

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.

Chapter 132C-104 WAC
BYLAWS AND STANDING ORDERS OF
GOVERNING BOARDS

WAC

132C-104-060 Regular meetings of the board of trustees.

WAC 132C-104-060 Regular meetings of the board of trustees. One regular meeting of the board of trustees shall be held each month. This meeting shall be held on the fourth Tuesday of each month and begin at 7:30 p.m., in the Board Room, College Service Center, Olympic College Campus, 16th and Chester Streets, Bremerton, Washington, or at such other time and place as the board may direct from time to time and as published in the State Register. The location of each meeting is available in the Office of the President, Olympic College, 16th and Chester Streets, Bremerton, Washington. [Statutory Authority: Chapter 28B.50 RCW. 85-13-024 (Order 23, Resolution No. 51-0585), § 132C-104-060, filed 6/11/85; 78-09-008 (Order 20, Resolution No. 48-0678), § 132C-104-060, filed 8/7/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-05-002 (Order 18, Resolution No. 46-0378), § 132C-104-060, filed 4/6/78.]

Chapter 132C-120 WAC
STUDENT CONDUCT CODE

WAC

132C-120-010 Preamble.
132C-120-015 Freedom of expression.
132C-120-020 Freedom of association and organization.
132C-120-025 Student participation in college governance.
132C-120-030 Student records.
132C-120-035 Student publications.
132C-120-040 Distribution of printed material on campus.
132C-120-045 Commercial activities.
132C-120-050 Authority to prohibit trespass.
132C-120-055 Emergency procedures.
132C-120-060 Right to demand identification.
132C-120-065 Violations.
132C-120-070 Repealed.
132C-120-075 Repealed.
132C-120-080 Repealed.
132C-120-085 Repealed.
132C-120-090 Repealed.
132C-120-095 Repealed.
132C-120-100 Jurisdiction.
132C-120-105 Procedural standards in disciplinary proceedings.
132C-120-110 Disciplinary proceedings.
132C-120-115 Appeals.
132C-120-120 Composition of the student conduct board.
132C-120-125 Procedures for student conduct board hearing.
132C-120-130 Conduct of disciplinary hearings.
132C-120-135 Decision by the student conduct board.
132C-120-140 Final decision on disciplinary appeals.
132C-120-145 Disciplinary actions.
132C-120-150 Readmission after dismissal.
132C-120-155 Repealed.
132C-120-160 Repealed.
132C-120-165 Repealed.
132C-120-170 Repealed.
132C-120-175 Repealed.
132C-120-180 Repealed.
132C-120-185 Repealed.
132C-120-190 Repealed.
132C-120-195 Repealed.

132C-120-200 Summary suspension rules.
132C-120-205 Initiation of summary suspension proceedings.
132C-120-210 Notice of summary suspension.
132C-120-215 Permission to enter or remain on campus.
132C-120-220 Procedures for summary suspension hearing.
132C-120-225 Decision by dean of students.
132C-120-230 Failure to appear for summary suspension hearing.
132C-120-235 Summary suspension proceedings not duplicitous.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS
CHAPTER

132C-120-070 Investigation of student conduct. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-070, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-075 Status of student pending final action. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-075, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-080 Purpose of adoption of student conduct code. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-080, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-085 Definitions. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-085, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-090 Jurisdiction. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-090, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-095 Right of assembly. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-095, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-155 Evidence admissible in hearings. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-155, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-160 Decision by the student conduct board. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-160, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-165 Final decision regarding disciplinary action. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-165, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-170 Disciplinary action. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-170, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

132C-120-175 Readmission after dismissal. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-175, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No.

- 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-180 Summary suspension rules. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-180, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-185 Initiation of summary suspension proceedings. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-185, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-190 Notice of summary proceedings. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-190, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-195 Procedures of summary suspension hearing. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-195, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

WAC 132C-120-010 Preamble. Olympic College, as a state supported institution of higher education, has a mission of providing excellence of instruction, responsiveness to community and individual needs, and open communication in a collegiate atmosphere to citizens of Kitsap and Mason counties. Sharing responsibility for this common mission, students and college personnel are joined in a voluntary college community.

Olympic College students are both citizens and members of the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college community, they are subject to those responsibilities which accrue to them by virtue of this membership.

Admission to Olympic College carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the college, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the college community.

Olympic College expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the college.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both.

To accomplish these purposes the college is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-010, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-010, filed 4/4/80.]

WAC 132C-120-015 Freedom of expression. Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions, students or student organizations speak only for themselves.

Any recognized student organization may invite to the campus any speaker a group wishes to hear, providing suitable space is available and there is no interference with the regular scheduled program of the college and officially sanctioned procedure is followed. It is understood that the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints by this college, its students, its employees, or the board of trustees. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to normal considerations for law and order and to the specific limitations imposed by the Washington State Constitution which prohibits religious worship, exercise, or instruction on state property.

In order to insure an atmosphere of open exchange and to insure that the educational objectives of the college are not obscured, the president may prescribe reasonable time, place and manner restrictions for the conduct of the meeting, such as requiring a designated member of the faculty as chairman, or requiring permission for comments and questions from the floor. Likewise, the president may encourage the appearance of one or more additional speakers at the meeting in question or at a subsequent meeting so that other points of view may be expressed. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-015, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-015, filed 4/4/80.]

WAC 132C-120-020 Freedom of association and organization. Students bring to the college a variety of interests previously acquired and develop new interests as members of the college community. They are free to organize and join associations to promote any legal purpose or common interest.

Student organizations must be granted a charter by the college student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, the name of a faculty member who has agreed to serve as advisor, and otherwise meet all student government requirements for charter. All student organizations must also submit to the student government a list of officers and renew a granted charter as required. In order to qualify for issuance of a charter, membership in a student organization

must be open to all students. Affiliation with a noncollege organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met. The charter of a student organization may be withdrawn by the student government for nonconformity to provisions of its charter, the student conduct code, or student government requirements. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-020, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-020, filed 4/4/80.]

WAC 132C-120-025 Student participation in college governance. As members of the college community, students will be free, individually and collectively, to express their views on college policy and on matters of general interest to the student body. The constitution of the associated students of Olympic College and the college's administrative procedures provide clear channels for student participation in the formulation and application of institutional policy. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-025, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-025, filed 4/4/80.]

WAC 132C-120-030 Student records. The board of trustees of Olympic College has adopted policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974 - Public Law 93-380.

Under the policies adopted, directory information will be released unless a student files a "Request to prevent disclosure of public information" available in the office of admissions and records.

Olympic College personnel will not release any other information concerning a student to any agency, parent, spouse, or friend without written permission of the student in question. For example, transcripts are sent only upon written request from the student (telephone calls are not acceptable).

Only appropriate employees of Olympic College have access to a student's records and only with the permission of the administrator in charge of the records.

Further information concerning the law is available at the office of admissions and records. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-030, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-030, filed 4/4/80.]

WAC 132C-120-035 Student publications. Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating student opinion on various issues on the campus and in the world at large. Financial and legal autonomy is not possible, therefore, Olympic College, as the publisher of student publications, may have to bear the legal responsibility for the contents of

the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsibilities such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

(1) The student press should be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage consistent with *Canons of Journalism*.

(2) Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administration, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures of the publishing organization.

(3) It is expected that campus student publications shall have a written editorial policy consistent with the above. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-035, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-035, filed 4/4/80.]

WAC 132C-120-040 Distribution of printed material on campus. Publications, handbills, leaflets, statements, and similar materials except those which are commercial, obscene, or unlawful in character may be distributed without review or approval by any enrolled student or recognized group of students enrolled at Olympic College. It is to be understood that such materials do not necessarily represent the views of the college or the board of trustees. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs.

All such materials shall indicate the name of the sponsor. Distribution of any printed materials by persons not members of the college community shall be prohibited unless approved in advance by the dean of students or designee. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-040, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-040, filed 4/4/80.]

WAC 132C-120-045 Commercial activities. College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve Olympic College educational objectives, including but not limited to, display of books of interest to the academic community or the display or

demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of a college division or the office of student programs and activities of the college, provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-045, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-045, filed 4/4/80.]

WAC 132C-120-050 Authority to prohibit trespass.

In the instance of any event that is deemed to impede the movement of persons or vehicles or which is deemed to disrupt or threatens to immediately disrupt the ingress and/or egress of persons from college facilities, the president or designee, acting through the dean of students or such other designated person shall have authority and power to:

(1) Prohibit the entry of, or withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a college facility; or

(2) Give notice against trespass to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility; or

(3) Order any person, persons, or group of persons to leave or vacate all or any portion of a college facility.

Any student or person who shall disobey a lawful order given by the college president or designee pursuant to the requirements of this rule shall be subject to disciplinary and/or legal action. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-050, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-050, filed 4/4/80.]

WAC 132C-120-055 Emergency procedures. In the event of activities or situations which interfere with the orderly operation of the college, the dean of students or college president or their designees shall determine the course of action which appears to offer the best possibility for resolution of the problem. The emergency procedures outlined below will be followed if deemed essential:

(1) Inform those involved in such activities that they are in violation of college and/or civil regulations.

(2) Inform them that they should cease and desist.

(3) If they do not respond within a reasonable time, call the civil authorities. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-055, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-055, filed 4/4/80.]

WAC 132C-120-060 Right to demand identification. For the purpose of determining the identity of a person as a student, where identification as a student is a

prerequisite to admission or the charge for admission to any college activity, or where identification as a student is required in a case of alleged violation of this code, any college employee may demand that any person on college property or at a college activity produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement. Refusal by a student to produce identification as required shall subject the student to disciplinary action. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-060, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-060, filed 4/4/80.]

WAC 132C-120-065 Violations. Any student shall be subject to immediate disciplinary action provided for in this student conduct code who, either as a principal actor or aider or abettor:

(1) Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;

(2) Violates any provision of the student conduct code;

(3) Commits any of the following acts which are hereby prohibited:

(a) All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, and forgery, alteration or use of college documents or instruments of identification with intent to defraud.

(b) Failure to comply with lawful directions of faculty, administrators, and other regularly employed personnel acting in performance of their lawful duties.

(c) Conduct which intentionally and substantially obstructs or disrupts freedom of movement, teaching, administration, disciplinary proceedings, or other lawful activities of the college.

(d) Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.

(e) Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.

(f) Refusal to comply with any lawful order to leave the college campus or any portion thereof.

(g) Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on the college campus, except for authorized college purposes; unless prior written approval has been obtained from the dean of students, or any other person designated by the college president.

(h) Intentionally inciting others to engage in imminent lawless activity, including any conduct prohibited herein.

(i) Possessing, consuming, or furnishing of alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions where prohibited.

(j) Disorderly conduct, including disorderly conduct resulting from drunkenness.

(k) Engaging in lewd, indecent, or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.

(l) Using, possessing, furnishing, or selling any controlled substance as defined in Washington statutes, except when the use or possession of a drug is specifically prescribed as medication by a licensed health care professional.

(m) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.

(n) Theft or conversion of college property or private property.

(o) Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-065, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-065, filed 4/4/80.]

WAC 132C-120-070 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-075 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-080 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-085 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-090 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-095 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-100 Jurisdiction. Admission to the college carries with it the expectation that the student will obey the law, comply with rules and regulations of the college, and is accountable for his/her conduct.

All rules herein adopted shall apply to every student on any college property or engaged in any college related activity or function. Sanctions for violation of the rules of student conduct herein adopted will be administered by the college in the manner provided by said rules. When violations of the laws of the state of Washington and/or the United States are involved, the college may in addition refer such matters to civil authorities. In the case of minors such conduct may be referred to parents or guardians.

This code is applicable in all matters of discipline, and any disciplinary action imposed upon a student shall be taken in accordance with this code, unless the disciplinary action was imposed according to separate college

policy which the student contractually accepted as a condition to participation in a particular course of study.

Disciplinary action, including dismissal from the college, may be imposed on a student for failure to abide by rules of conduct contained herein. The form of disciplinary action imposed will determine whether and under what conditions a violator may continue as a student at the college. Practices in disciplinary cases may vary in formality according to the severity of the case.

Faculty members shall have the authority to take such actions as may be necessary to maintain order and proper conduct in the classroom to insure the cooperation of students in the accomplishment of the objectives of the course of instruction. Such actions may be appealed to the dean of students within five instructional days of such action.

College administrative officers may deny admission to a prospective student or reregistration to a current student if, in their judgment, the student would not be competent to profit from the curricular offerings of the college, or would, by the student's presence or conduct, create a disruptive atmosphere within the college inconsistent with the purpose of the institution.

When reference in this document is made to a college official, that reference shall be read to include the specified college official or designee. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-100, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-100, filed 4/4/80.]

WAC 132C-120-105 Procedural standards in disciplinary proceedings. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, and admonition. At the same time, Olympic College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for students who attend and through regulation of the use of institutional facilities. In circumstances when preferred means fail to resolve problems of student conduct, prior procedural safeguards shall be observed to protect the student from unfair imposition of serious disciplinary penalties.

The administration of discipline shall guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and sanctions which may be applied. The jurisdictions, responsibilities, and procedures of the college disciplinary structure shall be clearly established and published.

In all situations procedural due process requires that the student be informed of the nature of charges against him/her, be given a fair opportunity to refute them, that disciplinary actions not be arbitrary, and that there be provision for appeal of disciplinary actions. Students charged with violation of the student code of conduct shall be informed of their right to due process. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-105, filed

6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-105, filed 4/4/80.]

WAC 132C-120-110 Disciplinary proceedings. Any person shall have the right to request sanctions for violations of the student conduct code.

All disciplinary proceedings will be initiated by the dean of students who may also establish advisory panels to advise or act for the office in disciplinary proceedings.

Any student accused of violating any provision of the rules of student conduct will be called for an initial conference with the dean of students and will be informed of what provision or provisions of the code of student conduct he/she is charged with violating and what appears to be the range of penalties which might result from consideration of the disciplinary proceeding.

After considering the evidence in the case and interviewing the accused, the dean of students may take any of the following actions:

- (1) Terminate the proceeding, exonerating the accused;
- (2) Dismiss the case after whatever counseling and advice may be appropriate;
- (3) Impose minor sanctions directly such as warning, reprimand, restitution, and/or disciplinary probation;
- (4) Refer the matter to the student conduct board for a recommendation to the president of the college as to appropriate action;
- (5) Recommend to the president of the college that the accused be dismissed.

A student accused of violating any provision of the code of student conduct shall be given written notification of the dean of students' action.

Disciplinary action recommended by the dean of students is final unless the accused exercises his/her right of appeal within five instructional days as provided in WAC 132C-120-115. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-110, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-110, filed 4/4/80.]

WAC 132C-120-115 Appeals. Any disciplinary action may be appealed as provided. Action by the dean of students may be appealed to the student conduct board. Action taken by the student conduct board may be appealed to the president. Action taken by the president shall be final. All appeals by a student must be made in writing and presented to the college president within five instructional days of the disciplinary action/recommendation or the right to appeal is waived and the disciplinary action/recommendation is automatically imposed. Decisions on appeals will be rendered in writing within three instructional days following conclusion of the appeal process.

Time periods referenced in the code may be altered or waived on written agreement of the accused and dean of students.

An appeal of a disciplinary action stays enforcement of the action until the appeal process is exhausted or a final decision reached. [Statutory Authority: Chapter

28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-115, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-115, filed 4/4/80.]

WAC 132C-120-120 Composition of the student conduct board. The student conduct board shall be composed of seven members on an ad hoc basis as needed. Members shall be selected as follows:

- (1) The college president shall appoint three members and an alternate from the faculty.
- (2) The president shall appoint one member from the college administration and an alternate.
- (3) Three student members and an alternate appointed by the president of the associated students of Olympic College.
- (4) The president of the college shall designate a chairman from the membership who shall preside at all meetings and hearings. The chairman shall not vote except to break a tie vote. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-120, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-120, filed 4/4/80.]

WAC 132C-120-125 Procedures for student conduct board hearing. The student conduct board will hear and make recommendations to the president of the college on all disciplinary cases referred/appealed to it.

The accused has a right to a fair and impartial hearing before the student conduct board on any charge of violating rules of student conduct. The accused's failure to cooperate with hearing procedures shall not prevent the student conduct board from making its findings of fact, conclusions, and recommendations. Failure by the accused to cooperate may be taken into consideration by the student conduct board in recommending appropriate disciplinary action to the president.

The accused shall be given written notice of the time and place of the hearing before the student conduct board and afforded not less than five instructional days notice thereof. Said notice shall contain:

- (1) A statement of the time, place, and nature of the disciplinary hearing.
- (2) A statement of allegations and reference to relevant sections of the student conduct code involved.

The accused shall be entitled to hear and examine evidence against him/her and be informed of the identity of its source, shall be entitled to present evidence or witnesses in his/her own behalf and cross-examine adverse witnesses as to relevant factual matters.

Only those matters presented at the hearing in the presence of the accused will be considered by the student conduct board in determining whether there is sufficient evidence to cause it to believe the accused violated the student conduct code.

The student may be represented by counsel of choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney admitted to practice in any state as counsel, he/she may do so provided that not

less than three instructional days notice of the same is given the dean of students.

In all disciplinary proceedings, the college may be represented by the dean of students, designee, and/or assistant attorney general who shall present the college's case against the student accused of violating rules of the student conduct code.

The chairman of the student conduct board shall preside at the disciplinary hearing and may establish organizational or operational procedures necessary to the conduct of the hearing. The chairman may rule on all questions before the student conduct board and may limit repetitious testimony and exclude immaterial or irrelevant evidence. Strict rules of evidence shall not be applied.

The proceedings of the hearing shall be recorded and copies of presented materials retained. Such shall be kept in the dean of students office after use by the student conduct board. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-125, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-125, filed 4/4/80.]

WAC 132C-120-130 Conduct of disciplinary hearings. Hearings conducted by the student conduct board will be held in closed session except when the accused requests that students and staff other than those directly involved be invited to attend. If at any time during the conduct of a hearing invited guests are disruptive of the proceedings, the chairman of the student conduct board may exclude such persons from the hearing room.

Any student or staff member attending the student conduct board hearing as an invited guest who continues to disrupt said proceedings after the chairman of the student conduct board has asked him/her to cease and desist therefrom shall be subject to disciplinary action. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-130, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-130, filed 4/4/80.]

WAC 132C-120-135 Decision by the student conduct board. Upon conclusion of the disciplinary hearing, the student conduct board shall in closed session consider the evidence therein presented. By majority the board shall reach its conclusions and recommended disciplinary action. The board shall issue in written form its conclusions and recommended disciplinary action within three instructional days of the conclusion of the hearing to the student, the dean of students, and the president. The disciplinary recommendations of the board shall be limited to the following:

- (1) That the student or students be exonerated and the proceedings terminated.
- (2) That any disciplinary action provided in WAC 132C-120-145 be imposed on the student or students.

Disciplinary action recommended by the student conduct board shall be automatically imposed unless the

accused exercises his/her right of appeal to the president as provided in WAC 132C-120-115. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-135, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-135, filed 4/4/80.]

WAC 132C-120-140 Final decision on disciplinary appeals. The president of the college or any representative designated except the dean of students shall on appeal review the record of the proceedings, the recommended action of the student conduct board, and any written statements of appeal filed by the accused student. Following review of all submitted materials, the president or designee will, within three instructional days, issue in writing to the accused, student conduct board, and dean of students approval of the recommendations of the student conduct board or shall specify what other action shall be taken.

No hearing shall be held at this stage and the decision of the president shall be final. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-140, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-140, filed 4/4/80.]

WAC 132C-120-145 Disciplinary actions. The following disciplinary actions are hereby established and shall be usual sanctions imposed upon violators of the code of student conduct:

Disciplinary warnings: Notice to a student either verbally or in writing that he/she has been in violation of the rules of student conduct or has otherwise failed to satisfy the college's expectations regarding conduct. Such warnings imply that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

Reprimand: Formal action censuring a student for violation of the rules of student conduct. Reprimands are always made in writing. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

Disciplinary probation: Formal action placing conditions upon the student's continued attendance for violation of the code of student conduct. The action will specify, in writing, the period of probation and any conditions such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

Dismissal: Termination of student status for violation of the code of student conduct. A student may be dismissed only with the approval of the president of the college. Dismissal may be for a stated or for an indefinite period. The notification dismissing a student will indicate, in writing, the term of the dismissal and any

special conditions which must be met before readmission. There is no refund of tuition and fees for the quarter in which action is taken but tuition and fees paid in advance for a subsequent quarter are to be refunded.

Restitution: The college may demand restitution from individual students for destruction or damage of property. Failure to make arrangements for restitution promptly will result in the cancellation of the student's registration and will prevent the student from reregistration. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-145, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-145, filed 4/4/80.]

WAC 132C-120-150 Readmission after dismissal. Any student dismissed from the college for disciplinary reasons may be readmitted only on written petition to the dean of students. Such petitions must indicate how specified conditions have been met and, if the term of the dismissal has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions dismissing students from the college, the president shall approve readmission of any student who has been formerly dismissed from the college for disciplinary reasons. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-150, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-150, filed 4/4/80.]

WAC 132C-120-155 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-160 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-165 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-170 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-175 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-180 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-185 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-190 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-195 Repealed. See Disposition Table at beginning of this chapter.

WAC 132C-120-200 Summary suspension rules. The board of trustees of Olympic College recognizes the need to provide the administration with a summary system of student discipline which can swiftly and fairly

respond to immediate disorder. Summary suspension rules are not to be construed to supplant provisions of the student conduct code or usual disciplinary procedures, but rather to supplement the student conduct code by providing an emergency method of suspension during the pendency of investigation and prosecution of student violations that will subsequently be heard on their merits consistent with student conduct code procedures. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-200, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-200, filed 4/4/80.]

WAC 132C-120-205 Initiation of summary suspension proceedings. The college president or designee may suspend any student for not more than ten instructional days pending investigation, action, or prosecution on charges of an alleged student conduct code violation if the president or designee has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of other college community members, or the safety and well-being of the college or its functioning renders the normal disciplinary process ineffectual and commands such suspension. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-205, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-205, filed 4/4/80.]

WAC 132C-120-210 Notice of summary suspension. If the college president or designee desires to exercise the authority to summarily suspend a student, the president or designee shall cause notice thereof to be served on that student by registered or certified mail at the student's last known address, or by personal service of such notice to the student. The notice shall be entitled *Notice of Summary Suspension* and shall state:

(1) The charges against the student including reference to provisions of the student conduct code and/or law.

(2) That the student charged must appear before the dean of students for a summary suspension hearing at a time specified in the notice. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-210, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-210, filed 4/4/80.]

WAC 132C-120-215 Permission to enter or remain on campus. During the period of summary suspension, the student shall not enter any college property or attend any college function other than to meet with the dean of students or attend a summary suspension hearing. However, the dean of students may grant the student special permission to enter the campus for express purposes such as meeting with staff or students in preparation for a hearing. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-215, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-215, filed 4/4/80.]

WAC 132C-120-220 Procedures for summary suspension hearing. At the summary suspension hearing, the student against whom the violation or violations are alleged shall have the opportunity of proving to the dean of students that there is no cause to believe that the violations cited on the notice of summary suspension did occur, and that summary suspension is not necessary or justifiable pursuant to WAC 132C-120-200 through 132C-120-220.

The student may offer oral testimony, present witnesses, submit any statement or affidavit, examine any affidavit or cross-examine any witness who may appear against him/her and submit any matter in extenuation or mitigation of the offense or offenses charged.

The dean of students shall at the time of the summary suspension hearing determine whether there is probable cause to believe that a violation of law or of the code of student conduct has occurred and whether there is cause to believe summary suspension continues to be necessary pursuant to WAC 132C-120-200 through 132C-120-220. In the course of making such decisions the dean may consider only the affidavits and oral testimony of persons who alleged that the student charged has committed a violation of law or the student conduct code and the oral testimony and affidavits submitted by the student charged. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-220, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-220, filed 4/4/80.]

WAC 132C-120-225 Decision by dean of students. On conclusion of the summary suspension hearing and review of evidence and testimony presented therein, the dean of students or designee may exercise a range of actions including but not limited to the following:

(1) Sustain the summary suspension for its duration or portion thereof, subject to disciplinary actions which may be brought under the code of student conduct rules following the suspension.

(2) Stay the summary suspension and impose any disciplinary action(s) enumerated in WAC 132C-120-110 Disciplinary proceedings of the code of student conduct.

Following the summary suspension hearing, the student shall be provided written notification of findings, conclusions, and disciplinary actions, if any. Notification and any attendant instructions or information will be provided through personal service or sent the student by registered or certified mail at the student's last known address. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-225, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-225, filed 4/4/80.]

WAC 132C-120-230 Failure to appear for summary suspension hearing. If a student who has been summarily suspended fails to appear for a summary suspension hearing with the dean of students as required by WAC 132C-120-210, the suspension will automatically stand

for its specified duration, after which the dean of students or designee may initiate further disciplinary proceedings against the student as provided in the code of student conduct. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-230, filed 6/18/85.]

WAC 132C-120-235 Summary suspension proceedings not duplicitous. As indicated, the summary suspension proceedings shall not substitute for disciplinary proceedings provided for in the code of student conduct. At the end of the suspension, the student suspended shall be reinstated to full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed pursuant to the code of student conduct or these rules of summary suspension.

Records and evidence presented during the course of any facet of a summary suspension proceeding brought against the student shall be available for use by the student and the college in disciplinary proceeding initiated under the code of student conduct. [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-235, filed 6/18/85.]

Title 132E WAC COMMUNITY COLLEGES--EVERETT COMMUNITY COLLEGE

**Chapter
132E-116 Traffic regulations of Edmonds Community College.**

Chapter 132E-116 WAC TRAFFIC REGULATIONS OF EDMONDS COMMUNITY COLLEGE

WAC
132E-116-001 through 132E-116-124 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132E-116-001 Purpose for adopting rules. [Order 77-1-2, § 132E-116-001, filed 2/3/77.] Repealed by 85-04-003 (Order 85-1-1, Resolution No. 85-1-1), filed 1/24/85. Statutory Authority: RCW 28B.50.140.
- 132E-116-004 Applicable traffic rules and regulations. [Order 77-1-2, § 132E-116-004, filed 2/3/77.] Repealed by 85-04-003 (Order 85-1-1, Resolution No. 85-1-1), filed 1/24/85. Statutory Authority: RCW 28B.50.140.
- 132E-116-008 Permits required for vehicles on campus. [Order 77-1-2, § 132E-116-008, filed 2/3/77.] Repealed by 85-04-003 (Order 85-1-1, Resolution No. 85-1-1), filed 1/24/85. Statutory Authority: RCW 28B.50.140.
- 132E-116-012 Valid permit. [Order 77-1-2, § 132E-116-012, filed 2/3/77.] Repealed by 85-04-003 (Order 85-1-1, Resolution No. 85-1-1), filed 1/24/85. Statutory Authority: RCW 28B.50.140.
- 132E-116-016 Transfer of permits. [Order 77-1-2, § 132E-116-016, filed 2/3/77.] Repealed by 85-04-003 (Order 85-1-1, Resolution No. 85-1-1), filed 1/24/85. Statutory Authority: RCW 28B.50.140.