WAC 132F-419-050 Nondistrict options. At any point during these proceedings, the complainant may choose to file sexual harassment complaints concurrently with the Washington state human rights commission, Seattle human rights department, equal employment opportunity commission, Office of Federal Contract Compliance, or the Office of Civil Rights. However, complainants are encouraged to use the internal complaint procedures to resolve complaints. [Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-050, filed 6/19/85.]

WAC 132F-419-060 Appropriate disciplinary action. Findings of discrimination in the form of sexual harassment will result in immediate and appropriate disciplinary action, which may include but is not limited to the following:

(1) Findings placed in employee’s file
(2) Reprimand
(3) Suspension
(4) Dismissal

In cases of suspension or employment termination, existing procedures for administrative, academic or classified staff shall be followed. [Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-060, filed 6/19/85.]

WAC 132F-419-070 Repeated offenses. When a complaint is made against someone who has been found in the past to have been in violation of the sexual harassment policy, the person receiving the complaint may determine whether the complaint should be filed initially as a formal complaint or grievance. The disciplinary measure chosen for repeating offenders should take into account the repeated lack of compliance by the offender and should be more severe/extreme. [Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-070, filed 6/19/85.]

Title 132H WAC
COMMUNITY COLLEGES—BELLEVUE COMMUNITY COLLEGE

Chapters
132H-116 Parking and traffic rules.
132H-120 The student code of Community College District VIII.
132H-160 Admissions, residency classification and registration regulations—Schedule of fees and financial aid for Community College District VIII.
132H-200 General operating policies of Community College District VIII.

[1985 WAC Supp—page 230]
(e) Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the education and administrative functions of the college, or the private rights and privileges of others.

(f) Intentionally destroying or damaging any college facility or other public or private real or personal property.

(g) Failure to comply with directions of properly identified college officials acting in performance of their duties.

(h) 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.

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

(j) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities of the college campus, except for authorized college purposes or for law enforcement officers, unless written approval has been obtained from the dean of student programs and personnel services, or any other person designated by the president.

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

(l) 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.

(m) Being under the influence of liquor or alcoholic beverages or narcotic drugs while on college property or while participating in any college program, class or event or while in attendance in any class or college-sponsored or supervised activity.

(n) Engaging in cheating, stealing, plagiarizing, or knowingly furnishing false information to the college. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-200, filed 8/11/76; Order 16, § 132H-120-200, filed 10/6/80; 78-07-024 (Order 57, Resolution No. 135), § 132H-120-200, filed 3/15/73.]

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.

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APPLICATION FOR UTILIZATION OF ALCOHOLIC BEVERAGES

Authorized representative please complete the information requested and file with: 1. Student Organization: Dean of Student Programs & Personnel Services; 2. College Administrative Unit: President's Office; 3. Community Organization: President’s Office.

DATE OF EVENT _________ DATE OF REQUEST _______

SPONSORING GROUP ( ) Community Organization
( ) College Personnel
( ) Student Organization
(check security requirements)

ADDRESS _______ PHONE NO. _______

TYPE OF EVENT (Circle appropriate group: Student organization; college administrative group; community organization. Describe function and the appropriate serving of food.)

FACILITY REQUESTED

I have read the WAC 132H-120-490 "Procedural guidelines for liquor policy implementation" on the reverse side of this form and agree to abide by these regulations. I further agree to indemnify and hold harmless Bellevue Community College, Community College District VIII, its officers, employees and agents (the "indemnitees") against and from any and all liability, loss or damage the indemnitees may suffer as a result of claims, demands, costs, or judgments, including reasonable attorneys' fees against the indemnitees arising from the event described above in general, and in particular arising out of the use of alcoholic beverages at this event. I further agree to assume total and complete responsibility for the total and complete adherence to all the rules and regulations that apply to the provision of alcoholic beverages at this event and to the forfeiture of the deposit paid if any such action is brought against the above-named indemnities or if violation of rules occur.

Name of Person Representing Sponsoring Group and Responsible for Purchasing Banquet License and Liquor.

Address

Phone No. Driver's License No.

Signature of BCC Authorized Representative

[1985 WAC Supp—page 231]

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WAC 132H-120-205 Application for utilization of alcoholic beverages.

COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COMMUNITY COLLEGE
3000 LANDERHOLM CIRCLE, S.E.
P.O. BOX 92700
BELLEVUE, WASHINGTON 98009-2037
_132H–120–205_ **Title 132H WAC: Bellevue Community College**

**WAC 132H–120–220 Responsibility/college discipline committee**. The dean of student programs and personnel services is the college administrator responsible for student discipline. All discipline procedures will be initiated by the dean and he/she is responsible for assembling all facts on cases referred to his/her office, making provisions for suitable hearings, convening the college discipline committee, notifying students and others concerned, keeping confidential files and reports on cases, following up each discipline case until it is closed, and destroying out-of-date files on discipline cases.

The composition of the college discipline committee shall be as follows: The committee shall be established each fall. It will be composed of the following persons:

1. A faculty member appointed by the president of the college.
2. A member of the faculty, appointed by the president of the Bellevue Community College professional association.
3. Two representatives [selected] by the student services council.
4. Three students. The three students will be appointed by the president of the student body association.

None of the above-named persons shall sit in any case in which he/she has a conflict of interest, is a complainant or witness, has a direct or personal interest, or has acted previously in an advisory capacity. Decisions in this regard, including the selection of alternates, shall be made by the college discipline committee as a whole.

The college discipline committee chairman will be elected by the members of the college discipline committee.

There shall be a list of alternates provided in the same manner and number in which membership was obtained.

**WAC 132H–120–230 Initial proceedings.** While the primary purpose of college disciplinary actions, other than those requiring expulsion, are intended to be developmental rather than punitive, formal procedures must be specified to insure that students receive due process of law. (1) _Initiation of prosecution._ Students, faculty members, administrators and other employees of the district shall have concurrent authority to report violations which will be acted upon by the dean of student programs and personnel services or his/her designated representative.

(2) _Requirements of notice._ Any student charged in a report filed pursuant to WAC 132H–120–200 with a violation of the code of student rights and responsibilities shall be notified by the dean of student programs and personnel services or his/her designated representative within three academic calendar days after the filing of such a report, if possible. The notice shall not be ineffective if presented later due to the student's absence. Such notice shall:

(a) Inform the student that a report has been filed alleging that the student violated specific provisions of the code and the date of the violation;

(b) Set forth those provisions allegedly violated and inform the student as to what appears to be maximum penalties which might result from consideration of same;

(c) Specify the exact time and date the student is required to meet with the dean of student programs and personnel services;

(d) After considering the evidence in the case and interviewing the student accused of violating specific provisions of the code, the dean of student programs and personnel services or his/her designee may take any of the following actions:

(i) Terminate the proceedings, exonerating the student.

(ii) Dismiss the case after whatever counseling and advice may be appropriate.

(iii) Impose the minor sanction directly (disciplinary warning) subject to the student's right of appeal described below. The student shall be notified of the action taken; this notification must be in writing.

(iv) Refer the matter to the college discipline committee. The student shall be notified in writing that the matter has been referred to the committee. In all cases, the student shall be advised of his rights by reference to the appropriate section of this document.

(e) If, after the preliminary conference with the student, the recommendation of the dean of student programs and personnel services is for disciplinary action, the student shall receive the following in writing:

(i) Notification of the findings of the investigation and conclusion of the dean of student programs and personnel services.

(ii) Notification of the disciplinary action which is to be recommended.

(iii) Notification that the student may either accept the disciplinary action, or, within seven calendar days following receipt of the notification, file a written request for a hearing by the college discipline committee. If the request is not filed within the prescribed time, the right to do so is waived.

[1985 WAC Supp—page 232]
(iv) If the student does not request a hearing, the president or designee shall review the recommendation of the dean of student programs and personnel services and within seven calendar days announce a decision with regard to the disciplinary action to be taken. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H–120–230, filed 12/16/85; Order 16, § 132H–120–230, filed 3/15/73.]

WAC 132H–120–330 Appeals. An appeal by a student shall be made in writing and addressed to the chairman of the college discipline committee within 7 days after the student has been notified of the action taken. In all proceedings where the student is not exonerated, there shall be one automatic review by a reviewing authority. (1) Disciplinary action by the dean of student programs and personnel services may be appealed to, and shall be reviewed by, the college discipline committee.

(2) Disciplinary action by the college discipline committee may be appealed to, and shall be reviewed by, the college president.

(3) Final authority in all disciplinary action shall rest with the board of trustees of the college. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H–120–330, filed 12/16/85; Order 16, § 132H–120–330, filed 3/15/73.]

WAC 132H–120–340 Disciplinary terms. The following definitions of disciplinary terms have been established to provide consistency in the application of penalties: (1) Disciplinary warning: Formal action censoring a student for violation of college rules or regulations or for failure to satisfy the college's expectations regarding conduct. Disciplinary warnings are always made in writing to the student by the dean of student programs and personnel services. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

(2) Disciplinary probation: Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or for failure to satisfy the college's expectations regarding conduct. Disciplinary probation warns the student that any further misconduct will make him liable to suspension or expulsion from the college. Disciplinary probation may be for a specific term or for an indefinite period.

(3) Suspension: Formal action dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Suspension may be for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated.

(4) Expulsion: Students may be expelled only on the approval of the president of the college and on the recommendation of the dean of student programs and personnel services or the college discipline committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any conditions which must be met before readmission. There is 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) Registration denied: Formal action refusing to allow a student to register for subsequent quarters, for violation of college rules or regulations, or failure to satisfy the college's expectations regarding conduct, or failure to fulfill obligations to the college. Students may be denied registration only on the approval of the president and on the recommendation of the dean of student programs and personnel services or college discipline committee. The initiating authority, in his written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be denied for a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H–120–340, filed 12/16/85; Order 16, § 132H–120–340, filed 3/15/73.]

WAC 132H–120–360 Reporting, recording and maintenance of records. Records of all disciplinary cases shall be kept in the office of the dean of student programs and personnel services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved for not more than 5 years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H–120–360, filed 12/16/85; Order 16, § 132H–120–360, filed 3/15/73.]

WAC 132H–120–490 Procedural guidelines for liquor policy implementation. (1) When approved by the president or his designee, alcoholic beverages may be served by a recognized student organization, college administrative unit or a community organization. Such groups must adhere to the stipulation of building use policies (chapter 132H–140 WAC) and fully meet all laws, rules and regulations as set forth in the Washington state liquor control board regulations, RCW 66.20.010, which permits consumption of spirits.

(2) Approval for the serving of alcoholic beverages must be requested at least seven calendar days prior to the date of use. A student organization request (Form BCC 010–116 (9–85)) must be filed with the office of the dean of student programs and personnel services. If, in the judgment of the dean, the request is congruent with the best interests of the student group and the college, the dean will forward the request to the president for final approval. All other requests (Form BCC 010–116(9–85)) shall be filed with the office of the president. The request shall be approved or denied at least three
calendar days prior to the proposed event. The application for utilization of alcoholic beverages must be completed by an authorized representative who accepts responsibility for compliance with the college and other governmental rules and regulations, where applicable, and agrees to be present at the function. The dean of student programs and personnel services shall designate an appropriate person to be available at all student functions involving alcoholic beverages and empower that person to make decisions that might arise covering college policies or procedures.

(3) Upon approval for the use of alcoholic beverages at Bellevue Community College, it shall be the responsibility of the sponsor to obtain all necessary licenses from the Washington state liquor control board and to display such licenses at the time of the event.

(4) Banquet events (sit-down dinners) are recognized as different in nature from student program events. At student program events, permission to serve alcoholic beverages shall be restricted to beer and wine and food appropriate for the event must be available. Banquet events shall be approved in accordance with Washington state liquor control board regulations, RCW 66.20.010, which permits the consumption of spirits.

(5) The Student Union Complex shall be set aside as the only location for the sale and/or consumption of beer and wine at student program–sponsored events. There shall be no consumption of any alcoholic beverage at such program–sponsored events outside this complex.

(6) A driver's license with picture or a Washington state liquor control board identification card are the only acceptable identification sources in determining legal age.

(7) The policing of identification cards shall be the responsibility of campus security if the function is a student program–sponsored event.

(8) No person who is under the influence of alcohol or dangerous substances or who is disorderly in conduct shall be allowed to serve, consume or dispense alcoholic beverages.

(9) All sales and use of alcoholic beverages shall be governed by the Washington state law as interpreted by the Washington state liquor control board. The regulation shall be posted outside of the room where alcoholic beverages are consumed.

(10) No alcoholic beverages may be consumed outside the approved area for the event (building, room etc.).

(11) Nonalcoholic beverages shall be available to persons under the legal age at all events where alcoholic beverages are permitted.

(12) No state monies shall be used to purchase any alcoholic beverages or to pay any license fees or related expense. All revenues generated by the sale of alcoholic beverages shall be processed in accordance with normal college policy and procedures.

(13) To insure variety in programming, the use of alcoholic beverages shall be approved for only a limited number of major college–wide activities. [Statutory Authority: RCW 28B.50.140. 86–01–056 (Order 91, Resolution No. 169), § 132H–120–490, filed 12/16/85.]

Chapter 132H–160 WAC
ADMISSIONS, RESIDENCY CLASSIFICATION AND REGISTRATION
REGULATIONS—SCHEDULE OF FEES AND FINANCIAL AID FOR COMMUNITY COLLEGE DISTRICT VIII

WAC 132H–160–180 Refund policy.

WAC 132H–160–180 Refund policy. Community College District VIII board of trustees has authorized the registrar to refund fees when a student withdraws from college or a course(s). A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. (1) Tuition and related fees are refunded upon withdrawal from college or a course(s) as follows:

(a) Prior to the first day of the quarter:
   (i) Complete withdrawal from college – 100% refund
   (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) – 100% refund

(b) Cancellation of a course – permission to transfer to another course or full refund upon request.

(c) Through fourth week of the quarter:
   (i) Complete withdrawal from college – 50% refund
   (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) – 50% refund

(d) After fourth week of the quarter:
   (i) Complete withdrawal from college – no refund
   (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) – no refund

(e) Lab fees (includes health service fee)
   (i) Prior to first week of quarter – 100% refund
   (ii) Through the fourth week of the quarter – 50% refund

(f) After the fourth week of the quarter – no refund
   (i) Complete withdrawal from college
   (ii) Through the fourth week of the quarter – 50% refund

(g) Insurance fees
   (i) After the fourth week of the quarter – no refund
   (ii) Through the first week of the quarter only – 50% refund

(h) Continuing education classes (state and student supported):
   (i) Prior to the first class session – 100% refund (less a $5.00 administration fee)
   (ii) Prior to the second class session – 100% refund (less a $15.00 administration fee)
   (iii) After the second class session – no refund
   (iv) Continuing education workshops (self–supported)
   (i) Cancellations received up through four working days prior to the first session – 100% refund (less a $5.00 administration fee)
   (ii) After fourth working day prior to the first session – no refund. [Statutory Authority: RCW 28B.50.140. 84–15–033 (Order 88, Resolution No. 164), § 132H–
Chapter 132H—200 WAC
GENERAL OPERATING POLICIES OF COMMUNITY COLLEGE DISTRICT VIII

WAC 132H—200—110 General policy on sexual harassment.

WAC 132H—200—110 General policy on sexual harassment. It shall be the policy of Bellevue Community College, consistent with effort to respect the dignity and integrity of both employees and students, to provide an environment free of sexual harassment.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: The inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion — as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting.

For general policy purposes, the term sexual harassment may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

The college recognizes its moral, ethical, and legal responsibilities regarding sexual harassment and will take appropriate action to rid the institution of such conduct. [Statutory Authority: RCW 28B.50.140, 84-07-039 (Order 86, Resolution No. 162), § 132H—200—110, filed 3/20/84.]

Chapter 132I-116 WAC
PARKING AND TRAFFIC REGULATIONS

WAC 132I-116-010 Purpose. Pursuant to RCW 28B.50.140(10), the board of trustees of Highline Community College District 9 is granted authority to make rules and regulations for pedestrian and vehicular traffic

[1985 WAC Supp—page 235]