

situated within the district where he enrolls and (b) such a waiver of tuition and fees complies with conditions listed in subsections (1) through (6) of this section,

(8) Districts may recognize completion of such courses for salary improvement or vocational certification provided such courses are an approved part of the professional improvement plan of the individual,

(9) Prior to implementing any program for tuition and fee waivers for full-time employees, the college district shall adopt a written rule regarding such program and definitively set forth rules and procedures related to:

(a) Whether or not employees may take tuition free courses on released time and under what circumstances;

(b) Whether or not courses taken on a tuition free basis shall be allowed to apply toward an advancement on the salary schedule of the institution;

(c) Whether or not there will be a limit on the number of courses per quarter an employee may take; what that limitation is and any other constraints;

(d) The definition of a full-time employee, professional and classified, for purposes of this act;

(10) The individual community college district shall submit a copy of its adopted rule relating to the above to the state director. [Statutory Authority: RCW 28B.15-.535, 85-01-040 (Order 102, Resolution No. 84-67), § 131-28-085, filed 12/13/84. Statutory Authority: 1979 c 82, 79-10-021 (Order 76, Resolution No. 79-29), § 131-28-085, filed 9/10/79.]

WAC 131-28-090 Tuition and fee waivers for un-employed and underemployed resident students. (1) The purpose of this section is to carry out the intent of the legislature to provide tuition-free educational opportunities for unemployed and underemployed individuals who wish to attend a Washington community college on a space-available basis.

(2) Pursuant to authority granted by chapter 50, Laws of 1984, community college districts may waive, in whole or in part, tuition, operating fees, and services and activities fees for any individual who:

(a) Is a resident student as defined by RCW 28B.15.012(2);

(b) Will have attained age twenty-one prior to the first day of instruction on the basis of such waiver;

(c) Has not attended an institution of higher education during the six-month period immediately prior to the first day of instruction, other than pursuant to this section;

(d) Is not receiving or eligible to receive unemployment compensation funded by federal, state matching, or trade readjustment benefit sources;

(e) Has a monthly household income below four hundred sixty-five dollars for a single person and an additional one hundred thirty dollars for each additional household member or the successor values to these amounts as may be subsequently established by the department of social and health services as need standards for assistance determination purposes;

(f) Has been or will have been unemployed for at least six months prior to the first day of instruction or is underemployed as evidenced by monthly income for the

preceding six-month period below the level established in (e) of this subsection.

(3) Enrollments made pursuant to this section shall be on a space available basis.

(4) No new course sections shall be created as a result of enrollments based on waivers authorized by this section.

(5) Enrollment information on students registered pursuant to this section shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor be considered in any enrollment statistics which would affect budgetary determinations.

(6) Persons enrolled pursuant to this section shall have the same access to support services as do all other students and shall be subject to all course prerequisites and requirements. [Statutory Authority: 1984 c 50, 84-21-112 (Order 100, Resolution No. 84-57), § 131-28-090, filed 10/23/84.]

Title 132A WAC

COMMUNITY COLLEGES--PENINSULA COLLEGE

Chapters

132A-116 Motor vehicle regulations.

132A-136 Use of college facilities--Academic.

Chapter 132A-116 WAC

MOTOR VEHICLE REGULATIONS

WAC

132A-116-025 Enforcement.

WAC 132A-116-025 Enforcement. (1) Campus motor vehicle regulations are enforced by the Peninsula College employees and merchant police operating under the supervision of the college parking officer. Citations will be issued for traffic violations which include: Parking in "no parking" zones, parking in "visitors" area, parking in assigned staff areas, parking in "handicapped" areas without permission, parking in service areas, parking in the dormitory area, improper display of parking permit, back-in parking, violation of parking lanes.

(2) Citations issued for violations are payable at the business office. Penalty is \$1.00 per violation if paid within 48 hours and \$3.00 if paid after the first 48 hours.

(3) Failure by students to clear violation penalties may result in the withholding of transcripts, denial or cancellation of admission or registration, or withholding of degree awards.

(4) Vehicles in violation of the campus parking regulations may be impounded at the expense of the operator until all charges are cleared.

(5) In the event that a vehicle is impounded for a violation of these regulations, the owner of the impounded

vehicle shall have a right to a hearing within forty-eight hours of his/her request for such a hearing. The appeal should be made to the director of student activities within seventy-two hours of impoundment. Prior to the hearing, the owner of the vehicle shall be entitled to a release of his/her vehicle upon payment of the impoundment costs to the towing company. If, at the hearing, the owner shows that his/her vehicle was improperly impounded, he/she will be entitled to have the costs of towing expense refunded to him/her. [Statutory Authority: Chapter 28B.50 RCW. 84-14-019 (Order 8, Resolution No. 84-09-031), § 132A-116-025, filed 6/26/84. Statutory Authority: RCW 28B.50.140 and chapter 28B.50 RCW. 80-06-098 (Order 5, Resolution No. 80-04-016), § 132A-116-025, filed 5/30/80; Order 3, § 132A-116-025, filed 12/8/76.]

Chapter 132A-136 WAC

USE OF COLLEGE FACILITIES--ACADEMIC

WAC

132A-136-010 Student publications.

WAC 132A-136-010 Student publications. Publications covered by this policy shall be those providing laboratory experiences for instructional programs. The purpose of such publications shall be consistent with the purposes of Peninsula College as stated in the Community College Act. The primary purpose of student publications shall be to provide a learning experience for students. In addition,

(1) The college newspaper shall

(a) Provide a source of information about current events, people, and other subjects of interest to the campus community.

(b) Provide a forum for the exchange of opinions through clearly identified editorial columns and letters to the editor.

(c) Provide opportunities for journalism students to gain experience under instructional supervision in reporting, writing, editing, page design, photography, and other skills involved in newspaper operations.

(2) The literary magazine shall

(a) Provide a forum for students of Peninsula College to publish their creative efforts, both verbal and visual.

(b) Provide a magazine in which the school community and the public can read and view such creative efforts.

(c) Provide opportunities for members of the magazine's staff in soliciting material, choosing material, and editing and assembling a magazine.

The Peninsula College board of trustees, represented by the president of Peninsula College, is the publisher of all college-sponsored student publications. The president may appoint a faculty member to serve as the publisher's representative and advisor for each student publication in order to assure that such publications function according to policy requirements. The advisor's primary duty will be to counsel the student editors regarding

ethical responsibility, content, and coverage, and technical and managerial aspects of composition and publication. Publications shall contain a statement that editorial opinions are not necessarily those of the institution or its members.

Except for the position of editor, students will not be paid for work on the college newspaper or magazine.

The trustees support the freedom of student publications to report news and to express opinion without fear of reprisal. At the same time, the trustees reserve the right, as publishers, to require that student publications observe the restraints imposed by journalistic ethics and the responsibility to avoid the printing of libelous statements and materials. The trustees, as publishers, also reserve the right to require that all publications include fair comment; observe high standards of writing, accuracy, and good taste; and that student publications avoid discrimination, obscenity, and invasion of privacy. Such rights shall be exercised by the trustees through their designated representative.

Publications committee membership: The college president shall appoint three faculty members and one administrator to the committee. The president of the associated students shall be invited to appoint three students, each of whom must be enrolled in a minimum of ten credit hours. Committee members shall serve through one college year, with terms beginning at the start of the fall quarter. They may be reappointed. Preference for one position shall be given to a college newspaper or literary magazine staff member.

Duties of the publications committee: Duties shall be advising on recommendations from the associated students for establishing or dissolving publications, reviewing decisions of the faculty advisors involving selection or dismissal of editors, and hearing disputes which require due process consideration.

Students who wish to edit the college newspaper or magazine will make written application through the advisor, preferably in the quarter before their duties begin. The advisor shall bring the applications for editor to the committee. Any applicant may attend in person. The advisor shall make a recommendation to the committee. If the committee agrees on that candidate, he/she will be appointed as editor. If the committee selects another candidate, that person shall be editor unless the advisor wishes to appeal the decision through the president. In such instance, the decision of the president shall be final.

If the committee receives a recommendation for the suspension or dismissal of an editor, the recommendation must be accompanied by written reasons. The committee must conduct a hearing confined to the issues contained in the written reasons accompanying the recommendation. This hearing must take place within two weeks after the notice of intent to suspend or dismiss the editor has been presented to the editor by the advisor. The hearing will be open to the public unless the editor charged with suspension and/or dismissal requests a closed hearing. Within three days of the hearing, the committee shall vote to determine whether the recommendation shall be followed. Appeals following such committee action shall be heard by the president. In

such instances, the decision of the president shall be final.

Proposed name change of student publication: If the editor or staff of a college-sponsored publication wishes to change the name of the publication, he/she shall request a hearing from the publications committee. After the hearing is held, the committee shall vote to approve or deny the name change request. If approval is granted, the staff or editor will inform the associated student council and publicize the proposed titles in the college newspaper. One full week after publicizing, the associated student council shall hold a referendum election to make or deny the necessary bylaw change. The referendum may include more than one proposed name. A referendum for a name change for the literary magazine must be held in the fall quarter of the year the magazine is published.

Meetings: The committee shall elect a faculty or administrative representative to chair the committee and another to serve as secretary. The committee shall meet at least once during each quarter and additionally as deemed necessary by the chair.

Minutes: All minutes of publications committee sessions shall be provided to publications committee members, faculty advisors, and the college president, and shall be open to public inspection.

Grievance procedures: When a student feels that his/her rights relating to student publications have been violated, he/she shall provide the advisor with a written copy of his/her complaint. If there is no resolution to the student's satisfaction, the student may file a grievance with the publications committee in writing through the chairperson. The committee will meet within five school days and recommend a course of action. If there is no resolution to the student's satisfaction, the student may file his/her complaint with the president for a hearing. The complaint shall be filed within five days of the committee's decision. If there is still no resolution to the student's satisfaction, the student may appeal to the board of trustees at its next regularly scheduled meeting. The decision of the board is final. [Statutory Authority: Chapter 28B.50 RCW, 84-14-019 (Order 8, Resolution No. 84-09-031), § 132A-136-010, filed 6/26/84; Order 4, § 132A-136-010, filed 8/31/77.]

**Title 132B WAC
COMMUNITY COLLEGES--GRAYS
HARBOR COLLEGE**

**Chapter
132B-122 Withholding services for outstanding debts.**

**Chapter 132B-122 WAC
WITHHOLDING SERVICES FOR OUTSTANDING
DEBTS**

WAC
132B-122-010 Withholding services for outstanding debts.

[1985 WAC Supp—page 204]

WAC 132B-122-010 Withholding services for outstanding debts. If any person, including faculty, staff, student, or former student, is indebted to the institution for an outstanding overdue debt, the institution need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by any such person. The institution also reserves the right to off set any funds received from an individual against an outstanding overdue debt.

Upon receipt of such a request for services where there is an outstanding debt due the institution from that person, the institution shall notify the person, in writing, that the services will not be provided since there is an outstanding debt due the institution, and further that until that debt is satisfied, no such services will be provided the individual. When the institution exercises its right of off set, the institution shall notify the person, in writing, of the amount applied and balance due, if any.

The notification referred to above shall also inform the individual that he has a right to a hearing before a person designated by the president of the institution if he believes the records of the institution are incorrect concerning his indebtedness. The notification shall also indicate that the request for the hearing must be made within ten days from the date of the notification.

Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual owes or owed any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether the institution is correct in withholding services and/or applying off set for the outstanding debt. If the outstanding debt is found to be owed by the individual involved, the off set shall remain applied and/or no further services shall be provided. Notification of this shall be sent to the individual within five days after the hearing. This decision shall constitute an informal proceeding established by the institution pursuant to the Higher Education Administrative Procedure Act as defined in RCW 28B.19.110. [Statutory Authority: RCW 28B.19.110. 85-08-025 (Resolution No. 3-85), § 132B-122-010, filed 4/1/85.]

**Title 132C WAC
COMMUNITY COLLEGES--OLYMPIC
COLLEGE**

Chapters
132C-104 Bylaws and standing orders of governing boards.
132C-120 Student conduct code.