

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.**