

Title 132L WAC

COMMUNITY COLLEGES--CENTRALIA COLLEGE-- SOUTH PUGET SOUND COMMUNITY COLLEGE

(Formerly: Olympia Technical Community College)

Chapters

- 132L-20** Student rights and responsibilities.
- 132L-22** Code procedures.
- 132L-24** Summary suspension rules.
- 132L-26** Emergency procedures.
- 132L-30** Parking and traffic regulations--South Puget Sound Community College.
- 132L-120** Centralia College--Student conduct code--Policy.
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- 132L-276** Public records.

DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 132L-12

FACULTY TENURE--PROBATIONARY EMPLOYMENT

- 132L-12-010** Purpose. [Order 71-3, § 132L-12-010, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.
- 132L-12-020** Definitions. [Order 71-3, § 132L-12-020, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.
- 132L-12-030** Duties and responsibilities of probationary review committees. [Order 71-3, § 132L-12-030, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.
- 132L-12-040** Policy relating to the dismissal of tenured and probationary faculty members. [Order 71-3, § 132L-12-040, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.
- 132L-12-050** Duties and responsibilities of the dismissal review committee. [Order 71-3, § 132L-12-050, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.
- 132L-12-060** Procedure relating to the dismissal of a tenured or probationary faculty member. [Order 71-3, § 132L-12-060, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.
- 132L-12-070** Designation of administrative appointments. [Order 71-3, § 132L-12-070, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.
- 132L-12-080** Confidentiality of reports. [Order 71-3, § 132L-12-080, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.
- 132L-12-090** Policy relating to the terms of employment and tenured faculty members. [Order 71-3, § 132L-12-090, filed 1/20/71.] Repealed by Order 74-47, filed 8/9/74 and 10/3/74. For later promulgation, see chapter 132L-128 WAC.

Chapter 132L-112 PERSONNEL RULES

- 132L-112-010** Definition. [Order 72-1, § 132L-112-010, filed 1/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-020** Instructional work load. [Order 72-1, § 132L-112-020, filed 1/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-030** Other than instructional work load. [Order 72-1, § 132L-112-030, filed 1/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-040** The hours of duty. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-060 (Order 80-21, Resolution No. 80-21), § 132L-112-040, filed 3/24/80; Order 72-1, § 132L-112-040, filed 1/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-100** Granted leave for institutions and conferences. [Order 74-54, § 132L-112-100, filed 10/16/74 and 10/21/74; Order 72-1, § 132L-112-100, filed 1/19/72.] Repealed by Order 76-66, filed 3/22/77. Later promulgation, see WAC 132L-112-200.
- 132L-112-110** Earned leave for disability, family emergency, and bereavement. [Order 74-54, § 132L-112-110, filed 10/16/74 and 10/21/74; Order 72-1, § 132L-112-110, filed 1/19/72.] Repealed by Order 76-66, filed 3/22/77. Later promulgation, see WAC 132L-112-210.
- 132L-112-120** Procedures for obtaining disability, family emergency, bereavement, or other leaves. [Order 74-54, § 132L-112-120, filed 10/16/74 and 10/21/74; Order 72-1, § 132L-112-120, filed 1/19/72.] Repealed by Order 76-66, filed 3/22/77. Later promulgation, see WAC 312L-112-230.
- 132L-112-130** Leave without pay. [Order 74-54, § 132L-112-130, filed 10/16/74 and 10/21/74.] Repealed by Order 76-66, filed 3/22/77. Later promulgation, see WAC 132L-112-240.
- 132L-112-140** Part-time faculty leave. [Order 74-54, § 132L-112-140, filed 10/16/74 and 10/21/74.] Repealed by Order 76-66, filed 3/22/77.
- 132L-112-150** Attendance at institutions of higher learning. [Order 74-54, § 132L-112-150, filed 10/16/74 and 10/21/74.] Repealed by Order 76-66, filed 3/22/77. Later promulgation, see WAC 132L-112-240.
- 132L-112-160** Jury duty. [Order 74-54, § 132L-112-160, filed 10/16/74 and 10/21/74.] Repealed by Order 76-66, filed 3/22/77. Later promulgation, see WAC 132L-112-220.
- 132L-112-170** Other leave. [Order 74-54, § 132L-112-170, filed 10/16/74 and 10/21/74.] Repealed by Order 76-66, filed 3/22/77.
- 132L-112-180** Notification of leave entitlement. [Order 74-54, § 132L-112-180, filed 10/16/74 and 10/21/74.]

- Repealed by Order 76-66, filed 3/22/77. Later promulgation, see WAC 132L-112-270.
- 132L-112-200 Leave with pay. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW, and RCW 41.48.140. 81-03-037 (Resolution No. 81-1), § 132L-112-200, filed 1/14/81. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-060 (Order 80-21, Resolution No. 80-21), § 132L-112-200, filed 3/24/80; Order 76-66, § 132L-112-200, filed 3/22/77. Formerly WAC 132L-112-100.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-205 Part-time faculty leave. [Order 76-66, § 132L-112-205, filed 3/22/77.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-210 Illness, injury, bereavement and emergency. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW, and RCW 41.48.140. 81-03-037 (Resolution No. 81-1), § 132L-112-210, filed 1/14/81; Order 76-66, § 132L-112-210, filed 3/22/77. Formerly WAC 132L-112-110.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-220 Other leaves with pay. [Order 76-66, § 132L-112-220, filed 3/22/77. Formerly WAC 132L-112-160.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-230 Procedures of obtaining leaves with pay. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-060 (Order 80-21, Resolution No. 80-21), § 132L-112-230, filed 3/24/80; Order 76-66, § 132L-112-230, filed 3/22/77. Formerly WAC 132L-112-120.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-240 Leaves without pay. [Order 76-66, § 132L-112-240, filed 3/22/77. Formerly WAC 132L-112-130 and 132L-112-150.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-250 Unauthorized absences. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-060 (Order 80-21, Resolution No. 80-21), § 132L-112-250, filed 3/24/80; Order 76-66, § 132L-112-250, filed 3/22/77.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-270 Notification of leave entitlement. [Order 76-66, § 132L-112-270, filed 3/22/77. Formerly WAC 132L-112-180.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-280 Compensation for sick leave. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW, and RCW 41.48.140. 81-03-037 (Resolution No. 81-1), § 132L-112-280, filed 1/14/81. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-060 (Order 80-21, Resolution No. 80-21), § 132L-112-280, filed 3/24/80.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-290 Separation and reemployment. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-060 (Order 80-21, Resolution No. 80-21), § 132L-112-290, filed 3/24/80.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-900 Purpose—Elections and recognition. [Order 72-27, § 132L-112-900, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-901 Definitions. [Order 72-27, § 132L-112-901, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-902 Request for election—Canvass of academic employees by independent and neutral person or association. [Order 72-27, § 132L-112-902, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-903 Notice of election—Organization to be included on ballot—Time for filing. [Order 72-27, § 132L-112-903, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-904 Contents of notice of election—Designation of chief election officer—Duties. [Order 72-27, § 132L-112-904, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-905 List of academic employees—Posting of list. [Order 72-27, § 132L-112-905, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-906 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 72-27, § 132L-112-906, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-907 Ballots. [Order 72-27, § 132L-112-907, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-908 Record of vote—Signature—Challenge. [Order 72-27, § 132L-112-908, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-909 Incorrectly marked ballot. [Order 72-27, § 132L-112-909, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-910 Privacy for voter—Equipment. [Order 72-27, § 132L-112-910, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-911 Folding ballot—Ballot box. [Order 72-27, § 132L-112-911, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-912 Challenged ballot—Procedure. [Order 72-27, § 132L-112-912, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-913 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 72-27, § 132L-112-913, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.

- Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-914 Election inspectors duties after voting has terminated. [Order 72-27, § 132L-112-914, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-915 Disposition of challenged ballots--Tally sheets--Investigation by chief election officer. [Order 72-27, § 132L-112-915, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-916 Counting of ballots--Procedure--Certification of results of election--Retention of ballots--Signed voting lists. [Order 72-27, § 132L-112-916, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-917 Electioneering within the polls forbidden. [Order 72-27, § 132L-112-917, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-918 Contest of election--Time for filing objections--Investigation of objections. [Order 72-27, § 132L-112-918, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-919 Persons eligible to vote--Definition of "academic employee." [Order 72-27, § 132L-112-919, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-920 Election determined by majority of valid votes cast--Run-off election. [Order 72-27, § 132L-112-920, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-921 Time lapse for new election. [Order 72-27, § 132L-112-921, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-922 Recognition of the employee organization. [Order 72-27, § 132L-112-922, filed 4/19/72.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-112-923 Effect of board/academic employee agreement. [Order 74-48, § 132L-112-923, filed 8/9/74 and 10/23/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/82. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.

Chapter 132L-116

RULES AND PROCEDURES FOR ADMINISTRATIVE LEAVE IN COMMUNITY COLLEGE DISTRICT NO. 12

- 132L-116-010 Leave policies for administrative employees. [Order 77-2, § 132L-116-010, filed 3/30/77.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52.
- 132L-116-020 Accrual type leave--Paid. [Order 77-2, § 132L-116-020, filed 3/30/77.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52.
- 132L-116-030 Sick leave--Accrual, accumulation, usage and reporting. [Order 77-2, § 132L-116-030, filed 3/30/77.] Repealed by 83-07-067 (Order 83-1,

- Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52.
- 132L-116-040 Nonaccrual type leave--Paid. [Order 77-2, § 132L-116-040, filed 3/30/77.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52.
- 132L-116-050 Nonaccrual type leave--Unpaid. [Order 77-2, § 132L-116-050, filed 3/30/77.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52.

Chapter 132L-128

FACULTY TENURE AND PROBATIONARY EMPLOYMENT IN COMMUNITY COLLEGE DISTRICT NO. 12

- 132L-128-010 Purpose. [Order 76-65, § 132L-128-010, filed 3/30/77; Order 74-47, § 132L-128-010, filed 8/9/74 and 10/3/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-128-020 Definitions. [Order 74-47, § 132L-128-020, filed 8/9/74 and 10/3/74.] Repealed by Order 76-65, filed 3/30/77.
- 132L-128-025 Definitions. [Order 76-65, § 132L-128-025, filed 3/30/77.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-128-030 Duties and responsibilities of probationary review committees. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-13-019 (Resolution No. 81-8), § 132L-128-030, filed 6/12/81; Order 76-65, § 132L-128-030, filed 3/30/77; Order 74-47, § 132L-128-030, filed 8/9/74 and 10/3/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-128-040 Policy relating to the dismissal of tenured and probationary faculty members. [Order 76-65, § 132L-128-040, filed 3/30/77; Order 74-47, § 132L-128-040, filed 8/9/74 and 10/3/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-128-050 Duties and responsibilities of the dismissal review committee. [Order 76-65, § 132L-128-050, filed 3/30/77; Order 74-47, § 132L-128-050, filed 8/9/74 and 10/3/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-128-060 Procedure relating to the dismissal of a tenured or probationary faculty member. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-13-019 (Resolution No. 81-8), § 132L-128-060, filed 6/12/81; Order 76-65, § 132L-128-060, filed 3/30/77; Order 74-47, § 132L-128-060, filed 8/9/74 and 10/3/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-128-070 Designation of administrative appointments. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-13-019 (Resolution No. 81-8), § 132L-128-070, filed 6/12/81; Order 76-65, § 132L-128-070, filed 3/30/77; Order 74-47, § 132L-128-070, filed 8/9/74 and 10/3/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-128-080 Confidentiality of reports. [Order 76-65, § 132L-128-080, filed 3/30/77; Order 74-47, § 132L-128-080, filed 8/9/74 and 10/3/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83.

- Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.
- 132L-128-090 Policy relating to the terms of employment and tenured faculty members. [Order 76-65, § 132L-128-090, filed 3/30/77; Order 74-47, § 132L-128-090, filed 8/9/74 and 10/3/74.] Repealed by 83-07-067 (Order 83-1, Motion No. 83-14), filed 3/23/83. Statutory Authority: Chapters 28B.19, 28B.50 and 28B.52 RCW.

Chapter 132L-520

STUDENT RIGHTS AND RESPONSIBILITIES

- 132L-520-010 Preamble. [Order 77-29, § 132L-520-010, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-010.
- 132L-520-020 Definitions. [Order 77-29, § 132L-520-020, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-020.
- 132L-520-030 Jurisdiction. [Order 77-29, § 132L-520-030, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-520-040 Authority to prohibit trespass. [Order 77-29, § 132L-520-040, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-040.
- 132L-520-050 Right to demand identification. [Order 77-29, § 132L-520-050, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-050.
- 132L-520-060 Freedom of access to higher education. [Order 77-29, § 132L-520-060, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-060.
- 132L-520-070 Freedom of expression. [Order 77-29, § 132L-520-070, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-070.
- 132L-520-080 Freedom of association and organization. [Order 77-29, § 132L-520-080, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-080.
- 132L-520-090 Student participation in college governance. [Order 77-29, § 132L-520-090, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-090.
- 132L-520-100 Student records. [Order 77-29, § 132L-520-100, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-100.
- 132L-520-110 Student publications. [Order 77-29, § 132L-520-110, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-110.
- 132L-520-120 Distribution and posting of materials. [Order 77-29, § 132L-520-120, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-120.
- 132L-520-130 Commercial and promotional activities. [Order 77-29, § 132L-520-130, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.

- 132L-520-140 Use of college facilities. [Order 77-29, § 132L-520-140, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-140.
- 132L-520-150 Noncollege speaker policy. [Order 77-29, § 132L-520-150, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-150.
- 132L-520-160 Violations. [Order 77-29, § 132L-520-160, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-160.
- 132L-520-170 Emergency procedures. [Order 77-29, § 132L-520-170, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132L-20-170.

Chapter 132L-522

CODE PROCEDURES

- 132L-522-010 Purpose of disciplinary actions. [Order 77-29, § 132L-522-010, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-522-020 Initial proceedings. [Order 77-29, § 132L-522-020, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-522-030 Appeals. [Order 77-29, § 132L-522-030, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-522-040 Student hearing committee. [Order 77-29, § 132L-522-040, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-522-050 Final decision regarding disciplinary sanction. [Order 77-29, § 132L-522-050, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-522-060 Disciplinary sanctions. [Order 77-29, § 132L-522-060, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-522-070 Readmission after suspension. [Order 77-29, § 132L-522-070, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-522-080 Reestablishment of academic standing. [Order 77-29, § 132L-522-080, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.

Chapter 132L-524

SUMMARY SUSPENSION RULES

- 132L-524-010 Initiation of summary suspension proceedings. [Order 77-29, § 132L-524-010, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-524-020 Permission to enter or remain on campus. [Order 77-29, § 132L-524-020, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-524-030 Notice of summary suspension proceedings. [Order 77-29, § 132L-524-030, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.

- 132L-524-040 Procedures of summary suspension hearing. [Order 77-29, § 132L-524-040, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-524-050 Decision by the director of student services. [Order 77-29, § 132L-524-050, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-524-060 Notice of suspension. [Order 77-29, § 132L-524-060, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-524-070 Suspension for failure to appear. [Order 77-29, § 132L-524-070, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-524-080 Appeal. [Order 77-29, § 132L-524-080, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132L-524-090 Summary suspension proceedings not duplicitous. [Order 77-29, § 132L-524-090, filed 9/1/77.] Repealed by 80-04-009 (Resolution No. 80-9), filed 3/7/80. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.

Chapter 132L-20 WAC

STUDENT RIGHTS AND RESPONSIBILITIES

WAC

- 132L-20-010 Preamble.
- 132L-20-020 Definitions.
- 132L-20-030 Jurisdiction.
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- 132L-20-140 Use of college facilities.
- 132L-20-150 Noncollege speaker policy.
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WAC 132L-20-010 Preamble. Centralia College and Olympia Technical Community College are dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies concerning conduct that encourage independence and maturity while strengthening the spirit of mutual cooperation and responsibility shared by all members of the college community. Sharing goals held in common, the students, faculty, and staff of Centralia College and Olympia Technical Community College are joined in voluntary association in an educational community.

The student is, first of all, a member of the community at large, and as such, is entitled to the rights and responsibilities of any citizen of comparable age and

maturity. In addition, students, as members of the college community are in the unique position of being citizens of two communities, subject to the regulations imposed by both and accountable to both.

Centralia College and Olympia Technical Community College expect that students will respect the laws of the greater society. As an agency of the state of Washington, the college must respect and adhere to the regulations established by local, state, and federal authorities. As an educational institution, it has the added responsibility for assisting students in gaining an understanding of the law and its function, and the responsibilities imposed upon each individual in a democratic society to respect and support the legal structure which protects the individual and the society. As a functioning organization, it also has the responsibility to develop a set of regulations to assure the orderly conduct of the affairs of the college.

Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with the rules and regulations of the college, maintain high standards of integrity and honesty, respect the rights, privileges and property of other members of the college community and will not interfere with legitimate college affairs.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights and responsibilities in this document are critical ingredients in the free, creative, and spirited educational environment to which the students, faculty and staff of Centralia College and Olympia Technical Community College are committed.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-010, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-010, filed 3/22/78; Order 71-11, § 132L-20-010, filed 2/17/71.]

WAC 132L-20-020 Definitions. As used in this code of student rights and responsibilities the following words and phrases shall mean:

(1) "ASCC or ASOTCC senate" means the representative governing body for students at Centralia College or Olympia Technical Community College recognized by the board of trustees.

(2) "Assembly" means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or group of persons.

(3) "Board" means the board of trustees of Community College District 12, state of Washington.

(4) "Campus president" means the duly appointed chief executive officer of Centralia College or Olympia Technical Community College, Community College District 12, state of Washington, or in his/her absence, the acting chief executive officer.

(5) "College" means Centralia College or Olympia Technical Community College located within Community College District 12, state of Washington.

(6) "College facilities" means and includes any or all real and personal property owned or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

(7) "College personnel" refers to any person employed by Community College District 12 on a full-time or part-time basis, except those who are faculty members.

(8) "Disciplinary action" means and includes suspension or any lesser sanction of any student by the dean of students, the student hearing committee, campus president/district president, or the board of trustees for the violation of any of the provisions of the code of student rights and responsibilities for which such sanctions may be imposed.

(a) The campus president or designee shall have the authority to take any disciplinary action including the authority to suspend any student of the college for a period not to exceed ten academic calendar days.

(b) The district president or designee shall have the authority to take any disciplinary action including the authority to suspend any student of the college.

(9) "District" means Community College District 12, state of Washington.

(10) "District president" means the duly appointed chief executive officer of Community College District 12, state of Washington, or in his/her absence, the acting chief executive officer.

(11) "Faculty member(s)" means any employee of Centralia College or Olympia Technical Community College who is employed on a full-time or part-time basis as a teacher, counselor, librarian or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, except administrative appointments.

(12) "Recognized student organization" means and includes any group or organization composed of students which is formally recognized by the student government of the college.

(13) A "sponsored event or activity" means any activity that is scheduled by the college and is supervised and controlled by the college's faculty members or college personnel. Such "sponsorship" shall continue only as long as the event is supervised and controlled by the college faculty member or college personnel. When the sponsored event or activity is of a prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period outside of the supervision and control of the college's faculty member or college personnel responsible for the event or activity shall be deemed to be a nonsponsored activity.

(14) "Student," unless otherwise qualified, means and includes any person who is enrolled for classes or formally in the process of applying for admission to the college.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-020, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-020, filed 3/22/78; Order 71-11, § 132L-20-020, filed 2/17/71.]

WAC 132L-20-030 Jurisdiction. (1) All rules herein adopted shall apply to every student whenever said student is present upon or in any college facility and whenever said student is present at or engaged in any college sponsored activity or function which is held on or in noncollege facilities not open to attendance by the general public.

(2) Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to possible prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the public and/or appropriate disciplinary action pursuant to the state of Washington higher education personnel board rules or the district's tenure rules and regulations.

[Order 71-11, § 132L-20-030, filed 2/17/71.]

WAC 132L-20-040 Authority to prohibit trespass. (1) The campus president is authorized in the instance of any event that the campus president deems impedes the movement of persons or vehicles or which the campus president deems to disrupt or threatens to disrupt the ingress and/or egress of persons from college facilities, and the campus president acting through the dean of students, or such other designated person shall have authority and power to:

(a) Prohibit the entry of, 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

(b) 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

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

(2) Any student who shall disobey a lawful order given by the campus president or designee pursuant to the requirements of subsection (1) of this rule shall be subject to disciplinary action.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-040, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-040, filed 3/22/78; Order 71-11, § 132L-20-040, filed 2/17/71.]

WAC 132L-20-050 Right to demand identification. (1) For the purpose of determining identity of a person as a student any faculty member or other college personnel authorized by the campus president may demand that any person on college facilities produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement.

(2) Refusal by a student to produce identification as required shall subject the student to disciplinary action.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-050, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-050, filed 3/22/78; Order 71-11, § 132L-20-050, filed 2/17/71.]

WAC 132L-20-060 Freedom of access to higher education. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the district. The college shall maintain an open-door policy, to the end that no students will be denied admission because of the location of the student's residence, or because of the student's educational background or ability; that, insofar as is practical in the judgment of the board, curriculum offerings shall be provided to meet the educational and training needs of the community generally and the students thereof; and that all students, regardless of their differing courses of study, will be considered, known and recognized equally as members of the student body: *Provided*, That the administrative officers of the college may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, the student would not be competent to profit from the curriculum offerings of the community college, or would, by the student's presence or conduct, create a disruptive atmosphere within the community college inconsistent with the purposes of the institution.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-060, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-060, filed 3/22/78; Order 71-11, § 132L-20-060, filed 2/17/71.]

WAC 132L-20-070 Freedom of expression. Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.

Concomitantly, while supporting the rights of students and other members of the college community, the college recognizes the responsibility to maintain an atmosphere on campus conducive to a sound educational endeavor.

To insure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not interfere with processes of the college and are not held in or on facilities where college functions are in progress.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-070, filed 3/7/80; Order 71-11, § 132L-20-070, filed 2/17/71.]

WAC 132L-20-080 Freedom of association and organization. Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the college community. They are free to organize and join associations to promote any legal purpose, whether it be religious, political, educational, recreational, or social.

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, and the name of a faculty member who has agreed to serve as advisor. All student organizations must also submit to the student government a list of officers and keep that list updated when changes occur. In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, sex, creed, or national origin, except for religious qualification which may be required by organizations whose aims are primarily sectarian, or for other reasonable justifications which are directly related to the purposes of the organization. Affiliation with a noncampus organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-080, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-080, filed 3/22/78; Order 71-11, § 132L-20-080, filed 2/17/71.]

WAC 132L-20-090 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 ASCC or ASOTCC constitution and the college's administrative procedures provide clear channels for student participation in the formulation and application of institutional policies regarding academic and student affairs. Individuals affected by a policy shall have a representative voice in the formulation of that policy.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-090, filed 3/7/80; Order 71-11, § 132L-20-090, filed 2/17/71.]

WAC 132L-20-100 Student records. In compliance with the Family Educational Rights and Privacy Act, this policy has been created to insure continued confidentiality of student records at the college and govern the release of personally identifiable information contained within.

(1) Education records. Education records are defined as those records, files, and documents containing information directly pertaining to a student. At Centralia College and Olympia Technical Community College these are:

(a) Records pertaining to admission, advisement, registration, grading, and progress to a degree that are maintained by the registrar.

(b) Testing information used for advisement purposes by the counseling center.

(c) Information concerning payment of fees as maintained by the treasurer.

(d) Financial aid information as collected by the financial aid office.

(e) Information regarding students participating in student government or athletics that is maintained by the student programs office.

(2) Access to education records. Students who are or have attended the college have the right to examine or

review their personal records, as defined above, by submitting to the registrar a written request indicating education records to which access is desired.

Charges for reproduced copies of education records are found in the current catalog.

(3) Directory information. The following information is considered "directory information" and thus may be disclosed without consent of the student, unless otherwise directed by the student, at any time, to the registrar in writing: The student's name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, and sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

(4) Disclosures from education records. In addition to directory information the college will, at its discretion, make disclosures from education records of students with the student's prior written consent or to the following listed parties:

(a) College officials including college administrative and clerical staff, faculty, and students where officially elected or appointed to the ASCC or ASOTCC senate or employed by the college. Access or release of records to the above is permissible only when the information is required for advisement, counseling, record keeping, reporting, or other legitimate educational interest consonant with their specific duties and responsibilities.

(b) To officials of another school in which the student seeks or intends to enroll.

(c) To authorized federal, state, or local officials as required by law.

(d) In connection with financial aid for which the student has applied or received.

(e) To accrediting organization, or organizations conducting studies for or on behalf of the institution.

(f) To appropriate parties in a health or safety emergency.

(g) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, upon receipt of a written affidavit stating that the student is a dependent for income tax purposes. This, however, will not affect the other rights of the student.

In cases where consent of the student is required for release of education records, the student shall in writing, signed and dated by the student, specify: The records to be disclosed, the purpose or purposes of the disclosure, and the name of the party or parties to whom the disclosure can be made.

When personally identifiable information is released without prior consent of the student, other than directory information and information released to college officials or the student, the college official in charge of these records will record the names of the parties who have requested information from educational records and the nature of the interest in that information.

Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally

identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third party disclosures to other parties listed in (a) through (g) of this section.

(5) Challenge of education records. Students who believe that information contained in their education records is inaccurate, misleading or violates the privacy of other rights of the student may request in writing to the appropriate college official that the college amend their record(s). The college official(s) will make every effort to settle disputes through informal meetings and discussion with the student.

In instances where disputes regarding contents of education records cannot be resolved by the parties concerned, the college official involved shall advise the student of the right to a hearing by the academic standards committee through a written request to the registrar. Should the academic standards committee deem that the education records in question are inaccurate or misleading, the committee can ask that the records be amended by the appropriate college official. If the education records are held to be accurate, the student shall be granted the opportunity to place within those records a personal statement commenting upon the information contained within.

Each eligible student is afforded the right to file a complaint concerning alleged failures by the college to comply with the requirements of the act. The address of the office designated to investigate, process, and review violations and complaints which are filed is:

The Family Educational Rights and
Privacy Act Office (FERPA)
Department of Health, Education,
and Welfare
330 Independence Avenue, S.W.
Washington, D.C. 20201

Copies of the Federal Register pertaining to the Family Education Rights and Privacy Act may be obtained from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-100, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-100, filed 3/22/78; Order 71-11, § 132L-20-100, filed 2/17/71.]

WAC 132L-20-110 Student publications. The college recognizes the fact that student publications 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 opinion on various issues on the campus and in the college community at large. They may serve as a means of journalistic and/or creative expression.

The college, as the publisher of student publications, must bear the legal responsibility for the contents of the publications. For this reason it has approved a student

publications policy and created a student publications board charged with the enforcement of that policy.

The student publications policy protects the students' freedom to deal with any ideas and to express any opinions in the student publications without fear of their censorship. Editors and managers of student publications are protected from arbitrary suspension and removal. Only for proper and stated causes, as outlined in the statement of purpose or philosophy adopted for each student publication, should editors and managers be subject to removal and then by orderly and prescribed procedures.

At the same time, the student publications policy has charged the student editors and managers with corollary responsibilities to be governed by the canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-110, filed 3/7/80; Order 71-11, § 132L-20-110, filed 2/17/71.]

WAC 132L-20-120 Distribution and posting of materials. The college encourages free expression. Use of college facilities as provided herein, however, does not accord users immunity from legal action.

Permission for posting of literature in the various restricted areas provided therefore, shall be obtained from the following college officials:

(1) The director of student programs for posting on the restricted posting areas of the student center and those areas located on the campus outside of college buildings.

(2) Deans and directors for posting on the restricted posting areas provided in the appropriate college facility.

ASCC or ASOTCC campaign rules govern special poster and sign locations for ASCC or ASOTCC elections. Information on these special policies and regulations is available in the ASCC or ASOTCC office.

Posting of posters, signs, and other publicity or promotional materials is permitted only in the locations specified above. All material sought to be posted in restricted posting areas must have the identity of its sponsorship appearing on its face.

The dissemination or distribution of materials by persons on the public streets, walks and ways of the campus, shall be subject to the laws of the cities of Centralia and Olympia, Lewis and Thurston counties, state of Washington and the United States.

Permission for the dissemination or distribution of materials in other areas of the college campus, buildings and facilities shall be obtained from the director of student programs. Persons distributing materials without permission shall be subject to the provisions of the code of student rights and responsibilities.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-120, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-120, filed 3/22/78; Order 71-11, § 132L-20-120, filed 2/17/71.]

WAC 132L-20-130 Commercial and promotional activities. College facilities may not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives (as in display of books or technical equipment of interest to the academic community), and when they are conducted under the sponsorship or at the request of a college department or the associated students, and so long as such use does not interfere with or operate to the detriment of the conduct of college affairs.

[Order 71-11, § 132L-20-130, filed 2/17/71.]

WAC 132L-20-140 Use of college facilities. Any recognized ASCC or ASOTCC organization may request approval from the director of student programs to utilize available college facilities for authorized activities as provided for in official ASCC or ASOTCC documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college requirements. Standard college fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

Student organizations should schedule facility use requests with the director of student programs at least three academic calendar days in advance of an event whenever possible.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-140, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-140, filed 3/22/78; Order 71-11, § 132L-20-140, filed 2/17/71.]

WAC 132L-20-150 Noncollege speaker policy. The trustees, the administration, and the faculty of the college subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the college community:

(1) Any recognized ASCC or ASOTCC student organization with the written sanction of its advisor, may ask individuals to speak on campus subject to normal restraints imposed by considerations of common decency and the state law.

(2) The appearance of a speaker on the campus does not involve an endorsement, either implicit or explicit, of the speaker's views by the college, its students, its faculty, its administration or its board of trustees.

(3) The scheduling of facilities for hearing invited speakers shall be made through the office of the director of student programs.

(4) The director of student programs or designee will be notified at least three academic calendar days prior to the appearance of an invited speaker, at which time a form (available in the student programs office) must be completed with such particulars as name of speaker, speech or discussion topic, time of appearance(s) and

sponsoring organization. The form must bear the signature of the sponsoring organization's advisor. Exceptions to the three day ruling may be made by the director of student programs with the approval of the dean of students.

(5) The dean of students may require views other than those of the invited speaker to be presented at the meeting, or at a subsequent meeting. The campus president may assign a faculty member to preside over any meeting where a speaker has been invited.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-150, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-150, filed 3/22/78; Order 71-11, § 132L-20-150, filed 2/17/71.]

WAC 132L-20-160 Violations. Any student shall be subject to immediate disciplinary action provided for in code procedures and summary suspension rules 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 code of student rights and responsibilities;

(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, research administration, disciplinary proceedings or other lawful activities on the college campus.

(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 instrumentalities 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 campus president.

(h) Intentionally inciting others to engage immediately in any of the conduct prohibited herein, which incitement leads directly to such conduct. (Inciting is that advocacy which prepares the group addressed for imminent action and steers it to the 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 by law.

(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 narcotic or dangerous drug as those terms are used in Washington statutes, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

(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: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-160, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-160, filed 3/22/78; Order 71-11, § 132L-20-160, filed 2/17/71.]

WAC 132L-20-170 Emergency procedures. In the event of activities which interfere with the orderly operation of the college as defined in WAC 132L-20-070 Freedom of expression, the dean of students or the campus 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. Indicate an area on campus where they are able to conduct their activities without interfering with the operation of the college, if such an area is available.

(3) If they do not respond within a reasonable time, call the civil authorities.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-20-170, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-20-170, filed 3/22/78; Order 71-11, § 132L-20-170, filed 2/17/71.]

Chapter 132L-22 WAC CODE PROCEDURES

WAC

132L-22-010	Purpose of disciplinary actions.
132L-22-020	Initial proceedings.
132L-22-030	Appeals.
132L-22-040	Student hearing committee.
132L-22-050	Final decision regarding disciplinary sanction.
132L-22-060	Disciplinary sanctions.
132L-22-070	Readmission after suspension.

132L-22-080 Reestablishment of academic standing.

WAC 132L-22-010 Purpose of disciplinary actions.

The college may apply sanctions or take other appropriate action when student conduct materially and substantially interferes with the college's (1) primary educational responsibility of ensuring the opportunity for all students of the college community to attain their educational objectives, or (2) subsidiary responsibilities of protection and maintaining property, keeping records, other services, and sponsoring nonclassroom activities such as lectures, concerts, athletic events, and social functions. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student at the college.

(a) Nothing herein shall prevent faculty members from taking reasonable summary action as may be reasonably necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student, or the safety and protection of other students or of college property or where the student's conduct materially and substantially disrupts the educational process.

(b) Such summary action in the form of removal from the classroom shall be effective for a period not to exceed two scheduled classroom days.

(c) Faculty shall maintain a written record of any summary action and a copy shall be filed with the dean of students within two scheduled classroom days.

(d) Any summary action may be appealed to the dean of students for an informal hearing.

[Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-010, filed 3/22/78; Order 71-11, § 132L-22-010, filed 2/17/71.]

WAC 132L-22-020 Initial proceedings. (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 students. All disciplinary proceedings will be initiated by the dean of students or designated representative.

(2) Notice requirements. Any student charged in a report filed pursuant to WAC 132L-22-020, subsection (1), with a violation of the code of student rights and responsibilities shall be notified by the dean of students or designated representative within two academic calendar days after the filing of such a report. 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; and

(b) Set forth those provisions allegedly violated; and

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

(d) Specify the exact time, date, and location of the formal hearing, if one is required; and

(e) Inform the student that he/she may question witnesses, that he/she may have anyone appear in his/her

behalf to defend him/her, that he/she may have a maximum of three character witnesses appear in his/her behalf; and

(f) Inform the student that failure to appear at either of the appointed times at the dean of student's office or at the hearing may subject the student to suspension from the institution for a stated or indefinite period of time.

(3) Meeting with the dean of students.

(a) At the meeting with the dean of students the student shall be informed of provisions of the code of student rights and responsibilities that are involved, that the student may appeal any sanction imposed by the dean of students and that if a hearing is required the student may have that hearing open to the public. If the student requests a formal hearing, the dean of students shall take no action nor make any determination in the matter other than to inform the student again of the time, date, and location of the formal hearing.

(b) After considering the evidence in the case and interviewing the student or students involved, the dean of students may take any of the following actions:

(i) Terminate the proceedings exonerating the student or students; or

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

(iii) Impose minor sanctions directly (warning, reprimand, fine, restitution, disciplinary probation) subject to the student's right of appeal described below; or

(iv) Refer the matter to the student hearing committee for a recommendation to the campus president/district president or designee as to appropriate action; or

(v) Recommend to the campus president/district president or designee that the student be suspended. The student shall immediately be notified in writing of such recommendation and of the right to a hearing before the student hearing committee prior to the campus president/district president's or designee's final decision.

(c) A student accused of violating any provision of the code of student rights and responsibilities shall be given immediate notification of any disciplinary action taken by the dean of students or designated representative.

(d) No disciplinary action taken by or at the recommendation of the dean of students or designated representative is final unless the student fails to exercise the right of appeal as provided for in these rules. The campus president/district president or designee after reviewing the case, including any statement the student may file with the campus president/district president or designee, shall either give written approval of the action taken by or at the recommendation of the dean of students, or give written direction as to what lesser disciplinary action, if any, is to be taken.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-22-020, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-020, filed 3/22/78; Order 71-11, § 132L-22-020, filed 2/17/71.]

WAC 132L-22-030 Appeals. (1) Appeals contesting recommendations of disciplinary action(s) shall be taken in the following order:

(a) Disciplinary action taken by or at the recommendation of the dean of students or designated representative may be appealed to the student hearing committee;

(b) Disciplinary recommendations made by the student hearing committee may be appealed by the student to the campus president; in the case of a recommendation for suspension for ten days or less it may be appealed to the campus president; in the case of a recommendation for suspension exceeding ten days it may be appealed to the district president or designee;

(c) Disciplinary action taken by the district president and resulting in suspension exceeding in duration one college quarter may be appealed by the student to the board of trustees and their decision shall be final.

(2) All appeals by a student must be made in writing to the committee, district president or designee or board of trustees and presented to the committee, campus president, district president or designee or chairman of the board of trustees within ten calendar days after the student has been notified of the action from which he has a right of appeal.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-22-030, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-030, filed 3/22/78; Order 71-11, § 132L-22-030, filed 2/17/71.]

WAC 132L-22-040 Student hearing committee. (1) Composition. The college shall have a standing committee composed of nine members, who shall be chosen and appointed no later than October 15 of each year to serve as a standing committee until their successors are appointed. The membership of the standing committee shall consist of three members of the administration, excepting the dean of students, chosen by the campus president; three faculty members chosen by the faculty organization; and three students chosen by the ASCC or ASOTCC senate. Any student entitled to a hearing before a student hearing committee shall choose, in writing, five members of the standing committee to hear and decide the appeal, provided, the student must choose at least one student, one faculty member and one member of the administration from the nine member standing committee. The balance of the student hearing committee, two members, may be chosen from the remainder of the standing committee, provided, that both shall not be from the same classification. In the event that unforeseen circumstances prevent a previously selected committee member from attending the hearing, the student must choose a replacement from among the balance of the standing committee.

(2) Procedures for hearing.

(a) Five members of the student hearing committee will hear, de novo, and make recommendations to the campus president/district president or designee on all disciplinary cases appealed to the committee by the student or referred to it by the dean of students or designated representative. Recommendations involving

suspension will be referred to the campus president/district president or designee.

(b) The student hearing committee shall elect from among its five members a chairman for the purpose of presiding at the disciplinary hearing.

(c) Hearings generally will be held in closed session, except when a student requests that persons other than those directly involved be invited to attend. If at any time during the conduct of a hearing any person is disruptive of the proceedings, the chairman of the student hearing committee may exclude such person from the hearing room.

(d) The student has a right to a fair and impartial hearing before the committee on any charge of violating a provision or provisions of the code of student rights and responsibilities. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations as provided below. Failure by the student to cooperate may be taken into consideration by the committee in recommending to the campus president/district president or designee the appropriate disciplinary action.

(e) The student shall be given written notice of the time and place of the hearing before the committee. Said notice shall contain:

(i) A statement of the date, time, place and nature of the disciplinary proceedings;

(ii) A statement of the specific charges against the student including references to the particular sections of the code of student rights and responsibilities involved;

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

(f) The student shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its source; the student shall be entitled to present evidence in his/her own behalf and cross-examine witnesses testifying against him/her as to factual matters. The student shall have all authority possessed by the college to obtain information that the student specifically describes, in writing, and tenders to the dean of students no later than three days prior to the hearings or to request the presence of witnesses or the production of other evidence relevant to the hearings.

(g) The student may be represented by counsel of his/her choice at the disciplinary hearings. If the student elects to choose a duly licensed attorney admitted to practice in any state in the United States as counsel, the student must tender three days notice thereof to the dean of students.

(h) In all disciplinary proceedings the college may be represented by the dean of students or designee; the dean of students may then present the college's case against the student accused of violating the code of student right and responsibilities: *Provided*, That in those cases in which the student elects to be represented by a licensed attorney, the dean of students may elect to have the college represented by an assistant attorney general.

(i) The proceedings of the hearing shall be recorded. A copy thereof shall be on file at the office of the dean of students.

(j) The time of the hearing may be advanced by the committee at the request of the student or continued for good cause.

(3) Admissible evidence.

(a) Only those matters presented at the hearing in the presence of the accused student, will be considered in determining whether the student hearing committee has sufficient cause to believe that the accused student is guilty of violating the rules that the student is charged with having violated.

(b) In determining whether sufficient cause, as stated in the preceding paragraph (a), does exist, members of the student hearing committee shall give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs.

(c) The chairman of the student hearing committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

(4) Interference with proceedings. Any student interfering with the proceedings of the meeting with the dean of students or the formal hearing or any subsequent hearing shall be in contempt of the proceedings and may be summarily suspended from the college by the dean of students or the student hearing committee or the campus president/district president or designee, or the board of trustees at the time the interference takes place and shall be subject to suspension or any lesser sanction as may be recommended by the student hearing committee or as may be determined by the campus president/district president or designee or the board of trustees at the time the interference takes place or within fifteen academic calendar days thereafter.

(5) Decision by the committee.

(a) Upon conclusion of the disciplinary hearing, the student hearing committee shall consider all the evidence therein presented and decide by majority vote whether to recommend to the campus president/district president or designee the following actions:

(i) That the college terminate the proceedings and exonerate the student or students;

(ii) That the college impose minor sanctions directly, such as a warning, reprimand, fine, restitution, or disciplinary probation;

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

(b) The student shall be provided with a copy of the committee's findings of fact and conclusions regarding whether the student did violate any rule or rules of the code of student rights and responsibilities and the committee's recommendation to the campus president/district president or designee. The committee shall also advise the student in writing of the right to present, within ten calendar days, a written statement to

the campus president/district president or designee appealing the recommendation of the committee.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-22-040, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-040, filed 3/22/78; Order 71-11, § 132L-22-040, filed 2/17/71.]

WAC 132L-22-050 Final decision regarding disciplinary sanction. (1) The campus president/district president or designee (except the dean of students) shall, after reviewing the record of the case prepared by the student hearing committee together with any statement filed by the student, include therein a written acceptance of the recommendations of the committee, or written directions as to what lesser disciplinary sanction shall be taken.

(2) If the campus president/district president or designee decides that discipline is to be imposed after the review provided by the preceding paragraph, subsection (1), the campus president/district president or designee shall notify the student in writing of the discipline imposed.

(3) In all cases of disciplinary action, the decision of the campus president/district president or designee shall be final except for those cases involving suspension if the suspension has been appealed to the board.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-22-050, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-050, filed 3/22/78; Order 71-11, § 132L-22-050, filed 2/17/71.]

WAC 132L-22-060 Disciplinary sanctions. The following definitions of disciplinary terms have been established and shall be the sanctions imposed upon violators of the code of student rights and responsibilities:

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

(2) Reprimand. Formal action censuring a student for violation of the college rules or regulations or for failure to meet the college's standards of conduct. Reprimands shall be made in writing to the student by the officer or agency taking action, with copies filed in the office of the dean of students. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(3) Fines. The dean of students and/or the student hearing committee may assess monetary fines up to a maximum of twenty-five dollars against individual students for violation of college rules and regulations or for failure to meet the college's standards of conduct. Failure to pay such fines within thirty days will result in suspension for an indefinite period of time as set forth in subsection (6) of this section provided that a student may be reinstated upon payment of the fine.

(4) Restitution. An individual student may be required to make restitution for damage or loss to college or other property and for injury to persons. Failure to make restitution within thirty days will result in suspension for an indefinite period of time as set forth in subsection (6) of this section provided that a student may be reinstated upon payment.

(5) Disciplinary probation. Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or other failure to meet the college standards of conduct. The office or agency placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of suspension from the college. 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.

(6) Suspension. Temporary or indefinite dismissal from the college and termination of the student status of a student for violation of college rules or regulations or for failure to meet the college standards of conduct. The notification suspending a student will indicate, in writing, the term of the suspension and any special conditions which must be met before readmission.

Refund of fees for the quarter in which disciplinary action is taken shall be in accord with the college's refund policy.

Students suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of the campus or other facility.

[Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-060, filed 3/22/78; Order 71-11, § 132L-22-060, filed 2/17/71.]

WAC 132L-22-070 Readmission after suspension.

Any student suspended from the college for disciplinary reasons may be readmitted upon expiration of the time period for which the suspension was issued. If the student has been suspended for an indefinite period, or feels that circumstances warrant reconsideration of the temporary suspension prior to its expiration, the student may be readmitted following approval of a written petition submitted to the dean of students. Such petitions must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petitions must be reviewed and approved by the campus president/district president or designee, or by the board in those cases in which it made the final disciplinary action decision.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-22-070, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-070, filed 3/22/78; Order 71-11, § 132L-22-070, filed 2/17/71.]

WAC 132L-22-080 Reestablishment of academic standing. Students who have been suspended pursuant to disciplinary procedures set forth in code procedures or

summary suspension rules, and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

[Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-22-080, filed 3/22/78; Order 71-11, § 132L-22-080, filed 2/17/71.]

Chapter 132L-24 WAC SUMMARY SUSPENSION RULES

WAC

132L-24-010	Initiation of summary suspension proceedings.
132L-24-020	Permission to enter or remain on campus.
132L-24-030	Notice of summary suspension proceedings.
132L-24-040	Procedures of summary suspension hearing.
132L-24-050	Decision by the dean of students.
132L-24-060	Notice of summary suspension.
132L-24-070	Suspension for failure to appear.
132L-24-080	Appeal.
132L-24-090	Summary suspension proceedings not duplicious.

WAC 132L-24-010 Initiation of summary suspension proceedings. The campus president or designee may suspend any student of the college for not more than ten academic calendar days pending investigation, action or prosecution on charges of an alleged code of student rights and responsibilities violation or violations, and if the campus president or designee has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of the other college community members, or the safety and well-being of the college property command such suspension.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-24-010, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-010, filed 3/22/78; Order 71-11, § 132L-24-010, filed 2/17/71.]

WAC 132L-24-020 Permission to enter or remain on campus. During the period of summary suspension, the student shall not enter any campus of District 12 other than to meet with the dean of students or to attend the hearing. However, the dean of students may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

[Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-020, filed 3/22/78; Order 71-11, § 132L-24-020, filed 2/17/71.]

WAC 132L-24-030 Notice of summary suspension proceedings. (1) If the campus president or designee desires to exercise the authority to summarily suspend a student, the campus president shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.

(2) The notice shall be entitled "notice of summary suspension proceedings" and shall state:

(a) The charges against the student including reference to the provisions of the code of student rights and responsibilities involved; and

(b) That the student charged must appear before the dean of students at a time specified in the notice.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-24-030, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-030, filed 3/22/78; Order 71-11, § 132L-24-030, filed 2/17/71.]

WAC 132L-24-040 Procedures of summary suspension hearing. (1) 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 violation stated on the notice of summary suspension proceedings did occur, and that immediate suspension is not necessary nor justifiable pursuant to chapter 132L-24 WAC Summary suspension rules.

(2) The student may offer oral testimony or that of any person, submit any statement or affidavit, examine any affidavit or cross-examine any witness, and submit any matter in extenuation or mitigation of the violation or violations charged.

(3) The dean of students shall at the time of the summary suspension proceedings determine whether there is probable cause to believe that a violation of law or of provisions of the code of student rights and responsibilities has occurred, and whether there is reason to believe that immediate suspension is necessary. In the course of making such a decision, the dean may consider the sworn affidavits or oral testimonies of persons who have alleged that the student charged has committed a violation of law or of provisions of the code of student rights and responsibilities and the oral testimony and affidavits submitted by the student charged.

[Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-040, filed 3/22/78; Order 71-11, § 132L-24-040, filed 2/17/71.]

WAC 132L-24-050 Decision by the dean of students. If the dean of students, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of the code of student rights and responsibilities are alleged has committed one or more of such violations upon any college facility; and

(2) That summary suspension of said student is necessary under the provisions of WAC 132L-24-010 Summary suspension rules; and

(3) Such violation or violations of the law or of provisions of the code of student rights and responsibilities constitute grounds for disciplinary action, then the dean of students may, with the written approval of the campus president, suspend such student from college.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-24-050, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-050, filed 3/22/78; Order 71-11, § 132L-24-050, filed 2/17/71.]

WAC 132L-24-060 Notice of summary suspension.

(1) If a student is suspended pursuant to the above rules, the student shall be provided with a written copy of the dean of students' findings of fact and conclusions, as expressly concurred in by the campus president, which constituted probable cause to believe that the conditions for summary suspension existed.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to said student's last known address. The suspension shall be effective from the day the notice of suspension is mailed or personal service accomplished, whichever shall occur first.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-24-060, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-060, filed 3/22/78; Order 71-11, § 132L-24-060, filed 2/17/71.]

WAC 132L-24-070 Suspension for failure to appear. If the student against whom specific violations of provisions of the code of student rights and responsibilities have been alleged has been served pursuant to the notice required and then fails to appear at the time designated for the summary suspension proceedings, the dean of students may, with the written concurrence of the campus president, suspend the student from college.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-24-070, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-070, filed 3/22/78; Order 71-11, § 132L-24-070, filed 2/17/71.]

WAC 132L-24-080 Appeal. (1) Any student aggrieved by an order issued at the summary suspension proceedings may appeal the same to the district president or designee. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the proceedings of findings of the dean of students and the campus president, is tendered at the office of the campus president within seventy-two hours following the date "Notice of summary suspension" was served or mailed to the student, whichever occurred first.

(2) The district president or designee shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the dean and campus president, the record of the summary suspension proceedings, and determine therefrom whether the summary suspension order is justified. Following such examination, the district president or designee may, at his/her discretion, stay the summary suspension pending determination of the merits of the disciplinary proceedings pursuant to the provisions of the code procedures.

(3) The district president or designee shall notify the appealing student within forty-eight hours following his/her consideration of the notice of appeal, as to whether the summary suspension shall be maintained or stayed pending disposition of the disciplinary proceedings pursuant to the provisions of the code procedures.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-009 (Resolution No. 80-9), § 132L-24-080, filed 3/7/80. Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-080, filed 3/22/78; Order 71-11, § 132L-24-080, filed 2/17/71.]

WAC 132L-24-090 Summary suspension proceedings not duplicitous. (1) The summary suspension proceedings shall in no way substitute for the disciplinary proceedings provided for in provisions of the code procedures. At the end of the suspension, the student 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 for violation of the code of student rights and responsibilities.

(2) Any disciplinary proceeding initiated against the student because of violations alleged against any student in the course of the summary suspension proceedings provided for herein shall be heard de novo: *Provided*, That the records made and evidence presented during the course of any facet of the summary suspension proceedings brought against the student shall be available for the use of the student and of the college in the disciplinary proceeding initiated under the provisions of the Code Procedures.

[Statutory Authority: RCW 28B.19.030. 78-04-043 (Order 78-9), § 132L-24-090, filed 3/22/78; Order 71-11, § 132L-24-090, filed 2/17/71.]

Chapter 132L-26 WAC EMERGENCY PROCEDURES

WAC

132L-26-010	Authority to suspend operations.
132L-26-020	Remuneration for classified employees.
132L-26-025	Authority to staff campus—Limitations.
132L-26-030	Employee notification—Time.
132L-26-035	Return to work.
132L-26-040	Voluntary staffing.
132L-26-050	Mandatory staffing.
132L-26-055	Temporary duties.
132L-26-060	Suspended operation procedures after fifteen days.
132L-26-065	Layoffs—Conditions.
132L-26-070	Closure notification plan—Recall plan.
132L-26-075	Option to recover time loss.
132L-26-080	Suspended operations—Not a lock-out.

WAC 132L-26-010 Authority to suspend operations. The president of District 12 is authorized to suspend the operation of any or all campuses in the district if, in his opinion, an emergency condition beyond his control makes this closure advisable, and the public health, or property, or safety is jeopardized.

In accordance with WAC 251-22-240, as amended by the higher education personnel board, April 6, 1981, Community College District 12 adopts the following suspended operation rules.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-13-021 (Resolution No. 81-9), § 132L-26-010, filed 6/12/81; Order 77-30, § 132L-26-010, filed 9/1/77.]

WAC 132L-26-020 Remuneration for classified employees. All compensation paid classified employees

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during a period of suspended operations shall be in accordance with the provisions of WAC 251-22-240, higher education personnel board rules.

[Order 77-30, § 132L-26-020, filed 9/1/77.]

WAC 132L-26-025 Authority to staff campus—Limitations. In the event of suspended operation, the president or his designee shall have the option to staff any campus or any portion thereof in any manner during the first five days of suspended operation.

[Order 77-30, § 132L-26-025, filed 9/1/77.]

WAC 132L-26-030 Employee notification—Time. If the president declares a condition of suspended operations and provides notification of this closure to employees via local radio station transmission at least one hour prior to the employees' reporting time, or by telephone or personal contact prior to the time the individual employee would depart home for work, the provisions of WAC 251-22-240 would not apply. Employees not notified prior to their usual departure time from home would be covered by the provision of WAC 251-22-240.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-03-036 (Resolution No. 81-2), § 132L-26-030, filed 1/14/81; Order 77-30, § 132L-26-030, filed 9/1/77.]

WAC 132L-26-035 Return to work. If operations are suspended, employees are directed to contact the district dean of administration's office or other designated office prior to returning to work on the following day to determine whether the institution will be re-opened or if partial staffing is required. Teaching personnel will contact the dean/director of the appropriate division for this purpose.

[Order 77-30, § 132L-26-035, filed 9/1/77.]

WAC 132L-26-040 Voluntary staffing. When the period of suspended operation is expected to exceed five working days, staffing shall be on a volunteer basis. Employees qualified to perform the task with the most layoff seniority shall be given the first option to work.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-13-021 (Resolution No. 81-9), § 132L-26-040, filed 6/12/81; Order 77-30, § 132L-26-040, filed 9/1/77.]

WAC 132L-26-050 Mandatory staffing. If sufficient volunteers cannot be found, the president shall have the authority to require employees to work. If the employees who are requested to work withhold their services (except for illness or prearranged leave not related to or precipitated by the suspended operation) they shall not be allowed to use compensatory time or annual leave. Employees will be called in reverse seniority.

[Order 77-30, § 132L-26-050, filed 9/1/77.]

WAC 132L-26-055 Temporary duties. During periods of suspended operations, employees may be required to temporarily perform tasks above or below their assigned categories.

[Order 77-30, § 132L-26-055, filed 9/1/77.]

WAC 132L-26-060 Suspended operation procedures after fifteen days. If the period of suspended operation is expected to exceed fifteen days, the personnel director shall request an extension from the director of the higher education personnel board subject to confirmation by the board. If the period of suspended operation exceeds fifteen days and no extension is granted, the full classified personnel layoff provisions apply.

If the suspended operation exceeds the period for which an extension was granted, the full classified personnel layoff provisions shall apply.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW, 81-13-021 (Resolution No. 81-9), § 132L-26-060, filed 6/12/81; Order 77-30, § 132L-26-060, filed 9/1/77.]

WAC 132L-26-065 Layoffs--Conditions. Layoffs necessitated by conditions causing suspended operations shall be accomplished in accordance with WAC 251-10-030.

[Order 77-30, § 132L-26-065, filed 9/1/77.]

WAC 132L-26-070 Closure notification plan--Recall plan. The district will provide all employees with a copy of the closure notification plan and the recall plan.

[Order 77-30, § 132L-26-070, filed 9/1/77.]

WAC 132L-26-075 Option to recover time loss. The district shall have the option to make up lost time due to suspended operations by extending the calendar. Classified and administrative employees who lose regular work time as a result of suspended operation may request to work additional hours in accordance with WAC 251-22-240. The district president shall have the option to approve or deny such requests. This response must be made within fifteen days after receipt of the request. Compensation for additional work hours shall be granted on a compensatory time basis at straight time.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW, 81-13-021 (Resolution No. 81-9), § 132L-26-075, filed 6/12/81; Order 77-30, § 132L-26-075, filed 9/1/77.]

WAC 132L-26-080 Suspended operations--Not a lock-out. Suspended operations shall not be interpreted as a lock-out by District 12.

[Order 77-30, § 132L-26-080, filed 9/1/77.]

Chapter 132L-30 WAC

PARKING AND TRAFFIC REGULATIONS--SOUTH PUGET SOUND COMMUNITY COLLEGE

WAC

- 132L-30-010 Purpose for adopting parking and traffic regulations.
- 132L-30-020 Applicable parking and traffic regulations.
- 132L-30-030 Definitions.
- 132L-30-040 Authorization for issuance of permits.
- 132L-30-050 Parking fees for vehicle permits.
- 132L-30-060 Parking fee exceptions.
- 132L-30-070 Responsibility of person to whom permit is issued.
- 132L-30-080 Display of permits.
- 132L-30-090 Transfer of permits.
- 132L-30-100 Permit revocation.
- 132L-30-110 Right to refuse permit.

- 132L-30-120 Right to appeal permit revocation/refusal.
- 132L-30-130 Delegation of authority.
- 132L-30-140 Enforcement.
- 132L-30-150 Violation of parking and traffic regulations.
- 132L-30-160 Issuance of traffic tickets or summons.
- 132L-30-170 Fines and penalties.
- 132L-30-180 Grievance proceedings--Appeal of fines and penalties.
- 132L-30-190 Parking advisory committee.
- 132L-30-200 Liability of college.
- 132L-30-210 Designation of parking.
- 132L-30-220 Parking within designated spaces.
- 132L-30-230 Regulatory signs, markings, barricades, etc.
- 132L-30-240 Speed limit.
- 132L-30-250 Pedestrian's right of way.
- 132L-30-260 Two-wheeled motorbikes or bicycles.
- 132L-30-270 Report of accidents.
- 132L-30-280 Disabled and inoperative vehicles--Impounding.
- 132L-30-290 Authority to establish parking fee.
- 132L-30-300 Parking permit fees.

WAC 132L-30-010 Purpose for adopting parking and traffic regulations. Pursuant to the authority granted RCW 28B.50.140(10), the board of trustees of Community College District 12, on behalf of Olympia Technical Community College is granted authority to adopt rules and regulations for pedestrian and vehicular traffic upon public lands devoted to, operated by or maintained by the college district. The objectives of these regulations are:

- (1) To protect and control pedestrian and vehicular traffic.
- (2) To assure access at all times for emergency traffic.
- (3) To minimize traffic disturbances during class hours.
- (4) To facilitate the work of the college by assuring access to its vehicles and by assigning limited parking space for the most efficient use by all.
- (5) To regulate the use of parking spaces.
- (6) To protect state owned property.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW, 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-010, filed 3/24/80.]

WAC 132L-30-020 Applicable parking and traffic regulations. The other rules and regulations which are also applicable upon the campus include:

- (1) The motor vehicle and traffic laws of the state of Washington. These shall be applicable upon all lands located within the state of Washington.
- (2) The traffic code of the city of Olympia. This code applies upon all lands located within the city of Olympia.
- (3) The OTCC parking and traffic regulations. These shall be applicable to all state lands which are or may hereafter be devoted mainly to educational, recreational, or parking activities of the college. In case of conflict between the provisions of the motor vehicle and other traffic laws of the state of Washington and OTCC parking and traffic regulations, the provisions of the state of Washington motor vehicle laws shall govern.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW, 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-020, filed 3/24/80.]

WAC 132L-30-030 Definitions. As used in this chapter, the following words and phrases shall mean:

(1) "Administration" shall mean those employees whose job duties are administrative by job description and who exercise supervisory or other managerial responsibilities over other employees.

(2) "Board" shall mean the board of trustees of Community College District 12.

(3) "Campus" shall mean any or all lands and buildings devoted to, operated by, or maintained by Olympia Technical Community College, District 12, state of Washington.

(4) "Campus patrolman" shall mean a contracted or salaried employee of the college who is responsible to the dean of administrative services for campus traffic control, parking and security.

(5) "College" shall mean Olympia Technical Community College, District 12, state of Washington and the personnel thereof.

(6) "Dean of administrative services" shall mean the dean of administrative services for Olympia Technical Community College, District 12, state of Washington.

(7) "Faculty members" or academic employees shall mean any employee of Olympia Technical Community College, District 12, state of Washington, who has employment as a teacher, counselor, librarian, or other position where the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments.

(8) "Guests/visitors" shall mean any person or persons who come upon the campus as guests and person or persons who lawfully visit the campus.

(9) "Annual permits" shall mean permits which are valid September 15 through September 14. Annual permits are sold through the first ten days of fall quarter.

(10) "Staff" shall mean the contracted or classified employees of Olympia Technical Community College, District 12, state of Washington.

(11) "Temporary permits" shall mean permits which are valid for a specific period designated on the permit.

(12) "Vehicle" shall mean an automobile, truck, motor-driven cycle, scooter or any vehicle otherwise powered.

(13) "Full-time student" shall mean any person who is enrolled for 10 credit hours or more in any community college operated by Community College District 12.

(14) "Part-time student" shall mean any person who is enrolled for 9 credit hours or less in any community college operated by Community College District 12.

(15) "Full-time employee" shall mean any administrator, classified staff, faculty, counselor, librarian, or District 12 officer employed 20 hours or more per week on a permanent regular basis.

(16) "Part-time employee" shall mean any administrator, classified staff, faculty, counselor, librarian, or District 12 officer employed 19 hours or less per week.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-030, filed 3/24/80.]

WAC 132L-30-040 Authorization for issuance of permits. The dean of administrative services, or designee, is authorized to issue parking permits to students, administrators, faculty, staff, guests and visitors to the college, pursuant to the following regulations:

(1) A person may be issued a parking permit upon the proper registration of his/her vehicle with the college.

(2) The dean of administrative services, or designee, may issue temporary, permanent or special parking permits when such permits are necessary to enhance the business or operation of the college.

(3) Additional permits are available at the current fee schedule to individuals who may be registered to drive any one of several vehicles. Only one vehicle registered to an individual under one permit fee shall be permitted to park on campus at any one time.

(4) Persons who pay the current fee for parking permits and who later request a refund shall receive refunds according to the refund policy published in the college catalogues and bulletins.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-040, filed 3/24/80.]

WAC 132L-30-050 Parking fees for vehicle permits. All part-time and full-time employees and district officers of Community College District 12 shall obtain and display valid parking permits on all vehicles driven or parked upon the Olympia Technical Community College campus in accordance with WAC 132L-30-040.

All part-time and full-time students of Community College District 12 shall obtain and display a valid parking permit on all vehicles driven or parked upon the Olympia Technical Community College campus in accordance with WAC 132L-30-040.

All persons parking on the campus shall secure and display a valid parking permit within five academic days from date of registration.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-050, filed 3/24/80.]

WAC 132L-30-060 Parking fee exceptions. All guests/visitors (including salespersons, maintenance or service personnel) will park in designated parking areas without paying a fee. These include but are not limited to:

(1) Federal, state, county, city, school district and similar governmental personnel on official business in vehicles with tax exempt licenses.

(2) Vehicles owned by contractors and their employees working on campus construction may be parked within available construction sites or areas.

(3) Members of the press, television, radio and wire services, on official business.

(4) Taxis and commercial delivery vehicles for the pick up and delivery of passengers, supplies and equipment.

(5) Persons attending special college events.

(6) Guests/visitors invited to the campus for the purpose of rendering services to the college.

(7) Persons holding emeritus or similar appointments shall park in designated areas.

(8) Students and faculty participating in Friday evening (after 4:30 P.M.) and/or weekend classes only.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-060, filed 3/24/80.]

WAC 132L-30-070 Responsibility of person to whom permit is issued. The person to whom a parking permit is issued shall be responsible for all violations of said rules and regulations involving the vehicle; however, such responsibility shall not relieve said driver of the responsibility for violations of the regulations established by this chapter. In the event that a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violations of the campus regulations.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-070, filed 3/24/80.]

WAC 132L-30-080 Display of permits. The vehicle permit issued by the college shall be permanently and visibly affixed on the left rear bumper of the vehicle. Permits not displayed in accordance with provisions of this section shall not be valid and vehicles displaying an improperly placed permit shall be subject to citation. Permits will be displayed on the front forks of a motorcycle.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-080, filed 3/24/80.]

WAC 132L-30-090 Transfer of permits. Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-090, filed 3/24/80.]

WAC 132L-30-100 Permit revocation. Permits are licenses and the property of the college, and may be recalled for any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists.
- (2) When a permit is used on an unregistered vehicle or by an unauthorized person.
- (3) Falsification on a vehicle registration application.
- (4) Continued violations of parking regulations.
- (5) Counterfeiting or altering of permits.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-100, filed 3/24/80.]

WAC 132L-30-110 Right to refuse permit. The college (dean of administrative services or designee) reserves the right to refuse the issuance of a parking permit to anyone who has had a previous permit revoked or refused or to anyone whose driving or parking record indicates a disregard for the rights or safety of others.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-110, filed 3/24/80.]

WAC 132L-30-120 Right to appeal permit revocation/refusal. When a parking permit has been recalled pursuant to WAC 132L-30-100 or has been refused in accordance with WAC 132L-30-110 or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the dean of administrative services, or designee, may be appealed in accordance with WAC 132L-30-180.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-120, filed 3/24/80.]

WAC 132L-30-130 Delegation of authority. The authority and powers conferred upon the dean of administrative services by these regulations shall be subject to delegation to that individual's subordinates.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-130, filed 3/24/80.]

WAC 132L-30-140 Enforcement. (1) OTCC parking and traffic regulations will be enforced throughout the calendar year on a 24 hour basis.

(2) The dean of administrative services or designee shall be responsible for the enforcement of the regulations contained in this chapter.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-140, filed 3/24/80.]

WAC 132L-30-150 Violation of parking and traffic regulations. (1) Operators of illegally operated or parked vehicles which are not subject to impounding under these policies, shall be warned through an appropriate means that they are in violation of these regulations.

(2) In instances where violations are repeated, and in the judgment of the dean of administrative services, with appropriate documented evidence, said vehicle(s) may be impounded and/or operator fined in accordance with the approved fees and fines schedule. All fines are payable at the cashier's office.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-150, filed 3/24/80.]

WAC 132L-30-160 Issuance of traffic tickets or summons. (1) Upon probable cause to believe that a violation of these regulations has occurred the dean of administrative services or designee(s), may issue a signed summons or citation setting forth the date, the approximate time, permit number, license information and nature of violation.

(2) Such summons or traffic citation may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-160, filed 3/24/80.]

WAC 132L-30-170 Fines and penalties. The dean of administrative services, or designee, is authorized to impose the following fines and penalties for violation of the regulations contained in this chapter:

(1) Fines may be levied for all violations of the regulations contained in this chapter.

(2) Vehicles parking in a manner so as to obstruct traffic, including access to and from parking spaces and areas may be subject to a fine and may be impounded and taken to such place for storage as the dean of administrative services, or designee, selects. The expenses of such impounding and storage shall be the responsibility of the registered owner or driver of the vehicle.

(3) Vehicles impounded by means of an immobilizing device shall be charged a service fee according to the current fee schedule.

(4) The college shall not be liable for loss or damage of any kind resulting from impounding and storage of vehicles.

(5) At the discretion of the dean of administrative services, an accumulation of traffic citations by a student, staff, administrator or faculty member may be turned over to a private collection agency for the collection of past due fines. Other appropriate collection procedures may be initiated as deemed necessary.

(6) Vehicles involved in violations of these regulations may be impounded as provided for in these regulations.

(7) A schedule of fines shall be set and reviewed annually by the board of trustees. The schedule shall be published in the OTCC parking and traffic regulations and on the traffic citation form.

(8) In the event a person fails or refuses to pay an uncontested fine which has been outstanding in excess of five school days, the dean of administrative services may initiate the following actions:

(a) Student may not be able to obtain transcript of credits.

(b) Student may not receive a degree/certificate until all fines are paid.

(c) Impounding of vehicle.

(9) The following violations will be assessed in accordance with the fees and fines schedules as established by the board of trustees:

(a) Permit not displayed

(b) Occupying more than one parking space

(c) Occupying space not designated for parking

(d) Parking in area not authorized by permit

(e) Parking in reserved staff (after warnings may be towed)

(f) Blocking or obstructing traffic (after warnings may be towed)

(g) Parking adjacent to fire hydrant (after warnings may be towed)

(h) Parking in fire lane (after warnings may be towed)

(i) Parking in zone or area marked no parking

(j) Failure to yield right-of-way

(k) Failure to stop at sign or signal

(l) Reckless or negligent driving

(m) Other violations of college parking regulations and its objectives

(n) Removal of immobilizing device.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-170, filed 3/24/80.]

WAC 132L-30-180 Grievance proceedings--Appeal of fines and penalties. The alleged violator may appeal a citation before the parking advisory committee.

(1) The alleged violator must submit the grievance in writing, giving full particulars, listing witnesses, evidence, etc.

(2) Grievance must be submitted to the dean of students within five school days from date of citation.

(3) If grievance is not resolved to the satisfaction of the alleged violator, he/she shall have five additional school days from receipt of decision by the dean of students to appeal to the parking advisory committee.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-180, filed 3/24/80.]

WAC 132L-30-190 Parking advisory committee. The parking advisory committee shall be structured and responsible for the following purposes:

(1) To review and recommend necessary changes to the Olympia Technical Community College parking and traffic regulations annually.

(2) To receive and hear appeals related to parking grievances. All decisions made by the parking advisory committee relative to traffic appeals shall be final.

(3) Membership shall consist of:

Four student representatives (two in student senate) appointed by the ASB President

Two faculty representatives - appointed by faculty president of OTCC

One classified representative - elected by simple majority of voting classified staff

Dean of administrative services - ex officio.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-190, filed 3/24/80.]

WAC 132L-30-200 Liability of college. The college assumes no liability under any circumstances for vehicles on campus.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-200, filed 3/24/80.]

WAC 132L-30-210 Designation of parking. The parking space available on campus may be allocated and designated by the dean of administrative services in such a manner as will best achieve the objectives of these rules and regulations.

(1) Faculty, staff and student parking shall be limited to spaces so designated.

(2) Special provisions shall be made for physically handicapped students or their designee. Permanently handicapped individuals must display the handicapped sticker issued by the department of motor vehicles, disabled parking. Temporarily handicapped permits will be

issued on a quarterly basis by the dean of administrative services.

(3) Visitors parking shall be limited to spaces so designated.

(4) Parking spaces shall be designated for special purposes as deemed necessary.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-210, filed 3/24/80.]

WAC 132L-30-220 Parking within designated spaces. (1) No vehicle shall be parked on the campus except in those areas set aside and designated for parking.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-220, filed 3/24/80.]

WAC 132L-30-230 Regulatory signs, markings, barricades, etc. The dean of administrative services is authorized to make and erect signs, barricades, and other structures and to paint marks and other directions upon the streets, entry/exits, and roadways for the regulation of traffic and parking upon the various public lands devoted to, operated by, or maintained by the college. Drivers or vehicles shall observe and obey all the signs, barricades, structures, markings and directions given them by the campus patrolman in the control and regulation of traffic.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-230, filed 3/24/80.]

WAC 132L-30-240 Speed limit. No vehicle shall be operated on the campus at a speed in excess of twenty miles per hour, or such slower speed as is reasonable and prudent to the circumstances. No vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-240, filed 3/24/80.]

WAC 132L-30-250 Pedestrian's right of way. (1) The operator of a vehicle shall yield right of way to any pedestrian. Pedestrians shall not leave a curb or other place of safety and walk or run into the path of an oncoming vehicle.

(2) When a sidewalk or crosswalk is provided, pedestrians shall proceed upon the sidewalk or crosswalk.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-250, filed 3/24/80.]

WAC 132L-30-260 Two-wheeled motorbikes or bicycles. (1) All two-wheeled vehicles powered by an engine may park in areas designated for motorcycles only.

(2) Bicycles and other nonengine powered cycles shall be subject to posted or published regulations as established in this policy.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-260, filed 3/24/80.]

WAC 132L-30-270 Report of accidents. (1) The operator of any vehicle involved in an accident on campus resulting in injury or death of any person or claimed damage to either or both vehicles exceeding \$100 shall immediately report such accident to the dean of administrative services or designee. Operator shall within twenty-four hours after such accident file a state of Washington motor vehicle report.

(2) Other minor accidents may be reported to the office of campus parking and security for insurance record purposes.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-270, filed 3/24/80.]

WAC 132L-30-280 Disabled and inoperative vehicles—Impounding. (1) Disabled or inoperative vehicles shall not be parked on the campus for a period exceeding 72 hours, without authorization from the dean of administrative services.

(2) Vehicles parked over 72 hours without authorization may be impounded and stored at the expense of either or both the owner and operator thereof.

(3) Notice of intent to impound will be posted on the vehicle and sent by registered mail to the legal owner 48 hours prior to impound.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-280, filed 3/24/80.]

WAC 132L-30-290 Authority to establish parking fee. The board of trustees for Community College District 12 shall set and review as necessary parking permit fees in accordance with WAC 132L-30-300 and a schedule of fines and penalties in accordance with WAC 132L-30-170.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-290, filed 3/24/80.]

WAC 132L-30-300 Parking permit fees. Fees shall be levied in accordance with the following:

Annual permit full-time permanent employees

Quarterly permit full-time employees and students

Quarterly permit part-time employees and students

Second vehicle permits

Replacement permits.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 80-04-059 (Order 80-20, Resolution No. 80-20), § 132L-30-300, filed 3/24/80.]

Chapter 132L-120 WAC

CENTRALIA COLLEGE--STUDENT CONDUCT CODE--POLICY

WAC

132L-120-010 Student attendance policy.

132L-120-020 Implementation.

WAC 132L-120-010 Student attendance policy. Students are expected to attend all classes for which they enroll during the particular quarter. Nonattendance by a student may cause him to forfeit his right to continue in any class. He may be subject to withdrawal from the class roll and be assigned a grade of "W" by his instructor should he, without prior arrangement or without early report to the college, be absent the first four calendar days after his class begins, be absent during the quarter for four consecutive class days in a course of 3 credits or more, or for two consecutive days in a course of 2 credits or less, or be absent in a consistent manner during the quarter.

Integral components of this policy which faculty members should give consideration are:

(1) Unavoidable absence due to emergencies, such as illness or bereavement. These should be reported, by the student, to the Registrar by letter or telephone so that arrangements with the student's instructors for the necessary extension of absence can be made.

(2) Hardships beyond the student's control which cause him to miss class. The instructor may approve alternative methods for the student to satisfy the attendance requirements of the course.

(3) Courses oriented more toward student proficiency and achieved competency than they are toward exposing subject matter to the students. Prior to or during the first week of the quarter the instructor shall set forth the conditions under which competency or proficiency may be considered in lieu of student class attendance.

(4) The student who has received eight hours or one-half of his class load or more of "W" in his preceding quarter. The administration will request his instructors to keep an account of his attendance pursuant to *Academic Standards* more fully described under that heading in the Handbook.

(5) Students whose tuition fees are paid by a state or federal agency. These students may have their attendance records reported at the request of their benefactor.

[Order 72-1, § 132L-120-010, filed 1/19/72.]

WAC 132L-120-020 Implementation. The success in implementing both this policy and its exceptions rests heavily on communications between the instructor and his students. As the student has fewer instructors than the instructor has students, the burden of initiating the communication relating to exceptions in reality becomes that of the student.

[Order 72-1, § 132L-120-020, filed 1/19/72.]

Chapter 132L-136 WAC USE OF DISTRICT FACILITIES

WAC

SMOKING POLICY

132L-136-010 Definitions.

GENERAL POLICY

132L-136-020 General policy.

132L-136-030 Administrative control.

132L-136-040 Trespass regulations.

132L-136-050 Scheduling.

132L-136-060 Users.

132L-136-070 Limitations of use.

132L-136-080 Fees.

SMOKING POLICY

WAC 132L-136-010 Definition. Because of the fire hazard and as a courtesy to nonsmokers, smoking is prohibited in classrooms and laboratories during scheduled classes and in other areas where posted.

[Order 72-1, § 132L-136-010, filed 1/19/72.]

GENERAL POLICY

WAC 132L-136-020 General policy. Community College District #12 is an educational institution provided and maintained by the people of the state. Its campuses, buildings, properties and facilities shall be reserved at all times for those activities which are related to its broad educational objectives and goals. However, the facilities, when not required for scheduled district use, are available for rental by the public in accordance with specified fee schedules and other regulations and procedures for such use.

[Order 74-18, § 132L-136-020, filed 3/19/74.]

WAC 132L-136-030 Administrative control. The board of trustees delegates to the president authority to establish procedures for proper review and approval of the use of the district's facilities; to establish, within the framework of these policies, regulations governing such use; and to establish and revise fee schedules consistent with WAC 132L-136-080.

[Order 74-18, § 132L-136-030, filed 3/19/74.]

WAC 132L-136-040 Trespass regulations. (1) Individuals who are not students or members of the faculty or staff, whose actions are in violation of trespass regulations, WAC 132L-20-040 - Authority to prohibit trespass, will be advised by the president, or his designee, of the specific nature of the violation, and if the individuals persist in the violation, they will be requested to leave the District property. Failure to comply with such a request will subject such individuals to arrest under provisions of chapter 9.83 RCW.

(2) Members of the district community (students, faculty, or staff) who do not comply with these regulations will be reported to the appropriate district office for action in accord with established district policies.

[Order 74-18, § 132L-136-040, filed 3/19/74.]

Reviser's note: Chapter 9.83 RCW was repealed by section 9A.92-.010, chapter 260, Laws of 1975 1st ex. sess., effective July 1, 1976. For later enactment, see chapter 9A.52 RCW.

WAC 132L-136-050 Scheduling. The administrative regulations and procedures, schedule of fees, and application forms for use may be obtained at the office of the dean of administration on the Centralia college campus and at the office of the assistant director for administration on the Olympia Vocational Technical Institute campus. The scheduling of facilities by groups or

organizations will be through these offices for the specific campus.

[Order 74-18, § 132L-136-050, filed 3/19/74.]

WAC 132L-136-060 Users. In order to assure appropriate scheduling of Community College District #12 facilities, the following priorities will serve as guidelines:

1. Community College District #12 scheduled programs and activities.

2. Community College District #12 related activities, recognized college organizations, and those public or private agencies, whose purpose relate to the advancement of District #12 programs, and/or sponsored activities.

3. Nonprofit organizations that are nonsectarian, non-political, and noncommercial:

a. Public education groups that would be engaging in activities serving public education goals and objectives, and

b. Other than public education groups or organizations,

(1) That would be engaging in activities that serve governmentally supported objectives, or

(2) That would be engaging in activities related to community improvement objectives, or

(3) That would be engaging in activities related to the organization's goals and objectives.

4. Private organizations and those organizations of a religious or sectarian, political or commercial nature requesting facilities on an emergency basis.

5. Other organizations or groups.

[Order 74-18, § 132L-136-060, filed 3/19/74.]

WAC 132L-136-070 Limitations of use. 1. District facilities may not be used in ways which interfere with or are detrimental to the district's own instructional and educational programs.

2. District facilities may not be used for commercial sales, advertising, or promotional activities except when such activities serve educational purposes of the district and are conducted under the sponsorship of a district department of office.

3. Each group or organization which uses district facilities must abide by the regulations and procedure of use as determined by the board of trustees and/or the district president and shall be subject to revocation of their privilege to use the facilities for failing to do so.

4. The administration reserves the right to deny or cancel the use of facilities when such use or meeting may in any way be prejudicial to the best interests of the district.

[Order 74-18, § 132L-136-070, filed 3/19/74.]

WAC 132L-136-080 Fees. Fees, when applicable, will be determined by the following categories and assessed accordingly:

1. Direct charges: Will include charges for utilities (heat, light, etc.) and custodial services.

2. Special charges: Will include charges for use of audio-visual or television equipment and operator; for law

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enforcement services, and/or any other similar kind of expenses incurred.

3. Rental charges: Will include charges (depreciation, overhead costs, amortization, etc.) for use of facilities.

4. Damage charges: Will include charges to defray any expense for the repair or replacement of damaged property or equipment incurred as a result of a rental agreement.

[Order 74-18, § 132L-136-080, filed 3/19/74.]

Chapter 132L-140 WAC ENVIRONMENTAL PROTECTION

WAC

132L-140-010 Environmental protection policy.

132L-140-020 Responsible officer.

132L-140-030 SEPA information center.

WAC 132L-140-010 Environmental protection policy. It shall be the policy of Community College District 12 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43-.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, WAC guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the state board for community college education.

[Order 77-3, § 132L-140-010, filed 3/30/77.]

WAC 132L-140-020 Responsible officer. In compliance with WAC 197-10-820, the district director of facilities and capital planning is designated to be the "responsible official" for carrying out this policy.

[Statutory Authority: Chapters 28B.50, 28B.19 and 28B.52 RCW. 85-18-056 (Order 85-1, Motion No. 85-56), § 132L-140-020, filed 9/3/85; 83-17-022 (Order 83-2, Motion No. 83-50), § 132L-140-020, filed 8/9/83; Order 77-3, § 132L-140-020, filed 3/30/77.]

WAC 132L-140-030 SEPA information center. (1) In compliance with WAC 197-10-830, a SEPA public information center will be maintained which will be the repository for all required documents. This office shall, upon written request, make these documents available to the public. A reasonable charge shall be made for copying and for the cost of mailing such documents.

(2) In the event a regional SEPA public information office is established in Lewis County, the District 12 SEPA public information office may be discontinued and all documents and registers forwarded to that regional office in accordance with WAC 197-10-835.

[Order 77-3, § 132L-140-030, filed 3/30/77.]

Chapter 132L-276 WAC PUBLIC RECORDS

WAC

132L-276-010 Purpose.

132L-276-020 Definitions.

132L-276-030 Description of central and field organization of Community College District No. 12.

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132L-276-040	Operations and procedures.
132L-276-050	Public records available.
132L-276-060	Public records officer.
132L-276-070	Office hours.
132L-276-080	Requests for public records.
132L-276-090	Copying.
132L-276-100	Exemptions.
132L-276-110	Review of denials of public records requests.
132L-276-120	Protection of public records.
132L-276-130	Records index.
132L-276-140	Adoption of form.
132L-276-900	Appendix "A"—Request for public record to Community College District No. 12.

WAC 132L-276-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Community College District No. 12 with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25–32 of that act, dealing with public records.

[Order 73-20, § 132L-276-010, filed 5/18/73.]

WAC 132L-276-020 Definitions. (1) Public records. "Public record" includes any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) Writing. "Writing means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents."

(3) Community College District No. 12. The Community College District No. 12 is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District No. 12 shall hereinafter be referred to as the "district" and including the two institutions known as Centralia College and Olympia Vocational Technical Institute. Where appropriate, the term district also refers to the staff, the board of trustees, and the employees of the district on both campuses.

[Order 73-20, § 132L-276-020, filed 5/18/73.]

WAC 132L-276-030 Description of central and field organization of Community College District No. 12. District No. 12 is a community college district organized under RCW 28B.50.040. The district administrative office and its staff are located at Centralia College, Locust and Oak, Centralia, Washington, 98531. The Centralia College Administrative Offices are located at the same address and the Olympia Vocational Technical Institute Administrative Offices are located at 2011 Mottman Road S.W., Olympia, Washington, 98502.

[Order 73-20, § 132L-276-030, filed 5/18/73.]

WAC 132L-276-040 Operations and procedures. The district is established under RCW 28B.50.040 to implement the educational purposes established by

RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet the second Thursday of each month on either the Centralia College or Olympia Vocational Technical Institute campus in accordance with public notice and hold such special meetings as are announced by public notice. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Order 73-20, § 132L-276-040, filed 5/18/73.]

WAC 132L-276-050 Public records available. All public records of the district, as defined in WAC 132L-276-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 132L-276-100.

[Order 73-20, § 132L-276-050, filed 5/18/73.]

WAC 132L-276-060 Public records officer. The district's public records shall be in the charge of the public records officer designated by the district president. The person so designated shall in turn designate persons in the administrative office on each campus to implement this section. The public records officer and his designees shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Order 73-20, § 132L-276-060, filed 5/18/73.]

WAC 132L-276-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Order 73-20, § 132L-276-070, filed 5/18/73.]

WAC 132L-276-080 Requests for public records. In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at its administrative office on the appropriate campus. The form shall be presented to the public records officer and/or his designees, at the administrative office on the appropriate campus during customary office hours. The request shall include the following information:

(a) The name of the person requesting the record;

(b) The time of day and calendar date on which the request was made;

(c) The nature of the request;

(d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;

(e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer and/or his designees, to assist the member of the public in appropriately identifying the public record requested.

(3) The public records officer and/or his designee to whom the request is presented shall, by the close of that business day, if the request is presented before noon, or noon the following business day if the request is presented in the afternoon,

(a) Make the requested document available, or

(b) State that such a document does not exist, or

(c) Ask for clarification of the document requested, or

(d) Deny access because the document is exempt from public inspection under WAC 132L-276-050.

[Order 73-20, § 132L-276-080, filed 5/18/73.]

WAC 132L-276-090 Copying. No fee shall be charged for the inspection of public records. The district shall charge a fee of 10¢ per page of copy for providing copies of public records and for use of the district's copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying. If a particular request for copies requires an unusually large amount of time, or the use of any equipment not readily available, the district will provide copies at a rate sufficient to cover any additional cost. All fees must be paid by money order, cashier's check or cash in advance.

[Order 73-20, § 132L-276-090, filed 5/18/73.]

WAC 132L-276-100 Exemptions. (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132L-276-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the district reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer and/or his designee will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

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[Order 73-20, § 132L-276-100, filed 5/18/73.]

WAC 132L-276-110 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer and/or his designees which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer and/or his designee denying the request shall refer it to the district president. The district president or his designee shall immediately consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 73-20, § 132L-276-110, filed 5/18/73.]

WAC 132L-276-120 Protection of public records. Requests for public records shall be to the public records officer and/or his designees in the appropriate locations on both or either campuses in the district. Public records and a facility for their inspection will be provided by the public records officer and/or his designees. Such records shall not be removed from the place designated for their inspection. Copies shall be made at Centralia College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132L-276-090.

[Order 73-20, § 132L-276-120, filed 5/18/73.]

WAC 132L-276-130 Records index. (1) Index. The public records officer and/or his designees have available to all persons a current index which provides identifying information as to those records adopted or promulgated and indexed since June 30, 1972, in the following areas:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(b) Those statements of policy and interpretations of policy, statute and the Constitution which have been adopted by the agency;

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

(d) Planning policies and goals, and interim and final planning decisions;

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others;

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(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party;

- (g) Financial records and budgets; and
(h) Board of trustees' minutes and reports.

(2) Availability. The current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Order 73-20, § 132L-276-130, filed 5/18/73.]

WAC 132L-276-140 Adoption of form. The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "Request for public record."

[Order 73-20, § 132L-276-140, filed 5/18/73.]

WAC 132L-276-900 Appendix "A"--Request for public record to Community College District No. 12.

Appendix "A"
Request for public record to
Community College District No. 12

(a) Signature Signature (Please Print)

Name of Organization, if Applicable

Mailing Address of Applicant Phone Number

(b) Date Request Made at Community College District No. 12 Time of Day Request Made

(c) Nature of Request

(d) Identification Reference on Current Index Please Describe

(e) Description of Record, or Matter, Requested if not Identifiable by Reference to the Community College District No. 12's Current Index

Request: Approved Date By Public Records Officer and/or his designee

Denied Date

Reasons for Denial:

Referred to Date By Public Records Officer and/or his designee

[Order 73-20, Appendix A (codified as WAC 132L-276-900), filed 5/18/73.]