission on or after the date established under subsection (1) above.

(3) Applicants who have not graduated from a high school may be considered for admission to the university on the basis of the results of the "general education development examination" which they may be required to take after having conferred with the appropriate university officials, provided they are at or over the age established by the board of trustees or president for admission of such applicants; all other applicants are encouraged to complete high school requirements before applying for admission. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-020, filed 7/11/78; Order 3, § 106-160-020, filed 2/28/72, effective 3/30/72.]

WAC 106-160-021 Admission requirements--Prospective students. All prospective students applying for admission to the university or to any program of the university must file appropriate applications for admission and other required documents not later than the established deadline. Applicants must be officially admitted to the university to enroll in classes. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-021, filed 7/11/78; Order 3, § 106-160-021, filed 2/28/72, effective 3/30/72.]

WAC 106-160-022 Admission requirements--Admission to advanced undergraduate standing. (1) Applicants who meet the requirements for admission to

freshman standing and who have earned credit in one or more accredited community or junior colleges, colleges, or universities may be admitted to advanced undergraduate standing if they have attained the cumulative grade point average as established by the board of trustees or the president and required for admission to advanced undergraduate standing in the total program attempted at such colleges and universities.

(2) Applicants who meet the requirements for admission to freshman standing and who have earned credit in a nonaccredited college or university will be considered for admission to advanced undergraduate standing on a probationary basis if they have attained a cumulative grade point average in their college work as is required by the board of trustees or the president for admission to advanced undergraduate standing on a probationary basis. [Order 3, § 106-160-022, filed 2/28/72, effective 3/30/72.]

WAC 106-160-023 Admission requirements--Admission of international students. (1) All international students applying for admission to Central Washington University must submit those forms and meet the requirements established by the board of trustees or president for admission of international students to Central Washington University to the office of admissions.

(2) All international students applying for admission to Central Washington University for whom English is not a native tongue are required to demonstrate proficiency in the English language by submitting the results of the "test of English as a foreign language" to the office of admissions. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-023, filed 7/11/78; Order 3, § 106-160-023, filed 2/28/72, effective 3/30/72.]

WAC 106-160-024 Admission requirements--Re-admission of former students. A student previously enrolled in the university, planning to return after an absence of one or more quarters (not including summer session), must file a reenrollment application with the university office of admissions not later than the established deadline. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-024, filed 7/11/78; Order 3, § 106-160-024, filed 2/28/72, effective 3/30/72.]

WAC 106-160-026 Admission requirements--Admission of nonmatriculated students. A nonmatriculated student is one who is authorized to enroll for study but does not intend to pursue a degree or certificate program. Each student will be required to sign a statement indicating that published admission criteria to the university have been met. Enrollment may not exceed nine credits a quarter. Subject to approval, up to forty-five quarter credits earned with nonmatriculated status may later be applied to a baccalaureate degree should formal admission to the university be granted.

High school students may enroll with nonmatriculated status only if they have a signed release from their school principal.

Students wishing to audit courses may enroll with nonmatriculated status.

Nonmatriculated students will be enrolled on a space available basis. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-026, filed 7/11/78; Order 30, § 106-160-026, filed 8/12/76; Order 3, § 106-160-026, filed 2/28/72, effective 3/30/72.]

WAC 106-160-027 Admission requirements--Admission of veterans. Central Washington University has established an open enrollment policy to the university regarding eligible veterans, war widows, war orphans, and others drafted for alternative services. This preferential treatment will be given to those academically qualified above-mentioned persons regardless of any enrollment limitations set by this institution. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-027, filed 7/11/78; Order 21, § 106-160-027, filed 7/11/75; Order 3, § 106-160-027, filed 2/28/72, effective 3/30/72.]

WAC 106-160-029 Admission requirements--Application and admission to graduate study. (1) Each prospective graduate student must submit a formal application and receive a formal letter of admission before registering for courses. A graduate student is expected to have a bachelor's degree from a college or university of recognized standing. Prospective graduate students must submit their formal applications on or before those dates specified by the board of trustees or the president for such admission.

(2) Applicants for graduate assistantships should have their admission and assistantship applications completed and filed with the college on that date specified by the board of trustees or president for the filing of such applications.

(3) All prospective graduate students must apply for admission either in a degree program, fifth year program, or nondegree study (professional improvement, scholarly development), or other study. [Order 3, § 106-160-029, filed 2/28/72, effective 3/30/72.]

WAC 106-160-030 Admission requirements--Application for study leading to a master's degree. Applicants for admission to graduate study must make application on the "university admission form" and the "application for admission to graduate study" provided by Central Washington University. Both forms must be returned to the office of admissions prior to the dates established by the board of trustees or president for such application. Each applicant for graduate study is required to have two official transcripts of all undergraduate and graduate study sent directly to the office of admissions. Three letters of recommendation should be sent to the graduate office directly from the persons making the recommendations. Two of the letters should come from instructors familiar with the applicant's academic preparation. Scores on the aptitude test and appropriate advanced test of the graduate record

examination must be submitted to the graduate office before admission to graduate study will be considered. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-030, filed 7/11/78; Order 3, § 106-160-030, filed 2/28/72, effective 3/30/72.]

WAC 106-160-031 Admission requirements--Application for fifth year or nondegree study. The "university admission form" and the "application for admission to graduate study" supplied by the university must be filed with the office of admissions prior to the deadlines as established by the board of trustees or the president for the submission of such applications for admission to the university. In addition to the filing of the application, two official transcripts of all undergraduate and graduate study must be sent directly to the office of admissions.

(1) An applicant for fifth year certification must contact the office of teacher education and certification to organize an approved program.

(2) Admission to nondegree study is subject to the approval of the graduate office.

(3) An applicant admitted to nondegree study desiring to apply for degree study must reapply for admission to graduate study. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-031, filed 7/11/78; Order 3, § 106-160-031, filed 2/28/72, effective 3/30/72.]

WAC 106-160-032 Admission requirements--Admission procedure. Applicants for graduate study may not be admitted where they have not completed all the application requirements. Admission to master's degree study is determined by the graduate office upon the recommendation of the department involved. A formal letter of admission will be directed to the student from the graduate office. Applicants not meeting the scholastic requirements may be admitted on probation provided the department to which admission is requested recommends admission to master's degree study. If admitted, the student must meet those requirements as established by the university for his progress in the university. Upon the recommendation of the appropriate department, applicants may be admitted to masters' programs with additional conditions stipulated. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-032, filed 7/11/78; Order 3, § 106-160-032, filed 2/28/72, effective 3/30/72.]

WAC 106-160-033 Admission requirements--Procedures for high school graduates. All high school graduates must file the "uniform application for admission to colleges and universities in the state of Washington" together with a transcript of all high school work with the office of admissions prior to registration. The results of the "Washington precollege test" may be filed in lieu of the transcript until the high school program is complete. [Order 3, § 106-160-033, filed 2/28/72, effective 3/30/72.]

WAC 106-160-034 Admission requirements--Procedures for advanced undergraduate standing. Resident and nonresident students making application for advanced standing must file the "uniform application for admission to colleges and universities in the state of Washington" and two official transcripts of all previous scholastic work from each school or college attended with the office of admissions of the college. Applicants who have completed less than thirty-five transferable college credits are also required to file the results of the "Washington precollege test" and their high school transcript with the office of admissions. [Order 3, § 106-160-034, filed 2/28/72, effective 3/30/72.]

WAC 106-160-035 Admission requirements--Admission to credential program. Admission to the university as a student does not constitute admission to the teacher education program. Students who plan to work toward a teaching certificate must apply to the director of teacher education and certification. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-035, filed 7/11/78; Order 3, § 106-160-035, filed 2/28/72, effective 3/30/72.]

WAC 106-160-036 Admission requirements--Medical history. All applicants are required to submit a medical history to the office of admissions at least thirty days prior to registration. [Order 3, § 106-160-036, filed 2/28/72, effective 3/30/72.]

WAC 106-160-040 Summer session admission and registration procedures. Students registering for summer session must pay all fees and complete registration on or before the dates indicated on the calendar as published in the summer session bulletin. Students planning to attend the entire summer session, the first or second term only must complete admission procedures by the date so specified and register on the date so specified by the board of trustees or president for such purposes, as published in the summer session bulletin. All summer session students must pay fees and tuition to the appropriate university office as established by the board of trustees or the president, as published in the summer session bulletin. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-040, filed 7/11/78; Order 3, § 106-160-040, filed 2/28/72, effective 3/30/72.]

WAC 106-160-041 Summer session admission and registration procedures--Workshop registration. Workshop registration shall be permitted and must be completed in the manner established by the board of trustees or the president, as published in the appropriate catalog. [Order 3, § 106-160-041, filed 2/28/72, effective 3/30/72.]

**Chapter 106-164 WAC
BID PROCEDURES**

WAC
106-164-901 Bond bid policies and procedures.

- 106-164-910 Bond bid procedures and requirements.
- 106-164-911 Bond bid procedures and requirements--Availability and submission requirements.
- 106-164-912 Bond bid procedures and requirements--Time of filing and late bids.
- 106-164-913 Bond bid procedures and requirements--Bid opening.
- 106-164-914 Bond bid procedures and requirements--Board action on bids.

WAC 106-164-901 Bond bid policies and procedures. The provisions of WAC 106-164-901 through 106-164-999 shall constitute the bond bid policy and procedure of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-901, filed 7/11/78; Order 2, § 106-164-901, filed 1/13/72, effective 2/21/72.]

WAC 106-164-910 Bond bid procedures and requirements. The board of trustees shall authorize the sale of bonds. A notice of bond sale shall be prepared by bond legal counsel and be forwarded to the university for authorization and signature. Bond counsel shall then submit this notice of bond sale to bond buyers via bond advertising media. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-910, filed 7/11/78; Order 2, § 106-164-910, filed 1/13/72, effective 2/21/72.]

WAC 106-164-911 Bond bid procedures and requirements--Availability and submission requirements. A bond brochure shall be made available to each inquirer. All bidders shall comply with the requirements of the notice of bond sale and shall be requested to use the prescribed form for submitting bids. [Order 2, § 106-164-911, filed 1/13/72, effective 2/21/72.]

WAC 106-164-912 Bond bid procedures and requirements--Time of filing and late bids. The date and hour specified for the receipt of the bids by the university shall be strictly observed; no late bids shall be accepted. A "late bid" shall be one that is tendered any time after the designated time for receipt of bids. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-912, filed 7/11/78; Order 2, § 106-164-912, filed 1/13/72, effective 2/21/72.]

WAC 106-164-913 Bond bid procedures and requirements--Bid opening. All bids shall be opened at a board of trustees meeting, which is open to the public, and read aloud immediately. [Order 2, § 106-164-913, filed 1/13/72, effective 2/21/72.]

WAC 106-164-914 Bond bid procedures and requirements--Board action on bids. All bids shall be audited by the financial consultant, and the lowest acceptable bid shall be recommended to the board of trustees for consideration and approval at that same meeting. The board of trustees reserves the right to reject any and all bids. [Order 2, § 106-164-914, filed 1/13/72, effective 2/21/72.]

Chapter 106-168 WAC
LIBRARY POLICIES

WAC

- 106-168-008 Violation of library regulations.
 106-168-009 Food, beverages, smoking.
 106-168-010 Circulation records.
 106-168-065 Borrower identification cards.
 106-168-095 Service charges for late return or loss of materials.
 106-168-097 Payment of charges.

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

- 106-168-001 Central Washington University library. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-001, filed 7/11/78; Order 9, § 106-168-001, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-002 Priorities of service. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-002, filed 7/11/78; Order 9, § 106-168-002, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-005 Priorities of service—Selection of services, personnel, resources. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-005, filed 7/11/78; Order 9, § 106-168-005, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-015 Inspection. [Order 9, § 106-168-015, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-020 Prohibited entry. [Order 9, § 106-168-020, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-025 Smoking. [Order 9, § 106-168-025, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-028 Displays. [Order 25, § 106-168-028, filed 7/31/75; Order 9, § 106-168-028, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-030 Library carrels. [Order 9, § 106-168-030, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-035 Duplicating, copying facilities. [Order 9, § 106-168-035, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-040 Gifts. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-040, filed 7/11/78; Order 9, § 106-168-040, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-050 Library borrowers. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-050, filed 7/11/78; Order 9, § 106-168-050, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-051 Library borrowers—Library circulation policy. [Order 9, § 106-168-051, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-052 Library borrowers—Library service fees. [Order 9, § 106-168-052, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).

- 106-168-100 Consumed supplies. [Order 9, § 106-168-100, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).
- 106-168-105 Electronic maintenance. [Order 9, § 106-168-105, filed 10/16/72.] Repealed by 83-01-036 (Order 50), filed 12/10/82. Statutory Authority: RCW 28B.35.120(11).

WAC 106-168-008 Violation of library regulations. Violators of library regulations may be subject to appropriate disciplinary action, including assessment of service charges and revocation of library privileges. [Statutory Authority: RCW 28B.35.120(11). 83-01-036 (Order 50), § 106-168-008, filed 12/10/82.]

WAC 106-168-009 Food, beverages, smoking. Users are expected to maintain appropriate public behavior while using the library facilities. Eating food or drinking beverages is not allowed in any of the areas open to public use. Smoking is restricted to those areas designated by the dean of library services or his designee. [Statutory Authority: RCW 28B.35.120(11). 83-01-036 (Order 50), § 106-168-009, filed 12/10/82.]

WAC 106-168-010 Circulation records. Circulation records are not a matter of public record and borrower information is confidential. [Statutory Authority: RCW 28B.35.120(11). 83-01-036 (Order 50), § 106-168-010, filed 12/10/82; Order 9, § 106-168-010, filed 10/16/72.]

WAC 106-168-065 Borrower identification cards. In order to borrow library materials, borrowers must present in authorized university identification card.

(1) University identification cards are issued to all members of the university community.

(2) Individuals outside the university community may purchase identification cards.

(3) An identification card is authorized for use only by the individual whose name appears on the card.

(4) Cards used in an unauthorized manner may be confiscated.

(5) Each borrower is responsible for notifying the appropriate university office of changes of address or loss of card. [Statutory Authority: RCW 28B.35.120(11). 83-01-036 (Order 50), § 106-168-065, filed 12/10/82.]

WAC 106-168-095 Service charges for late return or loss of materials. All borrowers are subject to a uniform system of service charges for late return of materials and for replacement costs when appropriate. Charges do not accrue when library facilities are not open to the public. [Statutory Authority: RCW 28B.35.120(11). 83-01-036 (Order 50), § 106-168-095, filed 12/10/82.]

WAC 106-168-097 Payment of charges. (1) Charges may be paid at the 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 funds transfers are not acceptable in payment of charges.

(2) Failure to pay 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 charges from salary warrants of employees, or withhold outstanding charges from damage deposits or other funds held by the university for any student. When collection efforts are unsuccessful, the controller may notify the registrar to withhold permission to enroll until outstanding charges are paid, to refrain from issuing requested transcript copies or to forward the amount outstanding to a collection agency for recovery.

(3) Failure to pay charges may result in the revocation of borrowing privileges. [Statutory Authority: RCW 28B.35.120(11), 83-01-036 (Order 50), § 106-168-097, filed 12/10/82.]

Chapter 106-172 WAC STUDENT RECORDS POLICY

WAC

106-172-700	Purpose.
106-172-711	Definitions.
106-172-721	Notification by educational institution.
106-172-731	Access to CWU education records.
106-172-733	Limitations on access to Central Washington University education records.
106-172-735	Exception to consent requirements and record of access.
106-172-740	Information not to be required.
106-172-750	Timely disposal of records.
106-172-761	Right to a hearing.
106-172-763	Informal proceedings.
106-172-765	Conduct of the hearing.
106-172-772	Release of information for health or safety emergencies.
106-172-775	Limitation on liability.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

106-172-710	Definitions and requirements. [Order 10, § 106-172-710, filed 12/7/72.] Repealed by Order 23, filed 7/31/75. Later promulgation, see WAC 106-172-711.
106-172-720	Right to review. [Order 10, § 106-172-720, filed 12/7/72.] Repealed by Order 23, filed 7/31/75. Later promulgation, see WAC 106-172-731.
106-172-725	Waivers. [Order 23, § 106-172-725, filed 7/31/75.] Repealed by Order 35, filed 7/13/77.
106-172-730	Research uses of information. [Order 10, § 106-172-730, filed 12/7/72.] Repealed by Order 23, filed 7/31/75.
106-172-760	Emergency procedures. [Order 10, § 106-172-760, filed 12/7/72.] Repealed by Order 23, filed 7/31/75. Later promulgation, see WAC 106-172-772.
106-172-770	Consent and confidentiality. [Order 23, § 106-172-770, filed 7/31/75.] Repealed by Order 35, filed 7/13/77.

WAC 106-172-700 Purpose. The purpose of WAC 106-172-700 through 106-172-799 is to set forth the policies of Central Washington University regarding the legitimate and appropriate use of official student records developed and used throughout the various offices of the university. Moreover, the guidelines implement the general policy and respond to the requirements of Public

Law 93-380, the Family Educational Rights and Privacy Act of 1974. [Statutory Authority: RCW 28B.19-.050 and 28B.40.120, 78-08-011 (Order 39), § 106-172-700, filed 7/11/78; Order 35, § 106-172-700, filed 7/13/77; Order 29, § 106-172-700, filed 8/2/76; Order 23, § 106-172-700, filed 7/31/75; Order 10, § 106-172-700, filed 12/7/72.]

WAC 106-172-711 Definitions. The following definitions shall apply for the interpretation of these regulations:

(1) The "university" means Central Washington University or any office, department, or any unit thereof which maintains "educational records."

(2) "Directory information" means the student's name, hometown address, university address and telephone number, date of birth, participation in officially recognized activities and sports, dates of attendance, class, previous institutions attended, major field of study, awards, honors (including honor roll), degrees conferred (including dates), and other similar information. The university may release directory information concerning a student to the public unless the student submits a signed request in writing, within two weeks after the first day of classes for the fall quarter. Requests for nondisclosure will be sent to the university information office, who will record the request and forward it to the registrar's office, where the information to prevent disclosure will be entered in the computer. Authorization to withhold directory information must be filed annually since the request for nondisclosure will be honored by the university for only one academic year. The university may disclose directory information of a student no longer in attendance (i.e., alumni) without meeting any of the requirements noted above.

(3) "Eligible student" means any person who is or has been officially registered at this university and who has reached the age of eighteen.

(4)(a) "Education records" mean those records which:

- Are directly related to a student, and
- Are maintained by the university or by a party acting for the university.

(b) The term education record does not include the following:

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

(ii) Records of the campus police which are maintained separately and solely for law enforcement officials of the same jurisdiction—provided that education records maintained by the university are not disclosed to the law enforcement unit;

(iii) Records of someone employed by the university, which are made in the normal course of business, related exclusively to the person as an employee, and are not used for any other purpose;

(iv) Records made by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional directly related to the treatment of a student,

and not disclosed to anyone other than individuals providing treatment provided records can be reviewed by a physician or other appropriate professional of the student's choice;

(v) Records of a person after he or she is no longer in attendance (i.e., information maintained by the university concerning the accomplishments of its alumni).

(5) "Personally identifiable" means that the data or information includes:

(a) The name of a student, the student's parent, or other family member,

(b) The address of the student,

(c) A personal identifier, such as the student's social security number or student number,

(d) A list of personal characteristics which would make the student's identity easily traceable, or

(e) Other information which would make the student's identity easily traceable.

(6) "Record" means information or data recorded in any medium including but not limited to: Handwriting, print, tapes, film, microfilm, and microfiche.

(7) "Financial aid" means a payment of funds provided to an individual which is conditioned on the individual's attendance at an educational agency or institution.

(8) "Dean of student development" means the dean of student development or his/her designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-711, filed 7/11/78; Order 35, § 106-172-711, filed 7/13/77; Order 29, § 106-172-711, filed 8/2/76; Order 23, § 106-172-711, filed 7/31/75. Formerly WAC 106-172-710 (part).]

WAC 106-172-721 Notification by educational institution. (1) The university shall inform eligible students, annually, of the following:

(a) The types of education records and information contained therein which are maintained by the institution;

(b) The titles and addresses of official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access;

(c) The policies and procedures of the university for reviewing and expunging those records, and for challenging the accuracy of them;

(d) the procedures for gaining access to the educational records;

(e) The cost, as approved by the board of trustees, which will be charged to the eligible student for reproducing single copies of records, provided that the cost shall not exceed the actual cost of reproducing the record;

(f) The categories of information which the university has designated as directory information.

(2) Notice of the existence of this policy and the availability of the information described in (1)(a) through (1)(f) above may be published in any official university print medium publication having general circulation among students. This may be a special publication for this purpose only, or included in another

publication. Students may consult the office of the dean of student development for the information described. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-721, filed 7/11/78; Order 35, § 106-172-721, filed 7/13/77; Order 29, § 106-172-721, filed 8/2/76; Order 23, § 106-172-721, filed 7/31/75.]

WAC 106-172-731 Access to CWU education records. The university shall provide each student access to his/her education records except as otherwise limited according to WAC 106-172-733.

The right of access shall include:

(1) The right to inspect and review the content of education records in the presence of appropriate university personnel.

(2) The right to obtain single copies of each record, at the expense of the eligible student but not to exceed the actual cost to the university of reproducing such copies.

(3) The right to a response from the university to reasonable requests for explanations and interpretations of those records.

(4) The right of an opportunity for a hearing to challenge the content and accuracy of those records according to WAC 106-172-761.

(5)(a) Students wishing access under provisions of this policy to education records maintained by the university should address a request in writing to the person in charge of maintenance of that record. If copies are requested, copies may be supplied at no more than the cost of making the copy, including supplies and staff time.

(b) The individual responsible for maintenance of any record shall respond to written requests only, and provide copies as requested, within twenty working days. The university registrar is not prohibited from providing a student with a copy of the student's academic transcript from CWU, but is prohibited from providing a student with a copy of the student's official academic transcripts from other institutions.

(6) The office of the dean of student development will maintain a file showing what education records are maintained by any department or entity of the university and the title and address of the official responsible for maintenance of each record. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-731, filed 7/11/78; Order 35, § 106-172-731, filed 7/13/77; Order 29, § 106-172-731, filed 8/2/76; Order 23, § 106-172-731, filed 7/31/75. Formerly WAC 106-172-720 (part).]

WAC 106-172-733 Limitations on access to Central Washington University education records. (1) Central Washington University shall not make available to a student the following types of materials:

(a) Financial records and statements provided by parents "or any information contained therein."

(b) Confidential letters and statements of recommendation or evaluation which were provided to the university, with written assurance of a "documented understanding of confidentiality," prior to January 1, 1975, provided such letters or statements are not used

for purposes other than those for which they were specifically intended.

(c) Post-1974 confidential recommendations involving possible admission, employment, or honor, but only if the student has signed a waiver of the right to inspect them. Such a waiver shall apply to recommendations only if:

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

(ii) Such recommendations are used solely for the purpose for which they were specifically intended. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-733, filed 7/11/78; Order 35, § 106-172-733, filed 7/13/77.]

WAC 106-172-735 Exception to consent requirements and record of access. (1) The university may disclose personally identifiable information from the education records of a student without the written consent of the student if the disclosure is to:

(a) University officials, including faculty members, when the information is required for a legitimate educational purpose,

(b) Officials of another school in which the student seeks or intends to enroll, providing a reasonable attempt has been made to notify the student of the transfer of the records at the last known address of the student — except when the transfer of the records is initiated by the student;

(c) Federal or state officials requiring access to education records in connection with the audit or evaluation of federally or state supported educational programs. Such surveys must be administered in a manner which will not permit personal identification of students by individuals other than those conducting the study, and such information will be destroyed when no longer needed for the purposes for which it was provided;

(d) Agencies requesting information in connection with a student's application for, or receipt of, financial aid;

(e) Accrediting organizations in order to carry out their accrediting functions;

(f) Any personal subpoena and/or subpoena duces tecum, when lawfully prepared and served upon the university or an appropriate administrator of the university. The university will notify the student by certified or registered mail to the address or addresses on file with the university of any such subpoena. Such a notice will be sent to the student in advance of compliance with the subpoena.

(2) Any student may grant permission for use of information about himself/herself by giving specific permission in writing, signed and dated by the student giving such consent to include:

(a) A specification by title of the records released;

(b) The reasons for such release;

(c) The names of the parties to whom such records will be released; and

(d) A written statement indicating that the information cannot subsequently be released in a personally

identifiable form to any other party without the written consent of the student involved.

(3) The university shall maintain a record which will indicate all parties, other than those parties specified in WAC 106-172-735(1)(a), who have been granted access to a student's education records. The record will:

(a) Indicate specifically the legitimate interest that each such party has in obtaining the information.

(b) Be available only to the student, to the employees of the university responsible for maintaining the records, and to the parties identified under WAC 106-172-735(1)(a) and (d). [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-735, filed 7/11/78; Order 35, § 106-172-735, filed 7/13/77; Order 23, § 106-172-735, filed 7/31/75.]

WAC 106-172-740 Information not to be required.

(1) The university shall not require from any student the following information, for purposes of record:

(a) Religious affiliations or religious/ethical value systems;

(b) Political affiliations or views;

(c) Membership status in any organization not directly connected with recognized educational functions of the university;

(d) Ethnic background.

(2) The university shall enable the student to record this information if he or she should desire. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-740, filed 7/11/78; Order 23, § 106-172-740, filed 7/31/75; Order 10, § 106-172-740, filed 12/7/72.]

WAC 106-172-750 Timely disposal of records. (1) Provisions of the laws and regulations of the state of Washington regarding the time during which records must be maintained will be complied with.

(2) Except as required in subsection (1) above, records will be maintained only during the minimum time in which they may ordinarily be expected to be useful or valid. Each record keeping entity of the university shall make periodic review of its records to insure compliance with this provision.

(3) Records of disclosure shall be maintained as long as the record itself is maintained. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-750, filed 7/11/78; Order 35, § 106-172-750, filed 7/13/77; Order 10, § 106-172-750, filed 12/7/72.]

WAC 106-172-761 Right to a hearing. (1) The university shall provide students an opportunity for a hearing in order to challenge the content of a student's education records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 106-172-763 and 106-172-765, to:

(a) Correct or delete inaccurate, misleading, or otherwise inappropriate data contained within education records;

(b) Challenge the release of education records to specific persons as contrary to the provisions of this chapter; and

(c) Challenge a decision by the university to deny the student access to particular types of records.

(3) A student shall not be permitted under this chapter to contest grades given in academic courses, except on the grounds that, as a result of clerical error, the records fail to accurately reflect the grades actually assigned by an instructor. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-761, filed 7/11/78; Order 35, § 106-172-761, filed 7/13/77; Order 29, § 106-172-761, filed 8/2/76; Order 23, § 106-172-761, filed 7/31/75.]

WAC 106-172-763 Informal proceedings. (1) Whenever possible the university shall attempt to settle disputes regarding requests to amend education records through informal proceedings.

(2) A student who wishes to exercise the rights set forth in WAC 106-172-761(2) shall:

(a) First, attempt a resolution with the university official who has custody of the education records; and

(b) Second, discuss with the dean of student development or his/her designee the nature of the corrective action recommended by the student. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-763, filed 7/11/78; Order 35, § 106-172-763, filed 7/13/77.]

WAC 106-172-765 Conduct of the hearing. (1) If informal proceedings fail to resolve the complaint of a student, the student may file with the dean of student development a written request for the hearing before a hearing officer of the university to be designated by the dean of student development, and who does not have a direct interest in the outcome of the hearing.

(2) The hearing shall be held within a reasonable time (not to exceed twenty working days) after the university has received the request and the student shall be given notice of the date, place and time reasonably in advance of the hearing.

(3) The student shall be given an opportunity to present evidence relevant to the issues raised in WAC 106-172-761(2) and may be represented by any person (including an attorney) of the student's choosing at his or her expense.

(4) A decision in writing shall be prepared within a reasonable period of time (not to exceed ten working days), which decision shall be based solely upon the evidence presented, and which includes a summary of the evidence and the reasons for the decision.

(5) If, as a result of the hearing, the decision is:

(a) To amend the record, the university must do so accordingly and give notice to the student.

(b) Not to amend, the student must be allowed to place a written comment or explanation in the student's

file, and it must be kept in the file as long as the file itself is kept. If the contested portion of the file is disclosed to anybody, the student's statement must also be disclosed.

(6) The designated hearing officer shall be advised by the assistant attorney general representing the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-765, filed 7/11/78; Order 35, § 106-172-765, filed 7/13/77.]

WAC 106-172-772 Release of information for health or safety emergencies. (1) The university (president or his designee, dean of student development) may release information from education records 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 persons.

(2) The factors which should be taken into account in determining whether records may be released shall include:

(a) The seriousness of the threat to the health or safety of the student or other persons;

(b) The need for such records to meet the emergency;

(c) Whether the persons to whom such records are released are in a position to deal with the emergency; and

(d) The extent to which time is of the essence in dealing with the emergency. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-772, filed 7/11/78; Order 23, § 106-172-772, filed 7/31/75. Formerly WAC 106-172-760 (part).]

WAC 106-172-775 Limitation on liability. The university shall not be liable for student records when information available only from the student is not provided initially or kept up to date by the student. This provision shall apply when the university has made adequate provision for supplying the information. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-775, filed 7/11/78; Order 23, § 106-172-775, filed 7/31/75.]

Chapter 106-276 WAC

PUBLIC RECORDS AND LEGISLATIVE LIAISONS

WAC

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WAC 106-276-001 Public records policy. The provisions of WAC 106-276-001 through 106-276-199 shall constitute the public records policy of Central Washington University, adopted in compliance with chapter 42.17 RCW enacted by the voters of the state of Washington on November 7, 1972. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-001, filed 7/11/78; Order 11, § 106-276-001, filed 2/27/73.]

WAC 106-276-005 Definitions. As used in the provisions of this chapter, the following definitions shall apply wherever the following words are used:

(1) "Request for a public record" means a written request submitted on a proper CWU public records request form for a public record, a review of public records or a copy or reproduction of a public record.

(2) "Students in public schools" means all past, present and future students enrolled at Central Washington University.

(3) "Vital governmental interest" includes, but is not limited to, matters affecting national security; the selection of a site or the purchase of real estate when publicity regarding such consideration would cause a likelihood of increased price.

(4) "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. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-005, filed 7/11/78; Order 11, § 106-276-005, filed 2/27/73.]

WAC 106-276-010 Definition of public record. (1) A 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 Central Washington University, regardless of the physical form or characteristics: *Provided, however,* That in accordance with RCW 42.17.310, the following personal and other records are exempt from the definition of public record:

(a) Personal information in any files maintained for students in public schools and the information, data and records subject to the student records policy, WAC 106-172-700 through 106-172-799.

(b) Personal information in any files maintained for patients or clients of public institutions or public health agencies, welfare recipients, prisoners, probationers or parolees.

(c) Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate their right to privacy.

(d) Information required of any taxpayer in connection with the assessment or collection of any tax if the

disclosure of the information to other persons would violate the taxpayer's right to privacy or would result in unfair competitive disadvantage to such taxpayer.

(e) Specific intelligence information and specific investigative files compiled by investigative, law enforcement and penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy.

(f) Information revealing the identity of persons who file complaints with investigative, law enforcement or penology agencies, except as the complainant may authorize.

(g) Test questions, scoring keys, and other examination data used to administer a license, employment or academic examination.

(h) Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal.

(i) Valuable formulae, designs, drawings and research data obtained by any agency within five years of the request for disclosure when disclosure would produce private gain and public loss.

(j) Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.

(k) Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

(2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interest, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-010, filed 7/11/78; Order 11, § 106-276-010, filed 2/27/73.]

WAC 106-276-030 Description of central and field organization at Central Washington University. (1) Central Washington University is located on a campus in and near the city of Ellensburg, Washington. This campus comprises the central headquarters for all operations of the university; any "field" activities of the university are directed and administered by personnel located on the campus at Ellensburg. The university is governed by a board of trustees appointed by the governor; such board normally meets at least once every calendar month, as provided in WAC 106-08-001. The board employs a president, his assistants, members of the faculty and other employees. It establishes such divisions,

schools or departments necessary to carry out the purposes of the university, provides the necessary property, facilities and equipment and promulgates such rules, regulations and policies as are necessary to the administration of the university.

(2) The board of trustees, either directly or by delegation, has caused to be created various administrative, academic and support divisions to enable the university to discharge its obligations. Academic matters and student affairs are the concern of the vice president for academic affairs; business and physical planning functions are the concern of the vice president for business and financial affairs; university services are the concern of the executive assistant to the president. These offices report to the president of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-030, filed 7/11/78; Order 11, § 106-276-030, filed 2/27/73.]

WAC 106-276-040 General course and method of decision-making. (1) The formal procedures for decision-making at the university are governed by the board of trustees through rules promulgated by it in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administrative Procedure Act (HEAPA). Accordingly, all rules, orders or directives, or regulations of the university which affect the relationship of the general public with the institution, or the relationship of particular segments of the university, such as students, faculty, or other employees, with the university or with each other,

(a) The violation of which subjects the person to a penalty or administrative sanction; or

(b) Which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional hearings; or

(c) Which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law;

are implemented through the procedures of the HEAPA and appear in Title 106 WAC, provided, however, that in accordance with RCW 28B.19.020(2), the university reserves the right to promulgate as internal rules not created or implemented in accordance with the HEAPA, the following: Rules, regulations, orders, statements, or policies relating primarily to the following: Standards for admissions; academic advancement, academic credits, graduation and the granting of degrees; tuition and fees, scholarships, financial aids, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under HEAPA unless otherwise required by law. Internal rules and regulations to the extent not already set forth in the university's published catalogs and handbooks shall be collected in a general university handbook, a copy of which shall be maintained on file in the university library and be available to the public. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-

276-040, filed 7/11/78; Order 11, § 106-276-040, filed 2/27/73.]

WAC 106-276-050 Informal procedures regarding the general course and methods of decision. Informal procedures regarding the methods and general course of operations at the university are, for the purposes of these rules, either:

(1) Decisions made by persons authorized by board resolution, the president, or any designee to make a decision within the scope of responsibility assigned to such person; or

(2) Methods of human persuasion utilized by any member of the university's constituencies or of the public to attempt to influence one in power to make decisions within that person's scope of responsibility. [Statutory Authority: RCW 28B.19.050 and 28B.40.120, 78-08-011 (Order 39), § 106-276-050, filed 7/11/78; Order 11, § 106-276-050, filed 2/27/73.]

WAC 106-276-060 Designation of public records officers. (1) In accordance with the requirements of Initiative 276 [chapter 42.17 RCW], insofar as such initiative requires state agencies to adopt and enforce reasonable rules and regulations to provide full public access to official records while yet protecting the same from damage and to prevent excessive interference with essentials of the agency, all public records at the university shall be in [the] charge of persons holding positions as records officers.

(2) Overall responsibility for coordinating responses to requests for examination of public records shall be the responsibility of the person known as the "public records officer." The person holding such position will be headquartered in Mitchell Hall at the university[:]; his exact location and name may be determined by inquiry at the office of the president of the university. The public records officer shall also be responsible for compiling and maintaining the index required by Initiative 276 [chapter 42.17 RCW].

(3) For purposes of this chapter, the custody of the university's records shall be deemed divided into the following divisions:

(a) Office of the president;

(b) Office of the vice president for academic affairs;

(c) Office of the vice president for business and financial affairs;

(d) Office of the special assistant to the president. The above-designated division head shall be deemed custodian of the records in the possession or control of agencies, departments, officers and employees of his division and responsible for the care and custody of records within his division even though such person is not in actual possession or control of such records. Such division heads shall be known as the university "records custodians."

(4) In any cases where a question arises as to whether a given public record is a responsibility of one records custodian or another, the determination of such ministerial responsibility shall for the purposes of this chapter be made by the public records officer, or the president of

the university. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-276-060, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-060, filed 7/11/78; Order 11, § 106-276-060, filed 2/27/73.]

Reviser's note: RCW 28B.19.077 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 106-276-070 Availability for public inspection and copying or reproduction of public records. (1) Public records shall be available for inspection, copying and reproduction during the customary office hours of the university. For the purposes of this chapter, the customary office hours shall be from 9 a.m. to noon and from 1 p.m. to 4 p.m., Monday through Friday, excluding legal holidays, unless the person making the request and the university, acting through the public records officer or a records custodian, agree on a different time. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-070, filed 7/11/78; Order 11, § 106-276-070, filed 2/27/73.]

WAC 106-276-080 Requests for public records. In accordance with the Initiative 276 [chapter 42.17 RCW] requirements 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 are only obtainable by members of the public when those members of the public comply with the following procedures:

- (1) A request shall be made in writing upon a form which shall be available at the office of the public records officer and shall be presented to the public records officer or any other of the persons designated by this chapter as a custodian of certain university records, per WAC 106-276-060. Such request shall include the following:
 - (a) The name of the person requesting the record;
 - (b) The time of day and calendar date on which the request was made; and
 - (c) If the matter requested is referenced within the current index maintained by the university records officer, a reference to the requested record as it is described in such current index;
 - (d) If the requested matter is not identifiable by reference to the university records current index, a statement that succinctly describes the record requested;
 - (e) A verification that the records requested shall not be used to compile a commercial sales list.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the university "public records officer" or records custodian, or that individual's designee, to assist the member of the public in succinctly identifying the public record requested. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-080, filed 7/11/78; Order 11, § 106-276-080, filed 2/27/73.]

WAC 106-276-090 Charges for copying or reproduction. (1) No fee shall be charged for inspection of public records. The university may impose a reasonable charge for providing copies or reproductions of public records and for the use by any person of agency equipment to copy or reproduce public records; such charges shall not exceed the amount necessary to reimburse the university for its actual costs incident to such copying or reproduction.

(2) No record shall be copied by photostatic process or otherwise reproduced until and unless the person requesting the copying or reproduction of the public record has tendered payment for such copying or reproduction to the records official from whom the public record was obtained, or to any person designated by such records official. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-090, filed 7/11/78; Order 11, § 106-276-090, filed 2/27/73.]

WAC 106-276-100 Determination regarding exempt records. (1) The university reserves the right to determine that a public record requested in accordance with the procedures of this chapter is exempt under the provisions of RCW 42.17.310. Such determination may be made in consultation with any of the records officers of the university, president of the university, or an assistant attorney general assigned to the university.

(2) Responses to requests for records must be made promptly. For the purpose of these rules, a prompt response occurs if the person requesting the public record is notified within one business day as to whether or not his request for a public record will be granted or denied.

(3) No denial of a request for public records shall be valid unless accompanied by a written statement, signed by the public records officer or his designee, specifying the specific reasons therefor. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-100, filed 7/11/78; Order 11, § 106-276-100, filed 2/27/73.]

WAC 106-276-110 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record or his duly authorized representative shall petition for prompt review of such decision by tendering to the president's office a written request for a review of such denial. Such written request by a person or his duly authorized representative demanding prompt review shall specifically reference the written statement by the university denying that person's request for a public record.

(2) Within two business days after receiving the written request by a person or his duly authorized representative petitioning for prompt review of a decision denying a public record, the president of the university or any of his designees, which for the purposes of this section may include the public records officer or the records custodians, shall consider such petition.

(3) During the course of the two business days in which the president or his designee reviews the decision of the public records officer denying the request for a

public record, the president or his designee may conduct an informal hearing. During the course of such informal hearing, the president or his designee may require that the person requesting the public record or his duly authorized representative appear at a reasonable time and place located on the campus and further explain and identify the exact nature of the public record he is seeking. Failure by the person requesting the review hearing or his duly authorized representative to appear at such informal hearing shall be deemed a waiver of that person's right to insist upon completion of the review of his request within two business days. If the petitioner requesting review or his duly authorized representative does appear at such informal hearing, then the period for review by the university shall be extended to a period not exceeding twenty-four hours after such person requesting review or his duly authorized representative has appeared before the president or his designee.

(4) During the course of the informal hearing conducted by the president or his designee under this section, the hearing officer shall consider the obligations of the university fully to comply with the intent of chapter 42.17 RCW insofar as it requires providing public access to official records, but shall also consider the exemptions provided in RCW 42.17.310 and the requirement of section 29 [RCW 42.17.290] of that same initiative [Initiative 276] insofar as it requires the university to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and to prevent any unreasonable invasion of personal privacy by deleting identifying details. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-110, filed 7/11/78; Order 11, § 106-276-110, filed 2/27/73.]

WAC 106-276-200 Legislative liaison policy. The provisions of WAC 106-276-200 through 106-276-299 shall constitute the legislative liaison policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-200, filed 7/11/78; Order 11, § 106-276-200, filed 2/27/73.]

WAC 106-276-210 Designation. In accordance with the implementation of chapter 42.17 RCW, passed by the voters of the state of Washington on November 7, 1972, and effective January 1, 1973, those persons holding the following positions at Central Washington University are designated legislative liaisons for Central Washington University:

- (1) Members of the board of trustees;
- (2) The president;
- (3) All vice presidents;
- (4) Legislative liaisons;
- (5) Director, office of university information;

(6) All those persons designated in writing by the president, which writing shall be made available among the records maintained by the office of the president of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order

39), § 106-276-210, filed 7/11/78; Order 11, § 106-276-210, filed 2/27/73.]

WAC 106-276-220 Responsibility. Such persons designated in WAC 106-276-210 shall be responsible for making available through official channels recommendations regarding legislation or seeking such appropriations as the university may deem necessary for the official conduct of its business. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-220, filed 7/11/78; Order 11, § 106-276-220, filed 2/27/73.]