

Title 504 WAC

WASHINGTON STATE UNIVERSITY

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504-08-130	Service of process--When service complete. [Regulation .08.130, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-140	Service of process--Filing with agency. [Regulation .08.140, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-230	Depositions and interrogatories in contested cases--Right to take. [Regulation .08.230, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-240	Depositions and interrogatories in contested cases--Scope. [Regulation .08.240, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-250	Depositions and interrogatories in contested cases--Officer before whom taken. [Regulation .08.250, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-260	Depositions and interrogatories in contested cases--Authorization. [Regulation .08.260, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-270	Depositions and interrogatories in contested cases--Protection of parties and deponents. [Regulation .08.270, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-280	Depositions and interrogatories in contested cases--Oral examination and cross-examination. [Regulation .08.280, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-290	Depositions and interrogatories in contested cases--Recordation. [Regulation .08.290, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-300	Depositions and interrogatories in contested cases--Signing attestation and return. [Regulation .08.300, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-310	Depositions and interrogatories in contested cases--Use and effect. [Regulation .08.310, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-320	Depositions and interrogatories in contested cases--Fees of officers and deponents. [Regulation .08.320, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority:

DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 504-08 PRACTICE AND PROCEDURE

504-08-001	Definitions. [Regulation .08.001, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-010	Appearance and practice before agency. [Regulation .08.010, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-080	Notice and opportunity for hearing in contested cases. [Regulation .08.080, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-090	Service of process--By whom served. [Regulation .08.090, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-100	Service of process--Upon whom served. [Regulation .08.100, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-110	Service of process--Service upon parties. [Regulation .08.110, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-120	Service of process--Method of service. [Regulation .08.120, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

- RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-330 Depositions upon interrogatories—Submission of interrogatories. [Regulation .08.330, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-340 Depositions upon interrogatories—Interrogation. [Regulation .08.340, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-350 Depositions upon interrogatories—Attestation and return. [Regulation .08.350, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-360 Depositions upon interrogatories—Provisions of deposition rule. [Regulation .08.360, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-400 Stipulations and admissions of record. [Regulation .08.400, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-410 Form and content of decisions in contested cases. [Regulation .08.410, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-420 Definition of issues before hearing. [Regulation .08.420, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-510 Continuances. [Regulation .08.510, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-520 Rules of evidence—Admissibility criteria. [Regulation .08.520, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-530 Tentative admission—Exclusion—Discontinuance—Objections. [Regulation .08.530, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-540 Petitions for rule making, amendment or repeal—Who may petition. [Regulation .08.540, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-550 Petitions for rule making, amendment or repeal—Requisites. [Regulation .08.550, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-560 Petitions for rule making, amendment or repeal—Agency must consider. [Regulation .08.560, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- 504-08-570 Petitions for rule making, amendment or repeal—Notice of disposition. [Regulation .08.570, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
- Chapter 504-16
CAMPUS TRAFFIC AND PARKING REGULATIONS
- 504-16-010 Purpose of regulations. [Regulation 9.25, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-020 General regulations. [Regulation 9.35, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-030 Parking permits. [Regulation 9.40, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-040 Parking fees. [Regulation 9.45, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-050 Parking areas. [Regulation 9.50, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-060 Administration and enforcement. [Regulation 9.55, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-070 Losses from theft or fire. [Regulation 9.60, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
- 504-16-100 Purposes of regulations. [Order 77-2, § 504-16-100, filed 8/3/77; Order 2, § 504-16-100, filed 7/28/71; Order 1, § 504-16-100, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-020.
- 504-16-110 Authorization. [Order 77-2, § 504-16-110, filed 8/3/77; Order 2, § 504-16-110, filed 7/28/71; Order 1, § 504-16-110, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-010.
- 504-16-115 Definitions. [Order 77-2, § 504-16-115, filed 8/3/77; Order 2, § 504-16-115, filed 7/28/71.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-040.
- 504-16-120 General regulations. [Statutory Authority: RCW 28B.10.560, 28B.30.125 and 28B.30.150. 81-17-015 (Order 81-3, Resolution No. 7/81-12), § 504-16-120, filed 8/10/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-16-120, filed 6/11/80; Order 77-2, § 504-16-120, filed 8/3/77; Order 2, § 504-16-120, filed 7/28/71; Order 1, § 504-16-120, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.
- 504-16-130 Registration of vehicles. [Order 1, § 504-16-130, filed 8/13/70.] Repealed by Order 2, filed 7/28/71.
- 504-16-140 Parking permits. [Order 77-2, § 504-16-140, filed 8/3/77; Order 75-1, § 504-16-140, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-140, filed 8/1/73; Order 2, § 504-16-140, filed 7/28/71; Order 1, § 504-16-140, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.
- 504-16-150 Parking permit fees. [Order 77-2, § 504-16-150, filed 8/3/77; Order 73-4, § 504-16-150, filed 8/1/73; Order 2, § 504-16-150, filed 7/28/71; Order 1, § 504-16-150, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW

28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-190.

504-16-160 Parking areas. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-16-160, filed 6/11/80; Order 77-2, § 504-16-160, filed 8/3/77; Order 75-1, § 504-16-160, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-160, filed 8/1/73; Order 2, § 504-16-160, filed 7/28/71; Order 1, § 504-16-160, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-120.

504-16-170 Administration and enforcement. [Statutory Authority: RCW 28B.10.560, 28B.30.125 and 28B.30.150. 81-17-015 (Order 81-3, Resolution No. 7/81-12), § 504-16-170, filed 8/10/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-16-170, filed 6/11/80; Order 77-2, § 504-16-170, filed 8/3/77; Order 75-1, § 504-16-170, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-170, filed 8/1/73; Order 2, § 504-16-170, filed 7/28/71; Order 1, § 504-16-170, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.

Chapter 504-20

UNIVERSITY POLICIES AND REGULATIONS

504-20-005 Discrimination prohibited. [Order 77-2, § 504-20-005, filed 8/3/77.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

504-20-010 Freedom of expression. [Order 77-2, § 504-20-010, filed 8/3/77; Order 5, § 504-20-010, filed 9/26/72; Order 3, § 504-20-010, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

504-20-020 Conduct regulations for faculty, staff, other employees, and students. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-20-020, filed 6/11/80; Order 77-2, § 504-20-020, filed 8/3/77; Order 75-1, § 504-20-020, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-20-020, filed 8/1/73; Order 5, § 504-20-020, filed 9/26/72; Order 3, § 504-20-020, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

504-20-025 Alcoholic beverages. [Order 77-2, § 504-20-025, filed 8/3/77.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

504-20-030 Conduct regulations for campus guests and visitors. [Order 5, § 504-20-030, filed 9/26/72; Order 3, § 504-20-030, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

504-20-040 Academic integrity guidelines. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-20-040, filed 6/11/80.] Repealed by 89-11-065 (Order 89-1,

Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

Chapter 504-04 WAC

PRACTICE AND PROCEDURE

WAC

PART I

GENERAL PROCEDURAL RULES

504-04-010 Matters subject to brief adjudication.
504-04-020 Appointment of presiding officers for all adjudicative proceedings.

PART II

PROCEDURAL RULES FOR FORMAL PROCEEDINGS

504-04-110 Adoption of model rules of procedure for formal proceedings—Exception.
504-04-120 Confidentiality of student, faculty and staff formal adjudicative proceedings.
504-04-130 Advising and representation of parties.
504-04-140 Discovery.

PART I

GENERAL PROCEDURAL RULES

WAC 504-04-010 Matters subject to brief adjudication. The following proceedings are matters to be treated as brief adjudications pursuant to RCW 34.05-.482 through 34.05.491:

(1) Student conduct proceedings. The procedural rules of chapter 504-25 WAC apply to these proceedings.

(2) Appeals of residency determinations. If a hearing is required by law or constitutional right, appeals of residency determinations under RCW 28B.15.013 are brief adjudicative proceedings conducted by the office of admissions.

(3) Appeals of parking violations. Appeals of parking violations are brief adjudicative proceedings conducted pursuant to applicable rules. See WAC 504-17-240 and 504-18-170.

(4) Hearings on student records. Hearings pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g are to be brief adjudicative proceedings conducted pursuant to the rules of chapter 504-21 WAC.

(5) Hearings on denial of financial aid. Any hearings required by state or federal law regarding granting, modification or denial of financial aid are brief adjudicative proceedings conducted by the office of scholarships and financial aid.

(6) Emergency withdrawal of students. Proceedings to disenroll students for medical or psychological reasons are brief adjudicative proceedings conducted by the office of student affairs.

(7) Discipline and termination of student employees. When required by law, hearings for the termination of or imposition of disciplinary measures on student employees shall be brief adjudicative proceedings.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-010, filed 11/22/89, effective 12/23/89.]

WAC 504-04-020 Appointment of presiding officers for all adjudicative proceedings. The president of Washington State University or his or her designee shall have the power to appoint committees or members of the faculty, staff and student body to be presiding officers for formal and brief adjudicative proceedings. The term "presiding officer" as used in this chapter shall be read in the plural when the context demands.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-020, filed 11/22/89, effective 12/23/89.]

PART II PROCEDURAL RULES FOR FORMAL PROCEEDINGS

WAC 504-04-110 Adoption of model rules of procedure for formal proceedings--Exception. In formal proceedings pursuant to RCW 34.05.413 through 34.05.476 Washington State University adopts the model rules of procedure adopted by the office of administrative hearings, chapter 10-08 WAC, with the following exception:

WAC 10-08-190 Adjudicative proceedings, cameras--recording devices.

See WAC 504-04-120 which determines the use of cameras and recording devices at adjudicative proceedings.

Other procedural rules adopted in this title and this chapter are supplementary to the model rules. In the case of a conflict between the model rules and procedural rules adopted by Washington State University, the procedural rules adopted by the university shall govern.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-110, filed 11/22/89, effective 12/23/89.]

WAC 504-04-120 Confidentiality of student, faculty and staff formal adjudicative proceedings. In formal adjudicative proceedings, the presiding officer shall have the power to close all or part of the hearing to public observation. The presiding officer shall have the power to impose reasonable conditions upon observation of the proceeding. The presiding officer also shall have the power to regulate the use of photographic and recording equipment. In the case of hearings involving discipline, termination, or medical withdrawal, hearings will normally be closed to public observation.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-120, filed 11/22/89, effective 12/23/89.]

WAC 504-04-130 Advising and representation of parties. Any person whose rights are in issue in a formal adjudicative proceeding shall have the right to have an adviser present during any stage of the proceedings. However, only persons admitted to the practice of law in the state of Washington shall be permitted to act as a representative at the proceedings. The presiding officer shall have the power to impose reasonable conditions upon participation of advisors and representatives.

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[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-130, filed 11/22/89, effective 12/23/89.]

WAC 504-04-140 Discovery. Discovery in formal hearings may be permitted at the discretion of the presiding officer. In permitting discovery, reference shall be made to the civil rules applicable in court proceedings for guidance.

The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-140, filed 11/22/89, effective 12/23/89.]

Chapter 504-12 WAC CONTRACT AWARD PROCEDURES

WAC

504-12-010	When bids required.
504-12-020	Notice to bidders.
504-12-030	Bidders to obtain plans and specifications.
504-12-040	Liberal construction of bids and procedures.
504-12-050	Regulations not applicable to emergency construction.

WAC 504-12-010 When bids required. Contracts for construction and improvement of buildings and other improvements will be awarded, subject to the right of the board of regents to reject any and all bids, on the most advantageous terms to the university after public, competitive bidding, pursuant to public notice, excepting that contracts for emergency construction may be awarded without bids in accordance with applicable statutes of the state of Washington.

[Regulation 1, filed 3/22/60.]

WAC 504-12-020 Notice to bidders. Notice to bidders shall be given by publication of an invitation to bids signed by the secretary of the board of regents containing, in general terms, the type of project and general description thereof, the office from which detailed plans and specifications may be obtained, and the date and hour prior to which bids must be filed with the secretary of the board of regents. Such publication shall be made in at least two newspapers of general circulation, one of which shall be printed and published in Whitman County, state of Washington, and one of which shall be printed and published in either Spokane County, Washington, or King County, Washington. Publication of such notice shall be made at least twice in a regular issue of each newspaper at least three days and not more than eight days apart, and the first publication in each newspaper shall be not less than fifteen days prior to the date specified in said notice for the opening of bids.

[Regulation 2, filed 3/22/60.]

WAC 504-12-030 Bidders to obtain plans and specifications. Bidders shall be responsible for soliciting and obtaining plans and specifications from the office of the university architect, the superintendent of buildings and

grounds, or such other office as may be specified in the invitation to bid.

[Regulation 3, filed 3/22/60.]

WAC 504-12-040 Liberal construction of bids and procedures. The board of regents reserves the right to waive errors, omissions, and other defects in bids and in contract procedures in all instances wherein, in the judgment of the board of regents, such waiver will not give a bidder any competitive advantage over other bidders.

[Regulation 4, filed 3/22/60.]

WAC 504-12-050 Regulations not applicable to emergency construction. These regulations shall not apply to emergency construction to which RCW 39.04.020 may be applicable.

[Regulation 5, filed 3/22/60.]

Chapter 504-17 WAC

CAMPUS PARKING AND TRAFFIC REGULATIONS

WAC

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504-17-240	Appeals procedure.
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504-17-900	Repeal and savings.
504-17-910	Severability.
504-17-930	Effective date.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-17-190	Parking permit fees. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-190, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 85-14-051 (Order 85-1, Resolution No. 5/85/10), filed 6/28/85. Statutory Authority: RCW 28B.10.560.
504-17-210	Enforcement—General. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060

(Order 83-1, Resolution No. 3/4/83-7), § 504-17-210, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), filed 9/10/86. Statutory Authority: RCW 28B.10.560.

504-17-230 Enforcement—Accumulated violations—Wheel lock—Towing. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-230, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), filed 9/10/86. Statutory Authority: RCW 28B.10.560.

WAC 504-17-010 Authorization. Pursuant to the authority granted by RCW 28B.30.125, 28B.30.150, 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.045, 28B.15.031, chapter 28B.19 RCW, and other laws, the board of regents of Washington State University establishes the following regulations to govern parking and traffic on campus.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-010, filed 4/4/83, effective 7/1/83. Formerly WAC 504-16-110.]

WAC 504-17-020 Purposes of regulations. The purposes of these regulations are:

- (1) To expedite university business and provide maximum safety and convenience;
- (2) To regulate parking, with priority given to:
 - (a) Services of the university,
 - (b) Persons who need vehicles in connection with their work, and
 - (c) Staff and students who need private vehicles because of a disability or other approved reason; and
- (3) To provide and maintain suitable campus parking and traffic facilities.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-020, filed 4/4/83, effective 7/1/83. Formerly WAC 504-16-100.]

WAC 504-17-030 Applicable parking and traffic regulations. The following regulations apply upon state lands owned and/or controlled by Washington State University:

- (1) The motor vehicle and other traffic laws of the state of Washington (Revised Code of Washington).
- (2) The Washington State University parking and traffic regulations.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-030, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-040 Definitions. (1) **CAMPUS.** For the purposes of these regulations, "campus" designates all property owned, leased and/or controlled by Washington State University that is or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking, or other activities of Washington State University.

(2) **COMMUTER.** Any student who does not live in a residence hall (dormitory). All students living in fraternities, sororities, university housing (other than residence halls), and off-campus housing are considered to be commuters.

(3) **DORMITORY.** See **RESIDENCE HALL.**

(4) **HANDICAP PERMIT.** A parking permit, temporary or annual depending on the duration of the disability, that requires a physician's written certification that the person's mobility is severely handicapped. It allows parking in all marked handicap, staff and student (commuter) lot zones and for unlimited periods of time in parking zones or areas which are otherwise restricted as to the length of time parking is permitted.

(5) **HANDICAP ZONE.** A parking zone identified with a sign bearing the national handicap symbol that is restricted at all times to use by vehicles bearing a valid handicap parking permit.

(6) **HOLIDAY.** A day when all university facilities, except those designated as essential services, are closed (e.g., Thanksgiving Day, Christmas Day, New Year's Day). Accordingly, most days during student vacations (such as those during Thanksgiving and Christmas time, and during the spring and summer breaks when school is not in session) are not considered to be holidays.

(7) **HOUSING AREA.** The single and married student housing units and their parking areas located near the periphery of the main campus and managed by the university's housing and food service.

(8) **HOUSING PERMITS.** Authorizes parking only in the specified housing area (not including dormitories). They are issued by the respective housing offices in Rogers Hall or French Administration Building.

(9) **ILLEGAL USE OF PERMIT.**

- (a) Use of a legal permit on the wrong vehicle.
- (b) Use of a counterfeit permit.
- (c) Use of a permit obtained under false pretenses.
- (d) Use of an altered permit.

(10) **INDICATOR.** A decal displayed adjacent to the parking permit on a vehicle which denotes where parking is permitted (e.g., S for service, 121 for graduate center lot, or NP for night parking).

(11) **LOADING ZONE.** An area signed "Loading Zone" adjacent to a facility, in a parking lot, or near a dormitory. Such an area is intended for loading and unloading. Parking is limited to 15 minutes.

(12) **MOTOR VEHICLE.** All motor-driven conveyances, except mopeds, licensed for use on public streets (e.g., automobiles, trucks, motorcycles, motor scooters).

(13) **NO PARKING ZONE.** Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to, areas with adjacent curbs or rails painted yellow.

(14) **NP—NIGHT PARKING.** A decal that authorizes parking overnight in parking areas signed "No 3:00 a.m. to 6:00 a.m. parking."

(15) **PARKING PERMIT.** A decal authorizing parking in specified areas. There are several types of parking permits, each with specific privileges; the most frequently

issued permits are student resident, student lot (commuter), staff, visitor and housing area permits. All, except housing area permits, are issued by parking services, located in the safety building.

(16) **POOL PERMIT.** A permit arrangement which allows different vehicles to use a single permit. Duplicate decals and a single transferable card are issued to the vehicles in the pool; the card must be displayed for the permit to be valid. The pool permit is available only to staff and to commuter students.

(17) **RESIDENCE HALL.** A student residence, or "dormitory," located on campus and maintained by the office of residence living. Students living in residence halls must purchase student resident permits for parking on campus. "Residence hall" should be distinguished from "housing area."

(18) **SERVICE VEHICLE.** A vehicle used to provide a service for the university or a tenant or contractor of the university (e.g., a university-owned vehicle or a privately owned vehicle with a valid service permit displayed).

(19) **SERVICE ZONE.** An area located near a service entrance to a facility and reserved for service vehicles. Service vehicles may park in these zones for a maximum of 15 minutes, except for vehicles with unlimited service permits.

(20) **SPECIFIC RESIDENCE HALL LOT.** A parking area in close proximity to a residence hall and in which those living in the hall who have been assigned priority by their hall director may park. A resident with priority is issued an appropriate indicator by his/her hall director or by the office of residence living, and both the student resident permit and the appropriate indicator must be attached to each vehicle parking in these lots. See student resident permit.

(21) **STAFF.** For the purposes of these regulations, "staff" includes all university faculty, classified staff, and administrative exempt employees and the personnel of other activities located on campus. Teaching assistants, research assistants, and other students employed part time by the university are not considered to be "staff."

(22) **STUDENT LOT PERMIT.** A decal authorizing parking in student lot areas, available to students living off-campus (i.e., commuters) or in any university housing area. (See definition of housing area.) This permit should be distinguished from **STUDENT RESIDENT PERMIT** and **INDICATOR**.

(23) **STUDENT RESIDENT PERMIT.** A decal accompanied by a specific lot indicator available to students living in residence halls. This permit should be distinguished from a **STUDENT LOT PERMIT**. See also **SPECIFIC RESIDENCE HALL LOT**.

(24) **TEMPORARY PERMITS.** Parking permits valid for a short period, issued by the university parking services free of charge to visitors. Staff and students may purchase temporary permits for one-day periods or for ten calendar-day periods.

(25) **VISITORS.** Persons who have no direct relationship with the university and who only visit the campus on an occasional basis (i.e., persons who are neither staff nor students).

(26) **WHEEL LOCK.** A wheel lock is a device used to temporarily immobilize a vehicle (i.e., on-the-spot impoundment).

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-040, filed 4/4/83, effective 7/1/83. Formerly WAC 504-16-115.]

WAC 504-17-050 Emergencies. The president of Washington State University shall have authority to suspend, modify or repeal any or all provisions in this chapter in the event of an emergency, disaster or other like contingency. Such action shall be limited in duration and scope to meeting the dangers of the contingency.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-050, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-060 Speed limits. Driving on campus roads and streets is permitted at any time, unless otherwise posted or restricted by signs and/or by these regulations. The maximum speed limit unless otherwise posted is 20 m.p.h.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-060, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-070 Closed and restricted areas. In certain designated areas on campus, such as the mall in the campus core, driving is restricted to mall service vehicles and vehicles bearing handicap permits.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-070, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-080 Pedestrians. (1) When traffic control signals are in place at intersections, pedestrians shall be subject to them.

(2) When traffic control signals are not in place or not in operation at pedestrian crossings, a vehicle must yield the right of way, by slowing down or stopping, when the pedestrian in the crossing is upon the same half of the roadway as the vehicle, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

(3) No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

(4) Pedestrians who are between adjacent intersections at which traffic-control signals are in operation must not cross at any place except in a marked crosswalk.

(5) Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection must yield the right of way to all vehicles upon the roadway.

(6) Any pedestrian crossing a roadway at a point where a pedestrian tunnel or overhead pedestrian crossing has been provided shall yield the right of way to all vehicles upon the roadway.

(7) Pedestrians must yield the right of way to emergency vehicles.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-080, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-090 Motorcycles, mopeds and bicycles. (1) **GENERAL REGULATIONS:** The general traffic regulations applicable to motor vehicles apply equally to motorcycles, mopeds and bicycles. Motorcycles or mopeds may not be driven on sidewalks or in the mall area. Bicycles may be used on sidewalks, though pedestrians always have the right of way.

(2) **DEFINITIONS AND RESTRICTIONS.** The university classifies mopeds and motorcycles by engine displacement (also referred to as engine size). This definition applies only to parking at the university and does not replace or supersede the definitions established by the state of Washington for licensing and traffic purposes.

(a) **Mopeds:** The university defines a moped as any two- or three-wheeled vehicle with an engine displacement of 50 cc or less. Mopeds may park only in the following locations:

(i) A designated moped parking area.

(ii) A bicycle rack unless the rack is signed to exclude mopeds. Generally, mopeds may not park in bicycle racks within or adjacent to pedestrian malls. In these areas, mopeds should be parked in designated moped parking areas.

(iii) Motorcycle areas if they display, in a conspicuous place, a valid WSU motorcycle parking permit during restricted hours. See WAC 504-17-120(1).

Mopeds need not display a WSU parking permit if parked within the confines of an approved bicycle rack or designated moped parking area.

(b) **Motorcycles:** The university defines a motorcycle as any two- or three-wheeled vehicle with an engine displacement greater than 50 cc. Motorcycles may park only in spaces which are marked by signs or the letter "M" painted on the parking surface. Motorcycles must display a valid WSU motorcycle permit during restricted hours. See WAC 504-17-120(1).

[Statutory Authority: RCW 28B.10.560, 87-12-014 (Order 87-2), § 504-17-090, filed 5/26/87; 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-090, filed 9/10/86. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-090, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-100 Parking. (1) Throughout the year, during the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday, parking on campus in other than metered spaces is limited to motor vehicles that have official permits and indicators, if applicable, properly

displayed. At other hours, unless otherwise posted, parking permits are not required for parking in staff or student lot (commuter) parking areas.

(2) Parking permits are required 24 hours a day, seven days a week in residence hall areas, Rogers-Orton lot (Lot No. 1), Wilson Road lot (Lot No. 104), service and handicap zones.

(3) Standing (the stopping of a vehicle with the driver remaining in it) is permitted in marked parking spaces, except metered spaces, even though the vehicle does not have a valid parking permit. Double parking while "standing" is not permitted.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-100, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-110 Special conditions. The parking regulations are enforced every day, 24 hours a day throughout the year. However, during the following periods special conditions exist and the regulations are modified accordingly:

(1) During vacation periods and between terms temporary permits are available without fee for the period when school is not in session.

(2) At the beginning of a semester or a summer session, parking permits are not required in student (commuter) lots, specific residence hall lots, and university housing areas from the Monday of registration week until the beginning of the sixth day of classes.

(3) During finals week, permits are not required in student (commuter) lots, specific residence hall lots, and university housing areas.

(4) During vacation periods and summer sessions, any valid parking permit except those issued by university housing authorizes parking in any lot designated for students.

(5) At the beginning of the fall semester, the prior year permits will be valid until the beginning of the sixth day of classes.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-110, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-120 Parking areas. (1) **RESTRICTED HOURS:** During the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday, all parking areas on campus are subject to restriction.

(2) **RESTRICTED AREAS:** Some areas on campus are restricted at all times, except as provided in WAC 504-17-110(4). These include, but are not limited to, pedestrian mall areas, handicap zones, service zones, loading zones, motorcycle zones, spaces assigned to state vehicles, specific residence hall lots, hall director spaces, university housing zones, Rogers-Orton lot, Wilson Road lot, crosswalk areas and yellow curb areas. Parking is not permitted in these areas except by specifically authorized vehicles.

(3) **MARKED AREAS:**

(a) Parking on campus is permitted only in the marked and/or signed spaces in lots and on streets. All

other areas outside these designated areas are "no parking zones." Each parking area has signs to indicate the type of permit or permits required.

(b) Individual parking spaces are clearly marked, and no vehicle may be parked so as to occupy any portion of more than one parking space. The fact that other vehicles may have been parked so as to require other vehicles to occupy a portion of more than one space shall not constitute an excuse for the subsequent violation.

(4) **METERED PARKING SPACES:**

(a) Spaces in certain lots are metered parking only. Permits are not effective in these spaces, and the meter must be paid for the amount of time parked in such space.

(b) Except in the student bookstore parking area (lots 50 and 55), parking meters are effective from 8:00 a.m. to 5:00 p.m. daily except Saturdays, Sundays and university holidays. In the bookstore parking area, meters are effective 8:00 a.m. to 5:00 p.m. daily except Sundays and university holidays.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-120, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-130 Parking permits--General information. (1) **WHERE TO OBTAIN PERMITS:** Housing area permits are issued by the respective housing offices. All other parking permits are available at university parking services, located in the safety building, upon application and the payment of the appropriate fees. The applicant will receive a decal which—according to its design, color, and number code—will identify the vehicle in the categories of student commuter, student resident, staff, visitor, housing area, contractor, or other permit type, and also indicate the type of parking and the type of parking area where the vehicle may be parked.

(2) **DISPLAY OF PERMITS**

(a) Hanging permits, both annual and temporary, must be displayed hanging from the rearview mirror post.

(b) Transferable cards (pool permits) and decals must be displayed on the front windshield at the lower left corner (drivers side). Decals must be mounted completely by means of their own adhesive (not by tape).

(c) Motorcycle permits must be mounted completely by means of their own adhesive and prominently displayed in a conspicuous place on the motorcycle.

(d) All permits must be displayed in the approved position on the vehicle. Permits not displayed in accordance with the provisions of this section are not valid, and vehicles displaying them improperly are subject to citation.

(3) **OWNERSHIP OF PERMITS:** A parking permit application must be on file for each vehicle displaying a permit. The ownership of permits is generally not transferable, but exceptions can be made by university parking services provided that:

(a) The person relinquishing ownership and the purchaser appear in person at parking services when requesting such a transfer;

(b) The former owner relinquishes all ownership or claim to the permit;

(c) The purchaser qualifies for ownership; and

(d) The new owner completes a new application form for the permit.

If the vehicle is sold, and for any reason a replacement permit is requested, the old permit must be removed and presented to university parking services to be eligible for a replacement or a refund.

(4) LOST AND STOLEN PERMITS: The theft or loss of a parking permit should be reported to parking services immediately upon discovery. A stolen permit will be replaced once at no cost, but only if a theft report of the permit has been filed with the WSU police department. The second time the permit is reported stolen, the replacement fee will be \$10.00; the third time, \$20.00; and thereafter, the original cost of the stolen permit. A lost permit will be replaced once for \$10.00; the second time, \$20.00; and thereafter at the original cost of the lost permit. Recovered lost or stolen permits should be returned to the parking services office immediately.

[Statutory Authority: RCW 28B.10.560, 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-130, filed 9/10/86. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031, 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-130, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-140 Parking permits--Staff. (1) Any staff member who wishes to park his/her vehicle on campus in other than metered spaces must have a parking permit displayed. Such permits may be a structure permit, which designates a particular parking structure to be used (and which also validates parking in staff parking areas, but not in other structures), or a general staff permit, which validates parking in staff parking areas, and student (commuter) lots.

(2) SPECIAL INDICATOR DECALS may be issued to staff members holding valid parking permits in the following cases, each of which must be approved by the traffic control subcommittee of the university planning committee or its designated representative:

(a) Staff with a physical disability may be issued a handicap permit to meet individual needs. Applications must be accompanied by a doctor's written certification that the employee's mobility is so severely impaired as to require handicap parking privileges and the anticipated duration of the disability.

(b) Service indicators may be issued to a staff member who must use his/her private vehicle as a service vehicle for university business; these indicators authorize parking in service zones for not more than 15 minutes.

(c) Night parking indicators are available to those staff members whose work schedule, certified by their department head, requires that they routinely park in areas posted "No 3:00 a.m. to 6:00 a.m. parking" during those hours.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031, 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-140, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-150 Parking permits--Students. (1) COMMUTERS: Those commuters who wish to park on campus during restricted hours must purchase a student lot permit.

(2) STUDENT RESIDENTS: Students living in residence halls who wish to park in an overnight lot must purchase a student resident permit and obtain a lot indicator which authorizes parking either in an assigned hall lot or Rogers-Orton or Wilson Road lots.

(3) UNIVERSITY HOUSING OCCUPANTS: Occupants of university housing may obtain parking permits which authorize parking in their specific housing areas from the following offices:

(a) Occupants of family housing apartments may obtain parking permits from the Housing Office, Room 131, Rogers Hall.

(b) Occupants of single students apartments may obtain permits from the Housing and Food Service Office, Room 124, French Administration Building.

These permits are valid only in the specific housing area. To park elsewhere on campus during restricted hours, the occupant must purchase a student lot permit.

(4) EXCEPTIONS:

(a) Students with a physical disability may be issued a handicap permit to meet individual needs. Applications must be accompanied by a WSU student health physician's written certification that the student's mobility is so severely impaired as to require handicap parking privileges and the anticipated duration of the disability.

(b) Students who need their own vehicles for university work may buy a staff permit at the staff rate for periods varying up to one year. The application for such permits must be accompanied by certification by the dean, the director, or the administrative officer supervising the work, and must be submitted to the traffic control subcommittee or its designated representative for approval.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031, 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-150, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-160 Parking permits--Visitors. (1) ANNUAL VISITOR PERMITS. Visitors may purchase an annual visitor's permit. This permit authorizes parking in the areas marked "visitors" in the staff parking areas or in the student (commuter) lots.

(2) TEMPORARY VISITOR PERMIT: Individuals who visit the campus only occasionally may be issued a temporary visitor permit without charge. This permit is valid for a maximum of five consecutive days, and is extended or renewed only upon reapplication.

(3) CONFERENCE GUEST PERMITS. Conference guest permits are available to the conference sponsor upon application through university relations and university parking services. Arrangements may be made with the latter for the sponsor to print such permits on the conference brochure.

(4) OTHER: The following vehicles may be parked on campus without charge: Those of members of the board

of regents, those of members of the state legislature, and those bearing tax-exempt licenses.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-160, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-170 Parking permits--Contractors. Vehicles parked by contractors and their employees working on campus projects must bear a parking permit. Such permits are issued for designated areas in staff parking lots on a weekly or monthly basis.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-170, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-180 Parking permits--Motorcycles. Motorcycle permits may be purchased by either staff or students and are valid only in designated motorcycle areas, which are marked by signs and/or the letter "M" painted on the parking surface. Several cycles may park in one space.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-180, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-185 Parking permit fees. (1) Handicap permits will be issued free of charge to those who have their vehicle identified with a state handicapped license plate or other indicator in accordance with RCW 46.16.380.

(2) Schedules for parking fees, parking administrative fees, meter rates, prorate and refund schedules and the effective date thereof will be submitted to the president or his designee and to the board of regents for approval by motion and will thereafter be available in the public area of the parking services office.

(3) Refunds in accordance with the refund schedule may be made for purchased permits upon application by the permit holder of record or upon revocation by the parking manager. Unpaid citation fines will be deducted from any refund.

(a) The permit holder must surrender the permit to the parking services office before a refund is authorized, a payroll deduction is terminated, or a replacement decal is issued.

(4) Full-time faculty and staff have the option of paying for parking through payroll deduction.

(5) The proper fee must be paid for all vehicles parked in metered lots unless otherwise authorized.

(6) Staff members whose work hours qualify them for night time differential pay may purchase a permit for one half the regular fee.

(7) Fees for visitor permits may be waived for qualified visitors who, without compensation, volunteer their services to the university (e.g., reading for the blind).

[Statutory Authority: RCW 28B.10.560, 85-14-051 (Order 85-1, Resolution No. 5/85/10), § 504-17-185, filed 6/28/85.]

[Title 504 WAC—p 10]

WAC 504-17-195 WSU/UI reciprocal parking agreement. Washington State University and University of Idaho have developed a cooperative parking agreement for the purpose of enhancing the accessibility to either campus for faculty, staff and students participating in cooperative programs. Selected parking permits from each university have been deemed valid in specific parking areas as outlined below:

(1) The following applies to University of Idaho permit holders who wish to park at Washington State University:

(a) UI gold permits and red permits are valid in WSU staff/visitor lots, student commuter/student flasher lots, and overflow lots designated as "all valid WSU parking permits."

(b) UI blue permits are valid in the WSU student commuter/student flasher lots and overflow lots.

(c) UI green permits (housing, visitor permits or commercial permits) are not valid at Washington State University.

(d) All UI parking permits are not valid in WSU parking structures, student resident lots, or housing lots.

(2) The following applies to Washington State University permit holders who wish to park at the University of Idaho:

(a) WSU structure permits, staff permits, and golden cougar permits are valid in UI gold lots, red lots and blue lots.

(b) WSU commuter permits and resident permits are valid in UI red lots and blue lots.

(c) WSU housing permits and visitor permits are not valid at the University of Idaho.

(3) WSU faculty, staff and students assigned to or enrolled at Washington State University or employees of other activities or agencies located on the WSU campus must display a WSU parking permit when parking at WSU. Any attempt by the above personnel to use a UI parking permit in lieu of a WSU permit may result in a \$15.00 fine for "no parking permit."

[Statutory Authority: RCW 28B.10.560, 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-195, filed 9/10/86.]

WAC 504-17-200 Administration. (1) THE TRAFFIC CONTROL SUBCOMMITTEE OF THE UNIVERSITY PLANNING COMMITTEE. This committee:

(a) Makes recommendations on regulations governing campus traffic and parking control;

(b) Reviews the administration and enforcement of traffic and parking regulations;

(c) Makes recommendations for physical improvements in parking facilities;

(d) Consults, where appropriate, with Pullman authorities on traffic matters; and

(e) Coordinates campus traffic planning with the work of the university planning committee.

(2) THE PARKING APPEALS COMMITTEE. This committee:

(a) Establishes and maintains an appeals procedure for parking violations on campus;

(b) Hears appeals as requested and renders decisions.

(1989 Ed.)

(3) THE WASHINGTON STATE UNIVERSITY POLICE AND PARKING SERVICES. These departments are responsible for the administration and enforcement of these regulations. This responsibility also involves recommending the installation of appropriate traffic and parking signs, maintaining a registration record system, the issuance of permits, the patrol of the university campus, and the keeping of a record of the violations, warnings, court summonses and arrests.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-200, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-215 Responsible persons. (1) REGISTERED OWNER RESPONSIBLE FOR ILLEGAL PARKING. Every person in whose name a vehicle is registered (licensed) shall be responsible for any parking of said vehicle and for all offenses other than moving violations under these regulations. It shall be no defense that said vehicle was illegally parked or used by another, unless it is shown that at such time said vehicle was being used without the consent of the registered (licensed) owner thereof.

(2) RESPONSIBILITY OF PERSON TO WHOM PERMIT IS ISSUED. The person to whom a permit is issued pursuant to these regulations shall be responsible for all violations of these rules and regulations on vehicles displaying their permit. Such responsibility does not afford a defense to other persons who violate these rules and regulations.

[Statutory Authority: RCW 28B.10.560, 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-215, filed 9/10/86.]

WAC 504-17-220 Enforcement--Fines. (1) Schedule of fines: Parking violations will be processed by the university. Fines must be paid at university parking services in the safety building at the following rates:

(a) Meter violation	\$ 5
(b) Overtime in time zone	\$ 5
(c) No transferable pool permit	\$ 10
(d) No parking permit	\$ 15
(e) No parking permit for this area	\$ 10
(f) No parking zone	\$ 10
(g) Improper display	\$ 3
(h) No 3 a.m.—6 a.m. parking	\$ 10
(i) Blocking traffic	\$ 15
(j) Handicap (disability) zone	\$ 25
(k) Fire zone	\$ 25
(l) Parking in reserved area	\$ 25
(m) Illegal use or alteration of permit	\$ 50
(n) All other parking violations	\$ 10
(o) Display of lost or stolen permit	\$100
(p) Wheel lock fee (see WAC 504-17-235)	\$ 35

(2) Reduction of fines: Fines for violations (a) and (b) paid within 24 hours will be reduced by one-half. Eligible violations received on Friday or Saturday can be paid on Monday to satisfy the 24-hour requirement. Mailed fines must be postmarked within 24 hours to receive the one-half reduction. If a permit holder of record neglects to display his/her permit and receives a notice

of violation for (d) no parking permit, that fine will be reduced to \$3.00 when possession of a valid parking permit is verified by the permit holder within 24 hours.

(3) Visitors: The first violation of the notices listed in WAC 504-17-220(d) (no parking permit) and (e) (no parking permit for area) issued to visitors are considered warning notices upon presentation to parking services office.

(4) Failure to pay fines: Forty-five days after issuance of a notice of violation a \$5 charge shall be added to all unpaid parking violations. If a student or staff member fails to pay the fine assessed for any violation, the fine will be referred to the controller's office for collection. The controller may, if other collection efforts fail, deduct outstanding fines from the salary warrants of employees or withhold the amount of the outstanding fines from damage deposits or other funds held for any student in order to secure payment. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing student transcripts or to withhold permission to reenroll for a subsequent term until outstanding fines are paid. The procedures discussed above are not exclusive, however, and failure to pay fines may lead to towing or use of the wheel-lock device described in these regulations. Nor are the procedures discussed above a precondition to towing or use of the wheel lock.

[Statutory Authority: RCW 28B.10.560, 88-12-007 (Order 88-1, Resolution No. 5/88/1), § 504-17-220, filed 5/19/88, effective 7/1/88; 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-220, filed 9/10/86. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-220, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-235 Enforcement--Accumulated violations, wheel lock, wheel lock fees, towing. (1) Any vehicle with an accumulation of three or more unpaid parking violations or any vehicle displaying a lost or stolen permit may be temporarily immobilized by use of a wheel lock device placed on a wheel. A \$35 fee will be assessed on vehicles which are immobilized with a wheel lock.

(2) Any vehicle may be towed away if the vehicle:

(a) Has been immobilized by wheel lock more than 24 hours; or

(b) Is illegally parked in a marked tow-away zone; or

(c) Is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked in yellow curb zones or crosswalks); or

(d) Cannot be impounded with a wheel lock device.

(3) The driver and/or owner of a towed vehicle shall pay towing and storage expenses. Any vehicle immobilized by use of the wheel lock device in excess of 24 hours in a location where towing away is impossible or impractical will be assessed a storage fee of \$5.00 for each calendar day or portion thereof, beyond the first 24 hours. The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed. No vehicle impounded by

towing or wheel lock device shall be released until the following fines are paid:

(a) All unpaid parking violation penalties against said vehicle;

(b) A \$35 wheel lock fee;

(c) All towing and storage fees.

Any vehicle impounded pursuant to these regulations in excess of 30 calendar days shall be considered an abandoned vehicle and shall be disposed of in accordance with chapter 46.52 RCW. A person wishing to challenge the validity of any fines or fees imposed under this subsection may appeal such fines or fees as elsewhere provided in these regulations. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which may be refunded after a successful appeal.

(4) An accumulation of six unpaid violations during any 12-month period, exclusive of meter violations, overtime in time zone violations, and no transferable pool permit violations, will subject the violator to revocation or denial of parking privileges. Vehicles without permits which accumulate the above number of violations will be prohibited from parking on university property.

[Statutory Authority: RCW 28B.10.560, 88-12-007 (Order 88-1, Resolution No. 5/88/1), § 504-17-235, filed 5/19/88, effective 7/1/88; 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-235, filed 9/10/86.]

WAC 504-17-240 Appeals procedure. (1) The appeals procedure serves two primary functions:

(a) To assure an impartial evaluation of the circumstances relating to a particular parking violation; and

(b) To aid in the appraisal of parking and traffic problems.

(2) Any person who has received notice of a parking violation may appeal the alleged violation. The appeal must be made in writing within ten days after receipt of notice of the violation. Forms for this purpose are available from university parking services.

(3) The parking appeals committee will make a preliminary decision on the appeal and notify the appellant of the decision within 20 days during the academic year and 45 days during the summer months after receipt of the appeal. If the appellant is dissatisfied with the preliminary decision, he/she may request a hearing before the committee. Such request must be made within 10 days of receipt of the notice of the preliminary decision. If no such request is received, the preliminary decision shall be final.

(4) During the hearing the appellant and representatives of university parking services may present and cross-examine witnesses. After the presentation of evidence, the parking appeals committee shall render a decision within 5 days. Such decision shall be final.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-240, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-250 Failure to pay fines. Failure to pay a fine or comply with other penalties assessed pursuant to these regulations, after exhausting or failing to exercise appeals provided for in these regulations, constitutes a violation of RCW 28B.10.560 and 28B.10.565. A citation or complaint for such violation may be issued and filed with the district court.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-250, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.]

WAC 504-17-900 Repeal and savings. Chapter 504-16 WAC is hereby repealed, provided that neither this repeal nor any other provision of this enactment shall have the effect of terminating, or in any way modifying, any liability, civil or criminal, which is already in existence on the effective date of this enactment. Insofar as the provisions of this enactment are substantially the same as prior regulations, or relate to the same subject matter, they shall be construed as restatements and continuations, and not as new enactments. Provisions of chapter 504-16 WAC which relate to E-lots shall remain in effect until the beginning of the 1983-84 permit year.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-900, filed 4/4/83, effective 7/1/83.]

WAC 504-17-910 Severability. If any provision of this chapter, 504-17 WAC, or its application to any person or circumstance is held invalid, the remainder of the chapter or its application to other persons or circumstances is unaffected.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-910, filed 4/4/83, effective 7/1/83.]

WAC 504-17-930 Effective date. Except as otherwise provided in these regulations, this chapter shall take effect on July 1, 1983.

[Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-930, filed 4/4/83, effective 7/1/83.]

Chapter 504-18 WAC

PARKING REGULATIONS—CENTER FOR NURSING EDUCATION

WAC

504-18-100	Purpose of regulations.
504-18-110	Authorization.
504-18-120	Definitions.
504-18-130	General.
504-18-140	Parking permits.
504-18-150	Parking permit fees.
504-18-160	Parking areas.
504-18-170	Administration and enforcement.

WAC 504-18-100 Purpose of regulations. Parking on the lots provided at the center for nursing education in Spokane, also known as the intercollegiate center for nursing education, is governed by these regulations. The purpose of these regulations is:

- (1) To regulate parking with priority given to
 - (a) Services of the center;
 - (b) Staff who need vehicles in connection with their work;
 - (c) Staff and students who need private vehicles because of disability or other approved reasons.
- (2) To provide funds to obtain and maintain suitable center parking facilities and other approved center purposes.

[Order 73-8, § 504-18-100, filed 10/5/73.]

WAC 504-18-110 Authorization. Washington State University is the coordinating institution for Eastern Washington State College, Fort Wright College, Whitworth College and Washington State University, the participating institutions in the center for nursing education in Spokane, and the participating institutions have delegated authority to Washington State University to act as their agent. The board of regents, Washington State University, is authorized by state law to establish parking regulations and to provide penalties for infractions of regulations (RCW 28B.10.560 and 28B.15.031).

[Order 73-8, § 504-18-110, filed 10/5/73.]

WAC 504-18-120 Definitions. (1) The word "center" for purposes of these regulations means the center for nursing education in Spokane, also known as the intercollegiate center for nursing education.

(2) The words "motor vehicle" or "vehicle" includes automobiles, trucks, motorcycles, motor scooters, and all other motor-driven conveyances licensed for use on public streets.

(3) The word "staff" as it appears herein, refers to faculty and staff of the center and employees of noncenter organizations who work in center facilities.

(4) "Visitor" refers to those persons having no direct relationship with the center as do staff and students, but who do have official business with the center.

[Order 73-8, § 504-18-120, filed 10/5/73.]

WAC 504-18-130 General. (1) These regulations apply to all parking facilities owned or leased by Washington State University for use by the center.

(2) Washington State University and the center assume no responsibility for damage or theft of cars driven or parked on center facilities.

(3) Vehicles may not be parked overnight on center parking lots unless otherwise posted or authorized.

(4) A disabled or inoperative vehicle shall not be parked on the center lots for a period in excess of 72 hours. Vehicles which have been parked for periods in excess of 72 hours and which appear to be disabled or inoperative may be impounded and stored at the expense

of either the owner or operator thereof. Neither the university nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

(5) The university reserves the right to have towed and impounded any illegally parked vehicle at the owner's or driver's expense. The university assumes no responsibility in the event of damage resulting from the impoundment or storage of any illegally parked vehicle.

[Order 73-8, § 504-18-130, filed 10/5/73.]

WAC 504-18-140 Parking permits. (1) General information

(a) Parking permits will be issued by the office of the dean of the center for nursing education in Spokane, following application and the payment of the appropriate fee. Parking permits will be evidenced by flashers. By means of design, color, permit number, type and year, such flashers will identify each vehicle and designate the type of parking permitted. No permit shall be valid for longer than one year. Each permit shall terminate at the commencement of the next succeeding fall term of an academic year.

(b) All parking permits and flashers must be affixed in an approved location so that they are clearly visible and readable from the outside of the vehicle. Duplicate flashers and a transferable card permit will be issued to multiple vehicle families or vehicle pool groups of either staff or students where only one vehicle at a time will be parked on center lots.

(c) Parking permits and flashers must be affixed in the lower left corner (driver's side) of the rear window with the following exceptions:

(i) On convertibles and trucks, they must be affixed in the lower left corner of the front windshield.

(ii) On station wagons, they must be affixed on the rear of the left rear side window.

(iii) On motorcycles, they must be affixed in a conspicuous place.

(iv) Each vehicle in a pool group must display a pool flasher in the appropriate location as set forth above. In addition, the vehicle parked on a center lot must display the transferable card permit in the lower left corner (driver's side) of the windshield.

(2) Staff members

A parking permit is required of any staff member who wishes to park a vehicle on a center lot.

(a) Staff disability flashers are for a specified parking place upon certification by a physician that the health of the staff member requires a parking place close to his work. The permits may be issued for up to a year depending upon the nature of the disability.

(b) Service flashers are for staff who must use their private vehicles for center business and authorize parking in loading zones for not more than 15 minutes. (A staff permit is also required and this applies only to center parking lots.)

(3) Students

A parking permit is required of any student who wishes to park a vehicle on center lots.

(4) Visitor parking

(a) Vehicles of official visitors to the center with tax-exempt licenses will be allowed to park on center lots without permits.

(b) Visitor permits may be requested by those who are not employed by or enrolled at the Spokane center. These permits are issued free of charge by the office of the dean of the center for nursing education in Spokane.

(5) Motorcycles

Motorcycle permits may be purchased by either staff or students and are valid only in designated motorcycle areas. Pool flashers and transferable card permits are valid on motorcycles.

[Order 73-8, § 504-18-140, filed 10/5/73.]

WAC 504-18-150 Parking permit fees. (1) Staff members

The fee for a staff parking permit at any time during the first term (fall) is \$45.00. The fee at any time during the second term (winter) is \$30.00. The fee at any time during the third term (spring) is \$15.00. Upon request, a refund of \$30.00 will be made to a staff member who leaves at the end of the first term. A \$15.00 refund will be made upon request from any staff member who leaves at the end of the second term. A request must be made before the end of the second week of the term in session. There will be no refunds during the summer or for a partial period. Temporary staff permits may be purchased at the rate of \$.50 a day or 10 consecutive working days for \$3.00.

(2) Students

The fee for a student parking permit for the student lot is \$9.00 any time during the first term (fall), \$6.00 at any time during the second term (winter), and \$3.00 at any time during the third term (spring). Upon request, a refund of \$6.00 will be made at the end of the first term, \$3.00 at the end of the second term to a student who withdraws from school or no longer needs a permit. A request must be made before the end of the second week of the term in session. No refund will be made for the summer or partial periods. Temporary student permits may be purchased at the rate of \$.25 a day or 10 consecutive school days for \$1.00.

(3) Motorcycles

Motorcycle permits may be purchased by either staff or students for \$4.50 any time during the first term (fall), \$3.00 any time during the second term (winter), and \$1.50 any time during the third term (spring). A refund of \$3.00 will be made upon request if the person leaves at the end of the first term, or no longer needs a permit, and \$1.50 refund at the end of the second term. There will be no refund for partial period or the summer. A request must be made before the end of the second week of the term in session. Motorcycles must be parked in spaces so designated.

[Order 74-4, § 504-18-150, filed 12/4/74; Order 73-8, § 504-18-150, filed 10/5/73.]

WAC 504-18-160 Parking areas. Parking on the center parking lots is permitted only within the marked stalls. All areas outside of the marked parking stalls are

"no parking" zones. Each parking area has signs to indicate the type of permit or permits required. No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require subsequent vehicles to occupy a portion of more than one space, shall not constitute an excuse for a violation of this section. Parking on center lots is limited to motor vehicles which have the official permits properly placed, except as otherwise provided for in these regulations.

(1) Parking areas for staff

Vehicles displaying staff parking permits may be parked in any area posted staff or student. They may not be parked in service or restricted areas.

(2) Parking areas for students

Vehicles displaying student lot permits may be parked in any area posted as a student lot. They may not be parked in a staff lot or service or restricted areas.

(3) Parking areas for visitors

Vehicles displaying tax exempt licenses, or visitor permits, may be parked in areas posted for staff or students.

(4) Motorcycle areas

Motorcycle areas are designated by signs and the letter "M" painted on the parking surface.

(5) Contractors

Employees of construction projects must park in areas specified for each project.

[Order 73-8, § 504-18-160, filed 10/5/73.]

WAC 504-18-170 Administration and enforcement.

(1) The dean of the center for nursing education in Spokane is responsible for the administration and enforcement of the center parking regulations including the appointment of a center parking committee which shall consist of not more than 5 members and shall include representation of faculty, staff and students at the center.

(2) The center parking committee is responsible for the following:

(a) To make recommendations on regulations governing center parking facilities and control.

(b) To make recommendations for physical improvements in parking facilities.

(c) To review the administration and enforcement of these regulations.

(d) To hear appeals.

(3) Anyone observed in violation of parking regulations may be given a notice of violation.

(4) The university reserves the right to impound any illegally parked vehicle at either or both the owner's or driver's expense.

(5) Parking violations will be processed by the office of the dean of the center for nursing education in Spokane and will be paid to a representative designated in that office. Parking violations may be appealed in writing within 10 days of the violation.

(6) The fines for staff and students will be:

(a) \$2.00 for absence of transferable pool card when required.

(b) \$5.00 for absence of parking permit when required.

(c) \$10.00 for parking in a staff disability space without a staff disability permit.

(d) \$25.00 for displaying a counterfeit permit or flasher or obtaining one under false pretenses.

(7) Failure of a student or staff member to pay the fine assessed for any violation will result in the total amount of the fines being referred to the participating institution at which the staff member is employed or the student is registered for collection. The participating institution, including Washington State University, may, if other collection efforts fail, deduct outstanding fines from salaries of employees to secure payment or withhold outstanding fines from damage deposits or other funds held for students. Where collection efforts are unsuccessful, the participating institutions, including Washington State University, may refrain from issuing copies of student transcripts or withhold permission to reenroll for an ensuing term until outstanding fines are paid.

(7) Appeal procedure

This procedure serves two primary purposes: To assure an impartial evaluation of certain circumstances and situations relating to an appeal and to aid in the appraisal of parking problems. The appeal procedure may involve two steps.

(a) The initial appeal must be in writing. The forms for this purpose may be obtained at the office of the dean of the center for nursing education in Spokane. After review by the center parking committee, the appellant and the appropriate administrative unit within the dean's office are notified by mail whether the appeal is granted or rejected.

(b) If the appeal is rejected, the appellant may request a hearing before the center parking committee to present his case in person, and if appellant so requests, a hearing shall be scheduled with [within] a reasonable time. Following the hearing, the appellant is notified by mail as to the decision of the committee.

[Order 73-8, § 504-18-170, filed 10/5/73.]

Chapter 504-21 WAC

UNIVERSITY POLICY ON STUDENT EDUCATION RECORDS

WAC

504-21-010	University policy on student education records.
504-21-020	Definition of a student.
504-21-030	Education records—Student's right to inspect.
504-21-040	Requests and appeal procedures.
504-21-050	Release of personally-identifiable records.
504-21-060	University records.
504-21-070	Student records committee.
504-21-080	Right of student to register objections.
504-21-090	Notice of rights given under Family Educational Rights and Privacy Act of 1974.

WAC 504-21-010 University policy on student education records. Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, requires that the university adopt guidelines concerning the right of a

student to inspect his or her education records, and guidelines concerning the release of personally-identifiable information to third parties. The act further provides that such a student has the right to a hearing in order to provide for the correction or deletion of inaccurate, misleading or otherwise inappropriate data. The act also provides that students be informed of the types of education records maintained by the university that are directly related to students.

Consistent with that act, this policy on student education records is established to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information.

[Order 77-1, § 504-21-010, filed 5/2/77.]

WAC 504-21-020 Definition of a student. A student is defined as any person who is or has been officially enrolled at Washington State University and with respect to whom the university maintains education records or personally-identifiable information.

[Order 77-1, § 504-21-020, filed 5/2/77.]

WAC 504-21-030 Education records—Student's right to inspect. (1) A student has the right to inspect and review his education records. A list of the types of education records maintained by the university and the record locations may be obtained by the student at the office of student affairs, the office of university relations, or at the registrar's office.

(a) For purposes of this section the term "education records" means those records, files, documents and other materials which contain information directly related to a student.

(b) The term "education records" does not include:

(i) Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute or the maker's administrator.

(ii) Records of the university police department which are kept apart from those records described in subsection (i) of this section and which are maintained solely for law enforcement purposes and are not made available to persons other than law enforcement officials of the same jurisdiction.

(iii) Records made and maintained in the normal course of business which relate exclusively to the person's capacity as an employee and are not available for any other purposes.

(iv) Records on a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional, acting in a professional or para-professional capacity, or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

(2)(a) Recommendations, evaluations or comments concerning a student that are provided in confidence, either expressed or implied, as between the author and the recipient, shall be made available to the student, except as provided in paragraphs (b), (c) and (d) of this section.

(b) The student may specifically release his or her right to review where the information consists only of confidential recommendations respecting:

- (i) Admission to any educational institution, or
- (ii) Applications for employment information and documents filed and maintained at the student's request at the university office of career services and placement.
- (iii) Receipt of an honor or honorary recognition.
- (iv) Faculty evaluations and other education records placed in departmental files where the department serves in a placement or referral capacity.

(c) A student's waiver of his or her right of access to confidential statements shall apply only if:

(i) The student is, upon request, notified of the names of all persons making confidential statements concerning him, and

(ii) Such confidential statements are used solely for the purpose for which they were originally intended, and

(iii) Such waivers are not required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the university.

(d) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release under (a) above. Such records shall remain confidential and shall be released only with the consent of the author of the specific document. Such records shall be used by the institution only for the purpose for which they were originally intended.

(3) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record or data that pertains to the student.

(4) Students have the right to obtain copies of their education records. Charges for the copies shall not exceed the cost normally charged by a Washington State University copy center (except in cases where charges have previously been approved for certain specified services, such as transcripts and grade sheets).

(5) The registrar is the official custodian of academic records and therefore is the only official who may issue a transcript of the student's official academic record.

(6) Student education records may be destroyed in accordance with a department's routine retention schedule where the departmental procedure has been approved by the university records officer. In no case will any record which is requested by a student for review in accordance with these regulations be removed or destroyed prior to providing the student access.

[Order 77-1, § 504-21-030, filed 5/2/77.]

WAC 504-21-040 Requests and appeal procedures.

(1) A request by a student for review of information

shall be made in writing to the university employee or office having custody of the particular record.

(2) The person or office receiving a proper request for review of information must respond to a request for education records within a reasonable period of time, but in no case more than 45 days after the request has been made. A university employee or office which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reasons therefor in writing.

(3)(a) A student who feels that his or her request has not been properly answered by a particular person or office should contact the appropriate dean or director having supervisory responsibility for the office for mediation.

(b) In cases where a student remains dissatisfied after consulting with the appropriate dean or director, the student may then request a hearing by the university's student records committee. Following the hearing, the university's student records committee shall render its decision within a reasonable period of time. The decision of the university's student records committee shall be final, *except as allowed for in WAC 504-21-080.*

(c) In no case shall any request for review by a student be considered by the university's student records committee which has not been filed with that body in writing within 90 days from the date of the initial request to the custodian of the record.

(d) The student records committee shall not review any matter regarding the appropriateness of official academic grades. (University Rule 104, "academic complaint procedure" should be followed in all cases involving grading disputes.)

(e) Eligible students are hereby notified of their right to file a complaint with the Department of Health, Education, and Welfare concerning any alleged failure of Washington State University to comply with the Family Educational Rights and Privacy Act of 1974.

[Order 77-1, § 504-21-040, filed 5/2/77.]

WAC 504-21-050 Release of personally-identifiable records. (1) The university shall not permit access to or the release of education records or personally-identifiable information contained therein, other than "directory information," without the written consent of the student to any party other than the following:

(a) University staff and faculty, including deans, department and program chairmen and academic advisers, and faculty and students when officially appointed to a university senate or administrative committee, when the information is required for a legitimate educational interest within the performance of their responsibilities to the university, with the understanding that its use will be strictly limited to the performance of those responsibilities.

(b) Federal and state officials requiring access to education records in connection with the audit and evaluation of a federally- or state-supported education program or in connection with the enforcement of the federal or state legal requirement which relate to such programs. In such cases the information required shall

be protected by the federal or state official in a manner which will not permit the personal identification of students and their parents to other than those officials, and such personally-identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of legal requirements.

(c) Persons or organizations, other than parents or legal guardians, providing to the student financial aid, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.

(d) Organizations conducting studies for or on behalf of the university for purposes of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purposes for which it was provided.

(e) Education records may be used for legitimate academic research; provided that

(i) The procedures utilized and the reported findings do not violate the student's confidence.

(ii) Students' names will not be included in the study or in any way linked with the data.

(iii) Case histories and case records are sufficiently disguised to prevent identification of the individuals involved.

(iv) The student's written permission is obtained where individual identification occurs.

(f) Accrediting organizations in order to carry out their accrediting functions.

(g) Any person or entity designated by judicial order or lawfully-issued subpoena, upon condition that a serious attempt has been made to notify the student of all such orders or subpoenas in advance of the compliance therewith. Any university employee or office receiving a subpoena or judicial order for education records should immediately notify the WSU attorney general's division.

(h) Parents or legal guardians of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.

(2) Where the consent of a student is obtained for the release of education records, it shall be in writing, signed and dated by the person giving such consent, and shall include:

(a) A specification of the records to be released,

(b) The reasons for such release, and

(c) The names of the parties to whom such records will be released unless the nature of the activity is such that advance identification of recipients is not possible such as employment assistance provided by the university office of career services and placement, in which case an effort will be made to identify recipients of information as they become known.

(3) In cases where records are made available without student release as permitted by WAC 504-21-050 (1)(b), (c), (d), (e) and (f), the university shall maintain a record which will indicate the parties which have requested or obtained access to a student's records maintained by the university and which will indicate the

legitimate interest of the investigating party. Releases in accordance with WAC 504-21-050 (1)(a) need not be recorded.

(4) Personally-identifiable education records released to third parties, with or without student consent, shall be accompanied by a printed statement indicating that the information cannot be subsequently released in a personally-identifiable form to any other parties without obtaining consent of the student.

(5) The term "directory information" used in WAC 504-21-050(1) is defined as student's name, local and home address, telephone number, major field of study, participation in officially-recognized activities in sports, weight and height of members of athletic teams, dates of attendance, degrees, certificates, and awards received including the president's list of honor roll, and the most recent previous educational agency or institution attended by the student. Students may request that the university not release directory information by so indicating on their registration form.

(6) Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

[Order 77-1, § 504-21-050, filed 5/2/77.]

WAC 504-21-060 University records. All university employees or offices who have custody of education records will develop procedures in accord with WAC 504-21-010 through 504-21-060. Any supplementary regulations found necessary by departments will be filed with the student records committee, which will be responsible for periodic review of policy and procedures.

No records shall be kept that reflect a student's political or ideological beliefs or associations.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-21-060, filed 5/18/89, effective 7/1/89; Order 77-1, § 504-21-060, filed 5/2/77.]

WAC 504-21-070 Student records committee. The student records committee shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules. The committee shall also be responsible for hearing appeals as defined in WAC 504-21-040. The committee shall consist of the registrar, a graduate student, an undergraduate student, two faculty members, and a representative from the office of student affairs. Members shall be appointed by the president of the university.

[Order 77-1, § 504-21-070, filed 5/2/77.]

WAC 504-21-080 Right of student to register objections. Any student who objects to the accuracy or truthfulness of any information contained in any university education record that is related to him or her may, after processing an unsuccessful appeal pursuant to WAC 504-21-040, submit a written view regarding his or her education records to the executive vice president, who shall *review the appeal and take necessary action*

which may include reconsideration by the student records committee or inclusion of the written objection or summary thereof in such education records; provided, however, no student has any right to post objections to academic grades and have the same appear on the student's academic record.

[Order 77-1, § 504-21-080, filed 5/2/77.]

WAC 504-21-090 Notice of rights given under Family Educational Rights and Privacy Act of 1974. In accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, the university will make its best efforts to notify all students of the rights under this act. Such notification shall be done through the Washington Administrative Code procedure provided for by the Higher Education Administrative Procedure Act, notices to the campus newspaper and radio and television services, and such other publications and media that the university deems appropriate.

[Order 77-1, § 504-21-090, filed 5/2/77.]

Chapter 504-24 WAC

POLICIES AND REGULATIONS APPLYING TO ALL STUDENTS

WAC

504-24-015	Agreed resolutions in student discipline cases.
504-24-020	Social policies and procedures.
504-24-030	Housing regulations for undergraduates.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-24-010	Disciplinary structure and procedures. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-010, filed 6/11/80; Order 77-2, § 504-24-010, filed 8/3/77; Order 75-1, § 504-24-010, filed 7/7/75, effective 9/1/75; Order 73-6, § 504-24-010, filed 8/1/73; Order 4, § 504-24-010, filed 10/20/71; Order 3, § 504-24-010, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
504-24-011	Formal hearing option—Designation of hearing officer or panel. [Order 77-2, § 504-24-011, filed 8/3/77; Order 4, § 504-24-011, filed 10/20/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

WAC 504-24-015 Agreed resolutions in student discipline cases. (1) University conduct administrator. The university conduct administrator is the person designated by the vice provost for student affairs to conduct investigations and to negotiate agreed resolutions where appropriate in cases within the jurisdiction of the university conduct committee.

(2) Negotiation. At any point before the hearing of a disciplinary matter, the university conduct administrator or student may seek an agreed resolution. The administrator will state the charge or charges which are then contemplated and give a summary of the alleged conduct

supporting each charge. The administrator may state the penalty which may be imposed or which he or she anticipates recommending to the university conduct committee. The administrator may give additional information at his or her discretion. If the student agrees to the resolution, the student will sign a statement of agreed resolution and waiver of hearing rights. The administrator may agree to drop other charges as part of an agreed resolution.

(3) Effect of agreed resolution on future conduct actions. Agreed resolutions may be considered by judicial bodies when ruling in future disciplinary hearings. If the student has filed an explanatory statement as provided in subsection 4, below, that statement shall also be considered in future hearings at the request of the student or it may be considered without such a request.

(4) Filing agreed resolutions and explanatory statements. All agreed resolutions shall be filed with the office of student affairs. Any student agreeing to a resolution may file, within ten days of signing the resolution, an explanatory statement regarding the student's actions or the discipline imposed. The explanatory statement is filed with the agreed resolution in the office of student affairs.

(5) Violation of terms of agreed resolution. A student's violation of the terms of an agreed resolution is a basis for further action by the administrator and the university conduct committee.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-24-015, filed 5/26/87.]

WAC 504-24-020 Social policies and procedures.

(1) Security hours.

(a) Living groups are secured during the following hours:

11:00 p.m. – 6:30 a.m. daily.

(b) It is understood that a living group has the prerogative of maintaining additional security hours if decided by a vote of the living group. The living group's current security hours should be on file in the department of residence living.

(2) Guest rules.

(a) Guests must comply with the regulations of the living groups they are visiting.

(b) Keys or card keys will not be issued to guests.

(c) The host or hostess shall be responsible for the action(s) of guests.

(d) All guests must be escorted while in the building.

(e) Guests are defined as anyone not residing in the residence hall.

(3) Visitation.

Each living group is permitted to develop its own visitation schedule for its main lounge and lobbies. No visitation on living floors is permitted between hours of 2:00 a.m. and 6:30 a.m.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-24-020, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-020, filed 6/11/80; Order 77-2, § 504-24-020, filed 8/3/77; Order 73-6, §

504-24-020, filed 8/1/73; Order 4, § 504-24-020, filed 10/20/71; Order 3, § 504-24-020, filed 8/5/71.]

WAC 504-24-030 Housing regulations for undergraduates. (1) University-recognized housing includes residence halls, fraternities, sororities, and co-op houses.

(2) Housing requirements for single undergraduate students. All single undergraduate freshmen under twenty years of age are required to live in organized living groups which are officially recognized by the university (residence halls, fraternities and sororities) for one academic year.

(a) Exemptions. Exemptions will be considered when a student demonstrates to the department of residence living that:

(i) The student has attended an institution of higher education as a regularly enrolled student for at least two regular semesters or three regular quarters (excluding summer sessions).

(ii) The student is living with immediate family in a family situation (mother and/or father; legal guardian; aunt or uncle; or grandparents).

(iii) The student has secured a statement from a physician or psychologist stating that residence in recognized student housing would have detrimental effects on the student's physical health or emotional well-being.

(iv) The student can demonstrate that living in recognized University housing would cause undue financial hardship.

(b) Process. Applications for permission to reside off campus are available from the Washington State University Department of Residence Living, Streit-Perham Office Suite, Pullman, WA 99164-1726. Applications are reviewed and a determination is made whether an exemption will be granted. Persons applying for such exemption will be informed of the decision in writing. Requests for reconsideration of the decision may be submitted to the vice provost for student affairs. The office of the vice provost for student affairs will evaluate the appeal and approve or deny the appeal.

(3) Living group discipline jurisdiction.

(a) Residence halls: Each university residence hall has a framework of rules, policies and traditions for the effective operation of its program. A student in signing a residence hall contract agrees to abide by the rules governing members of a university residence hall.

Standards boards in the residence halls working closely with their residence hall directors and the office of residence living are encouraged to act on such internal disciplinary problems as they feel competent to deal with effectively. Cases beyond their jurisdiction will be handled by the office of student affairs or the university conduct committee as the nature of the problem determines.

(b) Fraternities-sororities: Each of the Greek letter living groups has developed policies and regulations governing the conduct of members and the operation of the organizations. A student in joining one of these groups assumes certain responsibilities of the living group organization.

Student officers in fraternities and sororities working closely with their advisors and the office of residence living are encouraged to act on such discipline problems involving their members as they feel competent to deal with effectively. Cases beyond their jurisdiction will be handled by the office of student affairs or the university conduct committee as the nature of the problem determines.

(c) Off-campus students: Discipline cases involving students not living in organized living groups will be handled directly by the office of student affairs or the university conduct committee.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-24-030, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-030, filed 6/11/80; Order 77-2, § 504-24-030, filed 8/3/77; Order 73-7, § 504-24-030, filed 10/5/73; Order 73-6, § 504-24-030, filed 8/1/73; Order 4, § 504-24-030, filed 10/20/71; Order 3, § 504-24-030, filed 8/5/71.]

Chapter 504-25 WAC

STANDARDS OF CONDUCT FOR STUDENTS

WAC

504-25-005

Prologue.

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WAC 504-25-005 Prologue. Washington State University, as a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold these standards both on and off campus. Acceptance of admission to the university carries with it the obligation of responsibility for the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas and for the law.

Under the terms of admission to Washington State University, students accept its regulations and acknowledge the right of the university to take disciplinary action, including expulsion, for conduct judged unsatisfactory or disruptive to the educational process. When students violate the standards of conduct established by the university, they are subject to the university disciplinary process. The purpose of this process is to educate and to protect the welfare of the community.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-005, filed 5/18/89, effective 7/1/89.]

PART I CONDUCT REGULATIONS

WAC 504-25-010 Introduction. When students enroll at Washington State University they assume an obligation to conduct themselves in a manner which is compatible with the university's function as an educational institution. It is clear that in a community of learning, willful disruption of the educational process, dishonesty, violation of the laws of the state and interference with the rights of others cannot be tolerated. Washington State University retains the right and the power to maintain order within the university and to exclude those who are disruptive to the educational process. To that end, the university community has established the following rules, regulations, and policies which apply to all students and student organizations.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-010, filed 5/18/89, effective 7/1/89.]

WAC 504-25-015 Academic dishonesty. Academic dishonesty, including all forms of cheating, plagiarism and fabrication, is prohibited. Knowingly facilitating academic dishonesty is also prohibited. The expectation of the university is that students will accept these standards and conduct themselves as responsible members of the academic community. These standards should be interpreted by students as general notice of prohibited conduct. They should be read broadly, and are not designed to define misconduct in exhaustive forms. Faculty and their departments also have jurisdiction over academic matters and may also take academic action against students for any form of academic dishonesty discovered in their courses.

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[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-015, filed 5/18/89, effective 7/1/89.]

WAC 504-25-020 Discrimination. Discrimination on the basis of race, national origin, creed, age, sex, marital status, or handicap is prohibited. This rule will be interpreted in conformity with current federal and state laws on discrimination.

This antidiscrimination regulation explicitly incorporates and prohibits sexual or racial harassment by students. Sexual and racial harassment are defined as conduct which is sexually or racially motivated and has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-020, filed 5/18/89, effective 7/1/89.]

WAC 504-25-025 Sexual assault. Sexual assault in any form, including acquaintance rape, is prohibited. University policy is consistent with state law in defining and prohibiting rape, sexual assault, and other forced and/or nonconsensual sexual activity.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-025, filed 5/18/89, effective 7/1/89.]

WAC 504-25-030 Physical abuse or threatened physical abuse. Actual or attempted abuse of any person or conduct which threatens or endangers the health and safety of any person or which intentionally causes a reasonable apprehension of harm to any person is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-030, filed 5/18/89, effective 7/1/89.]

WAC 504-25-035 Hazing. Hazing is prohibited. Hazing is defined as any action required of or imposed on current or potential members of a group which, regardless of location of the incident or consent of the participant(s):

- (1) Produces, or is reasonably likely to produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, or ridicule;
- (2) Compels an individual to participate in any activity which is illegal, perverse or publicly indecent or contrary to university rules, regulations, or policies or which is known by the compelling person(s) to be contrary to the individual's moral or religious beliefs; or
- (3) Impairs an individual's academic efforts.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-035, filed 5/18/89, effective 7/1/89.]

WAC 504-25-040 Harassment. Harassment of any sort is prohibited. Any malicious act which causes harm to any person's physical or mental well-being is prohibited.

(1989 Ed.)

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-040, filed 5/18/89, effective 7/1/89.]

WAC 504-25-045 Reckless endangerment. Recklessly engaging in conduct which creates a substantial risk of physical harm to another person is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-045, filed 5/18/89, effective 7/1/89.]

WAC 504-25-050 Alcohol. (1) Illegal use, possession, or sale of intoxicating beverages is prohibited. University policy is consistent with state laws on the sale, possession, and consumption of alcoholic beverages.

(2) Consumption or possession of alcohol by students in public areas of any university-owned or controlled property is prohibited except as stipulated in subsection (4) of this section.

(3) Consumption or possession of alcohol at or in line for university-sponsored or supervised events is prohibited.

(4) Students who are twenty-one years old or older may consume or possess alcoholic beverages at a sponsored event for which there is an alcohol license or banquet permit.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-050, filed 5/18/89, effective 7/1/89.]

WAC 504-25-055 Drugs. Illegal use, possession, sale, or distribution of any narcotic or dangerous drug is prohibited. University policy is consistent with state and federal laws which regulate controlled substances.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-055, filed 5/18/89, effective 7/1/89.]

WAC 504-25-060 Firearms and dangerous weapons.

(1) Illegal possession, carrying or discharge of any explosive, firearm, or other weapon (including shot guns, rifles, pistols, air guns, and pellet guns) is prohibited. No student may possess any firearm, explosive, dangerous chemical, or dangerous weapon while on the campus or on other university-controlled or approved property, including university residence halls, apartments, and approved housing except in transit to approved storage.

(2) Any student who wants access to any firearm or weapon while on campus must immediately place the firearm(s) or weapon(s) in the university-provided storage facility while the firearm(s) or weapon(s) is on campus. The storage facility is located at the Washington State University police department.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-060, filed 5/18/89, effective 7/1/89.]

WAC 504-25-065 Unlawful entry and trespassing. Illegal or attempted illegal entry of university-owned or controlled property or university-approved housing is prohibited. Violation of the university's rules for the use of its facilities in chapters 504-32 and 504-34 WAC, is also prohibited.

(1989 Ed.)

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-065, filed 5/18/89, effective 7/1/89.]

WAC 504-25-070 Theft or damage of property or services. Actual or attempted theft of, or damage to, property or services belonging to the university, any member of its community, or a campus visitor is prohibited. Knowing possession of stolen property is also prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-070, filed 5/18/89, effective 7/1/89.]

WAC 504-25-075 Safety equipment. Improper use or disablement of safety or fire fighting equipment, such as fire extinguishers, fire alarms, or exit signs, is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-075, filed 5/18/89, effective 7/1/89.]

WAC 504-25-080 Forgery and misrepresentation. Falsifying information to university officials including falsifying information submitted or failing to reveal relevant information on any university form or federal financial aid form, offering any false information in any university disciplinary proceeding, or maliciously altering or misusing university documents, records, permits, or identification is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-080, filed 5/18/89, effective 7/1/89.]

WAC 504-25-085 Computer abuses. Conduct which violates the university's property rights with respect to computing resources is subject to university disciplinary action. The following conduct is prohibited:

- (1) Unauthorized copying, including:
 - (a) Copying university-owned or licensed software or data for personal or external use without prior approval;
 - (b) Copying another computer user's software or data without permission of its owner, even if it is readily accessible by electronic means;
 - (c) Knowingly accepting or using software or data which has been obtained by unauthorized means.
- (2) Modifying or damaging, attempting to modify or damage, computer equipment, software, databases, or communications lines without permission;
- (3) Disrupting or attempting to disrupt computer operations;
- (4) Invading the privacy of an individual by using electronic means to ascertain confidential information, even if an individual or department inadvertently allows access to such information;
- (5) Abusing or harassing another computer user through electronic means;
- (6) Using the university's computing facilities in the commission of a crime;
- (7) Using computer services without authorization;
- (8) Allowing another individual to use one's computer identity/account or using another individual's computer

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identity/account. This includes, but is not limited to, logging on to the account, accessing programs, and reading or altering computer records. Computer time belongs to the university; the university is the only entity, through computing services, authorized to allocate time on the mainframe computers.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-085, filed 5/18/89, effective 7/1/89.]

WAC 504-25-090 Disruption. While students have the right to freedom of expression, including the right to dissent or protest, this expression cannot interfere with the rights of others or disrupt the processes of the university. The following conduct will not be permitted:

- (1) Disruption of classes, laboratories, offices, services, meetings, or ceremonies;
- (2) Obstruction of free movement of people or vehicles; provided, peaceful picketing is permitted only as long as it takes place outside buildings and does not interfere with the flow of traffic to and from buildings;
- (3) Conduct which threatens harm, incites violence, or endangers the health and safety of any person;
- (4) Threats of disruption, including bomb threats;
- (5) Damaging, defacing or abusing university facilities, equipment, or property; or
- (6) Inciting others to engage in prohibited conduct.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-090, filed 5/18/89, effective 7/1/89.]

WAC 504-25-095 Disturbing the peace. Creating noise in such a way as to interfere with university functions or using sound amplification equipment in a loud and raucous manner is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-095, filed 5/18/89, effective 7/1/89.]

WAC 504-25-100 Public indecency. Indecent or obscene conduct is prohibited. Indecent or obscene conduct is conduct which is public and offensive to university community standards.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-100, filed 5/18/89, effective 7/1/89.]

WAC 504-25-105 Interference with university or student programs or activities. Intentionally or recklessly interfering with any university or student program or activity, including teaching, research, administration, meetings or fire, security, or emergency services, is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-105, filed 5/18/89, effective 7/1/89.]

WAC 504-25-110 Violation of university policies. Violation of any university policy or rule is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-110, filed 5/18/89, effective 7/1/89.]

WAC 504-25-115 Violation of local ordinances, state law, or federal law. Students are expected to comply with local, state, and federal laws. The university may take action, whether the violation occurs on or off campus, when a definite university interest is involved and where the conduct distinctly and adversely affects the university's pursuit of its educational mission or the health or safety of members of the university community.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-115, filed 5/18/89, effective 7/1/89.]

WAC 504-25-120 Failure to comply with a proper order. Willful refusal or failure, while on university-owned or controlled property or on the premises of university-approved housing, to comply with a proper order or request of a university official, campus security officer or law enforcement officer, acting in performance of their duties is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-120, filed 5/18/89, effective 7/1/89.]

WAC 504-25-125 Assisting illegal or prohibited conduct. Aiding, assisting in, or serving as an accomplice in the commission of any illegal act or any act prohibited by these university conduct regulations is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-125, filed 5/18/89, effective 7/1/89.]

WAC 504-25-130 Violation of a disciplinary sanction. Violation of any term of any disciplinary sanction is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-130, filed 5/18/89, effective 7/1/89.]

WAC 504-25-135 Failure to cooperate with an investigation of any conduct violation. Failure to cooperate with the investigation of any conduct violation, or interference with a proper investigation of any violation by withholding evidence, encouraging or threatening another to withhold evidence is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-135, filed 5/18/89, effective 7/1/89.]

WAC 504-25-140 Other conduct. Any other conduct or action in which the university can demonstrate a clear and distinct interest and which substantially threatens the educational process or other legitimate function of the university or the health or safety of any member of the university community is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-140, filed 5/18/89, effective 7/1/89.]

PART II
DISCIPLINARY PROCESS AND PROCEDURES

WAC 504-25-200 Introduction. (1) The university has established the standards of conduct for students and the disciplinary process to protect its educational purpose, provide for the orderly conduct of its activities, and safeguard the interests of the university community. The disciplinary procedures used by the university are considered part of its educational process. Hearings or appeals conducted as a part of the disciplinary process are not courts of law and they are not subject to many of the constraints of civil or criminal hearings. Because some of the standards of conduct are also violations of law, students may be accountable to both civil authorities and to the university for their actions. Disciplinary action at the university will normally proceed without regard for any civil or criminal proceeding and will not be subject to challenge on the basis of the outcome of any civil or criminal proceeding.

(2) This process is intended to be educative for the students involved, although sanctions can include temporary or permanent removal from the university. Students involved in these procedures should expect to be treated fairly and go through the process in a timely manner. The purposes of the disciplinary process are:

- (a) To determine the facts about the allegation(s);
 - (b) To determine the responsibility of the accused student or student organization;
 - (c) To determine an appropriate sanction if the accused student or student organization is found responsible for a violation; and
 - (d) To help any student or student organization found responsible for any violation of the standards of conduct to understand the negative impact of their actions.
- (3) Any behavior which may have been influenced by a student's mental state, or use of drugs or alcohol will generally not limit the responsibility of the student for his or her action.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-200, filed 5/18/89, effective 7/1/89.]

WAC 504-25-205 Types of hearings. (1) The procedures for student conduct hearings, whether before the university conduct board, or before an administrative hearing officer, are brief hearing procedures in accordance with RCW 34.05.482. The minimum procedures of RCW 34.05.482 through 34.05.494, as may be amended in the future, are adopted for student conduct hearings. To assure proper due process is provided to students, the following additional protections apply to conduct hearings.

(2) The university has established several types of hearings. The nature of the alleged violation will determine which type of hearing a student will receive.

(a) The university administrative hearing officer hears cases which involve violations of the standards of conduct. The hearing officer will not hear cases which could result in suspension or dismissal from the university.

(b) The university conduct board hears cases which involve violations of the standards of conduct and can impose all levels of sanctions.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-205, filed 5/18/89, effective 7/1/89.]

WAC 504-25-210 Disciplinary procedures. (1) Any student, faculty member, staff member, or the university may file a complaint against a student or student organization for any violation of the standards of conduct.

(2) Once a complaint has been initiated, the following procedures are followed:

(a) The accused student or the president of the student organization is contacted and interviewed by the university judicial officer. During that interview the student is informed of the charge(s) and asked to make a written statement about the incident. The student is also informed of the individual's or organization's rights and responsibilities in the disciplinary process. The investigation may include interviews of other people involved. The judicial officer may discontinue any investigation when the allegation(s) is/are deemed to be without basis or there is insufficient basis for the allegation(s).

(b) In the event that the judicial officer finds that there is any basis to the allegation(s), the student or student organization may be officially charged with violation(s) of the standards of conduct. The student or student organization will be assigned to either an administrative hearing or a university conduct board hearing. Any student accused of an offense which could result in suspension or expulsion will be sent to a full university conduct board hearing, unless the student requests and is granted an administrative hearing.

(c) When any student or student organization is charged with violation(s) of the standards of conduct, they must be notified at least seven calendar days in advance of the hearing. The notice must be in writing and include:

- (i) The specific charges, citing the appropriate university policy or regulation allegedly violated;
- (ii) The time and place of the alleged act(s) insofar as may be reasonably known; and
- (iii) The time and place of the hearing.

(3) If a student has withdrawn or withdraws after the filing of any charge of a violation of the standards of conduct, either:

(a) A "registration hold" will be placed on the student's academic record and the student will be notified that disciplinary action may be initiated upon the student's reentry or application for readmission; or

(b) The university may proceed with the disciplinary action.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-210, filed 5/18/89, effective 7/1/89.]

WAC 504-25-215 Judicial officer and hearing boards. Generally, the first contact with any student or student organization involved in the discipline process is

made by the university judicial officer. The judicial officer is an assistant in the office of student affairs and serves as the chief investigator and prosecutor. The judicial officer prepares the case and the materials. The judicial officer serves as the secretary of the university conduct board and may be the administrative hearing officer.

The administrative hearing officers are appointed by the vice provost for student affairs and are generally members of the faculty in student affairs. The administrative hearing officer is responsible for hearing cases where the student or student organization has been offered a less formal hearing. The administrative hearing officer determines both the responsibility of the accused student or student organization and the sanction(s).

The university conduct board is a presidential standing committee, recommended by the vice provost for student affairs and appointed by the president. The university conduct board is made up of faculty members and graduate and undergraduate members. Members of each conduct board are drawn from this pool of trained members. On each conduct board there are five members: Two faculty members, two students, and the chairperson. The chairperson is the assistant to the vice provost for student affairs.

The university appeals board is composed of three university administrators, appointed by the president, one of whom is the vice provost for student affairs.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-215, filed 5/18/89, effective 7/1/89.]

WAC 504-25-220 Students charged with violations of the standards of conduct. (1) Any student or student organization charged with any violation(s) of the university standards of conduct have the following rights in disciplinary procedures:

- (a) The right to notice of the charge(s) against them and the basis for the charge(s).
- (b) The right to remain silent when charged with any act which may be a violation of criminal law to avoid self incrimination.
- (c) The right to seven calendar days' notice before the disciplinary hearing.
- (d) The right to present written information to the hearing officer or member(s) of the hearing board prior to the hearing, including signed statements from witnesses and arguments.
- (e) The right to a hearing.
- (f) The right to consult an adviser.
- (g) The right of one appeal.

(2) Any student or student organization brought before the university conduct board, has these additional rights:

- (a) The right to view the material to be presented against them in advance of the hearing.
- (b) The right to have an adviser present at the hearing; however, the student or student organization may have only one adviser present. The adviser may be allowed to give the student or student organization advice during the hearing, but is not permitted to speak to the

hearing board or conduct examinations of witnesses and the adviser is not permitted to disrupt the proceeding.

- (c) The right to hear the testimony of all witnesses.
- (d) The right to present questions to be asked of all witnesses.
- (e) The right to have a record made of the hearing.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-220, filed 5/18/89, effective 7/1/89.]

WAC 504-25-225 The hearing. (1) The following guidelines apply to both administrative hearings and hearings before the university conduct board:

- (a) All hearing officers and board members must be impartial (i.e., not personally involved in the alleged act(s) with which the student is charged).
- (b) The hearings are closed to the public.
- (c) The university bears the burden of proving the charge(s) by a preponderance of evidence.
- (d) The hearing officer or presiding officer of each board will exercise control over the hearing. A hearing officer or board is not bound by the rules of evidence observed by courts and may exclude unduly repetitious or irrelevant evidence.

(e) Any person, including the charged student or any member of the charged student organization, who disrupts a hearing may be excluded from the proceedings.

(f) The decision of responsibility on the charge(s) will be based on evidence and testimony presented at the hearing. However, the complete record of the student's or student organization's prior conduct and academic performance may be taken into account by the hearing officer or board in imposing any sanction(s).

(g) Deliberations on the hearing are closed to everyone but the hearing officer or member(s) of the board.

(h) The accused student or student organization president will be sent notification of the decision, the reasons for the decision and the sanction(s), if any, in writing within ten calendar days of the hearing.

(i) Only the hearing officer or board member(s), the accused student or student organization, and the person(s) bringing the allegation(s) will be notified of the results of the hearing.

(j) If a student or student organization fails to appear at a hearing after proper notice, the hearing may proceed on the charge(s) and in such a case the hearing officer or member(s) of the hearing board will decide on responsibility and, if appropriate, the sanction(s).

(2) The following guideline applies only to hearings before the university conduct board: The university and the charged student or student organization will have the opportunity to call witnesses, present evidence, and question witnesses.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-225, filed 5/18/89, effective 7/1/89.]

WAC 504-25-230 Sanctions. (1) Any of the following sanctions or any combination of the sanctions may be imposed for violation(s) of the standards of conduct:

(a) **Disciplinary probation:** This may include the imposition of a set of conditions for any student or student organization defined for a specific period of time. If any condition of the probation is violated, this will constitute a new violation.

(b) **Community service:** Assignment of labor or responsibilities to any student or student organization within the university or local community may be imposed up to a maximum of eighty hours per student or per member of an organization.

(c) **Restitution:** This will include reimbursement for damaged or stolen property and medical expenses resulting from the violation(s).

(d) **Fines:** Monetary fines up to five thousand dollars for any student organization or two hundred fifty dollars for any student may be imposed.

(e) **No contact order:** Prohibition of direct or indirect physical and/or verbal contact with another individual or group may be imposed.

(f) **Assessment:** Referral for drug/alcohol or psychological assessment may be required. Results of the assessment may be shared with the conduct administrator and conduct committee. If the assessment by any university counselor or physician recommends any condition(s), those recommendations may become conditions of the sanction. If the assessment indicates that the student is not capable of functioning within the university community, the student will be suspended until further assessment recommends that the student is capable of reentering the university.

(g) **Loss of privileges or exclusion from activities:** Loss of the right to reside in a specific housing unit or in university-owned or approved housing may be imposed. Exclusion from participation in designated privileges and extracurricular activities for specific periods of time may also be imposed.

(h) **Loss of recognition or charter:** A student organization may have its recognition or charter withdrawn, either permanently or for a specific period of time.

(i) **Censure:** This is a written reprimand for any violation of university policy or campus regulation, including explicit notice to the student or student organization that continued or repeated violation of any policy or regulation may be cause for further disciplinary proceedings.

(j) **Hold on transcript and/or registration:** This is a temporary measure restricting release of a student's transcript or access to registration. Upon satisfactory completion of conditions of the sanction, the hold shall be released.

(k) **Negative notation on transcript:** Entry of violation on the student's academic record may be made for suspension or expulsion.

(l) **Suspension:** This is termination of student status for a given period of time. Upon satisfactory completion of stated conditions, reinstatement shall be granted.

(m) **Expulsion:** This is termination of student status for an indefinite period.

(2) Any student who has been suspended or expelled may be excluded from specific areas of campus when there is a reasonable cause to believe that their presence

there will lead to physical abuse, threats of violence, or conduct which threatens the health and safety of any person on university-owned or controlled property, in university-approved housing, or at an official event, or other conduct which interferes with the orderly functioning of the university.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-230, filed 5/18/89, effective 7/1/89.]

WAC 504-25-235 Appeals. (1) Any student or student organization charged with any violation(s) of the standards of conduct and found responsible for any violation(s) by a hearing board or administrative hearing officer is entitled to one administrative appeal. The routes for those appeals are as follows:

(a) University administrative hearing appeals go to the vice provost for student affairs.

(b) University conduct board appeals go to the university appeals board.

(2) An appeal must be filed within twenty-one calendar days of the student receiving or the president of the student organization receiving the decision. All requests to review a decision must be to the vice provost for student affairs for appeals of decisions of the university administrative hearing officer or the university conduct board and should be in writing. The letter must state the grounds for the appeal. The following are the grounds for appeal:

(a) A procedural error which materially affected the decision;

(b) New evidence not previously available which would have materially affected the decision;

(c) The decision was not supported by substantial evidence; or

(d) The severity or appropriateness of the sanction(s).

(3) During the appeal process, the burden of proof shifts from the university to the student or student organization. The appeal process is a review of the record of the hearing plus the letter of appeal, including any written argument(s) submitted by the student or student organization, and new evidence if that is the ground for the appeal. It is not a new hearing.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-235, filed 5/18/89, effective 7/1/89.]

WAC 504-25-240 Other interventions. (1) In most instances a student who or student organization which is involved in alleged misconduct goes through the full disciplinary process before any action is taken by the university. However, in situations where there is cause to believe that the student or student organization poses an imminent threat to himself or herself, to others, or to property, or is incapable of continuing as a student for medical/psychological reasons, interim actions may be taken immediately without prior notice or hearing. These actions, taken by the vice provost for student affairs or one of the associate vice provosts, may include:

(a) Interim restrictions, including but not limited to assignment to alternate university housing or removal

from university housing, limitation of access to university facilities, or restriction of communication with specific individuals or groups;

(b) Interim suspension, including temporary total removal from the university or restriction of access to campus;

(c) Mandatory medical/psychological assessment, including referral to a panel of university physicians/psychologists for assessment of the student's capability of remaining in the university.

(2) If interim action is required and taken, the student or student organization is entitled to an administrative hearing as soon as is reasonably possible, but no later than ten days after the action is taken.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-240, filed 5/18/89, effective 7/1/89.]

WAC 504-25-245 Records. These disciplinary proceedings and records are confidential. The office of the vice provost for student affairs will maintain disciplinary records for a minimum of seven years. Disciplinary records will be made available to hearing boards and university personnel, as needed.

Any student may review his/her own disciplinary records by contacting the office of the vice provost for student affairs. Except as outlined in these procedures, the university will not communicate a student's disciplinary record to any person or agency outside the university without the prior written consent of the student, except as required by law. If the student is a minor, the student's parents or legal guardians may review these records.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-245, filed 5/18/89, effective 7/1/89.]

Chapter 504-28 WAC

POLICIES AND REGULATIONS APPLYING TO ALL STUDENT ORGANIZATIONS

WAC

504-28-010	Student organizations.
504-28-020	Advisors to recognized student organizations.
504-28-030	Scheduling of events.
504-28-050	Financial projects.
504-28-060	Advertising policies.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-28-040	Chaperone policy. [Order 3, § 504-28-040, filed 8/5/71.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.
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WAC 504-28-010 Student organizations. (1) The student activities board is the student senate committee which recommends and reviews policies pertaining to all student organizations and assists with the planning of their activities. The board also serves as an appeal body.

(2) Membership in organizations.

(a) Full membership in student organizations will be restricted to enrolled graduate and undergraduate students at Washington State University.

(b) Faculty and others may participate as honorary or associate members (at the option of the group) as specified in the group's constitution.

(c) Only full members may be eligible to vote on matters of business or hold elective office in the organization.

(3) Obtaining recognition for organizations.

(a) To become an approved student organization, recognition must be granted from the student activities board. Contact the activities/recreation office, CUB 337.

(b) Before requesting recognition, the group must hold a meeting of interested persons to plan a program, draft a constitution, elect officers, and select an advisor. Constitutions normally include:

(i) Name of the organization.

(ii) Purpose and objectives.

(iii) Qualifications for membership.

(iv) Sources of financial support (e.g., dues, initiation fees, local and national aid, and financial projects).

(v) Description of offices including qualifications, duties and method of election.

(vi) National-local affiliations and any financial obligation (to an affiliate) resulting therefrom.

(vii) Parliamentary authority and method of amending the constitution.

(viii) Adoption and amendment procedures.

(ix) A description of the organization's safety program.

(x) Responsibilities of the advisor.

(c) Washington State University will not recognize any student organization which denies membership to any student because of race, religion, sex, color, national or ethnic origin, age, marital status, or handicap. Recognized student organizations must insure that additional policies and procedures do not create de facto differentiation.

(d) Students who feel they have been denied membership in violation of regulation (3)(c) above may appeal to the student activities board.

(4) Requirements and responsibilities of recognized organizations.

(a) Officers of organizations are responsible for seeing that the organization abides by university rules and regulations, concerning scheduling, financial projects, advertising, and other policies of the student activities board.

(b) Recognized organizations must have an advisor (see WAC 504-28-020 Advisors).

(c) Funds must be deposited into a faculty, student, and alumni account in the controller's office, which acts as a free banking service.

(d) The following records must be kept current in the activities/recreation office:

(i) Constitution and bylaws.

(ii) Officer roster card.

(iii) Annual report (forms available in the activities/recreation office including activities, accomplishments, and financial status.

(iv) Registration of event forms.

(e) Recognized organizations must have a safety program unless its activity has absolutely no risk to members or others.

(5) Privileges of recognized organizations.

(a) Recognized organizations have the right to sponsor on-campus activities.

(b) Recognized student organizations may use university facilities and services through appropriate scheduling offices.

(c) The activities/recreation office staff is available to serve approved organizations in all areas of concern.

(d) Free banking service is provided to approved organizations.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-010, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-010, filed 6/11/80; Order 77-2, § 504-28-010, filed 8/3/77; Order 75-1, § 504-28-010, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-010, filed 8/1/73; Order 5, § 504-28-010, filed 9/26/72; Order 3, § 504-28-010, filed 8/5/71.]

WAC 504-28-020 Advisors to recognized student organizations. (1) Advisors are members of the Washington State University faculty or staff whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes and procedures. Advisors guide the group in accordance with the purposes and ideals of the university and the organization. They do not directly control the group's programs and activities.

(2) Advisors assist the student activities board to implement the policies for student organizations as set forth in the student activities board policies.

(3) Responsibilities may include the following:

(a) Attending the organization's meetings.

(b) Assisting in planning the program.

(c) Supervising the handling of funds and approving all expenditures and contracts.

(d) Assisting in arranging for university facilities and equipment.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-020, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-020, filed 6/11/80; Order 77-2, § 504-28-020, filed 8/3/77; Order 5, § 504-28-020, filed 9/26/72; Order 3, § 504-28-020, filed 8/5/71.]

WAC 504-28-030 Scheduling of events. (1) Events. The activities/recreation office assists with the scheduling of events and programs by maintaining the master calendar and by publishing the fall and spring activities calendar.

(a) Master calendar - the master calendar is a continually updated calendar of campus events. Its use by all students, campus groups, faculty and staff can prevent program duplication and scheduling conflicts.

(2) Facilities. Recognized student groups schedule facilities by contacting the appropriate campus departments. The activities/recreation office will assist groups in determining whom to contact.

(a) To schedule rooms in the Wilson Compton Union, contact the first floor administrative offices.

(b) For scheduling of departmental, faculty and student events for conferences and conventions involving people from off-campus, contact the office of university relations.

(c) To schedule classrooms on campus, contact the registrar's office (French Administration Building).

(d) To schedule use of the coliseum, contact performing arts coliseum, coliseum director's office.

(e) To schedule gym facilities for use from 8:00 a.m. to 5:00 p.m. Monday through Friday, contact physical education department. Scheduling of gym facilities for use after 5:00 p.m. and on weekends is handled through the activities/recreation office in CUB 337.

(f) To schedule Bryan Auditorium, contact the registrar's office.

(g) To schedule R.R. Jones Theatre and Daggy Little Theatre, contact Daggy Hall, Room 251.

(h) For use of special services, contact physical plant. For use of lecterns, lighting, P.A. set-ups and janitorial services, fill out the form "Request for services for special events," available at the physical plant and activities/recreation office. This form must be authorized at the activities/recreation office before turning it into physical plant.

(3) Individuals and nonuniversity groups must first contact the facilities use committee to schedule university buildings and rooms.

(4) Time scheduling recommendations. Most buildings and facilities on campus close by midnight. Groups wishing their events to extend past this time should make arrangements with the appropriate scheduling office.

(5) Special scheduling information.

(a) The activities/recreation office should be notified of speakers so that information will be included on the master calendar. The office staff is also available to advise on appropriate forms, arrangements, publicity, etc.

(b) Any recognized student organization may sponsor political speakers on campus. All such groups should follow the normal procedure in scheduling.

(c) ASWSU may run concerts on a speculative basis. All other recognized student organizations may have concerts only if they have sufficient funds to back all concert expenses 100%. The activities/recreation office staff is available to advise on concert arrangements and contract negotiations.

(d) Committee meetings and social activities should be scheduled in facilities which are accessible to handicapped individuals.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-030, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-030, filed 6/11/80; Order 75-1, § 504-28-030, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-030, filed 9/26/72; Order 3, § 504-28-030, filed 8/5/71.]

WAC 504-28-050 Financial projects. (1)
Definition.

(a) A financial project is any approved activity of a student organization which is undertaken to raise funds and/or to defray expense. Projects may be for the benefit of organizations themselves or for charity groups.

(2) Approval.

(a) The student activities board and/or its designated representative has been given the responsibility of approving all financial projects so that the following services can be provided:

- (i) Planning advice.
- (ii) Advertising and publicity assistance.
- (iii) Facility and equipment arrangements.
- (iv) Consumer protection.

(b) The financial projects requested and the proposed budget must be completed, approved, and filed with the activities/recreation office in advance of the proposed date. Forms are available in the activities/recreation office. A report showing actual income and expenses of the financial project must be submitted to the activities/recreation office within two weeks after the event. The report must be certified by the personal signature of the president and advisor of the organization.

(c) For approval, the organization must have funds on hand to cover 100% of the estimated expenses of a proposed financial project.

(d) Projects involving films are subject to additional student activities board policies. Copies of the policies are available in the activities/recreation office.

(e) Scholarship fund projects must be administered in accordance with university policy governing such funds. Sponsoring organizations may reserve the right to select recipients and to establish the amount of grants in accordance with policies of the student financial aids office.

(f) Projects involving tables in the west entrance of the CUB and on the mall must be approved. The forms for these may be picked up in the activities/recreation office. After approval the table requests are taken to the CUB administrative office to reserve a table. There shall be only one table per organization, available on a first-come, first-served basis.

(g) Raffles are subject to state law. Contact the activities/recreation office for current regulations.

(h) Retailing of student classroom books, supplies, and equipment by university departments, personnel, or students on the campus is prohibited.

(3) Additional requirements.

(a) All advertising and publicity for each project must include:

- (i) The name of the sponsoring organization.
- (ii) The product or service being sold.
- (iii) The purpose for which profits will be used.

(b) Any distributing, soliciting or selling must be done without individuals hawking or shouting.

(c) Individual students wishing to sell goods on campus must contact the director of safety, Safety Building.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-050, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-

07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-050, filed 6/11/80; Order 75-1, § 504-28-050, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-050, filed 8/1/73; Order 5, § 504-28-050, filed 9/26/72; Order 3, § 504-28-050, filed 8/5/71.]

WAC 504-28-060 Advertising policies. The following policies apply to all advertising done on campus.

(1) Signs and posters.

(a) All advertising in the CUB must have approval from the activities/recreation office.

(b) All advertising announcements to be posted in other campus buildings should be confined to general bulletin boards. For use of other bulletin boards contact the appropriate department or residence hall for approval.

(c) No advertising should be taped to walls or other interior surfaces.

(d) All outdoor advertising is restricted to bulletin boards, the kiosks, and the west entrance of the CUB. Signs put up at the west entrance of the CUB should be approved in the activities/recreation office. The size is limited to 12 square feet.

(e) Banners may be displayed on the overhead walkways after securing permission from the activities/recreation office. They must be constructed of fabric, with air vents, and attached to the structure with rope or twine—tape and wire are not permitted.

(f) Free-standing signs may be placed on campus grounds and the mall with the approval of the director of physical plant.

(g) No signs, handbills, or stickers are to be placed on trees or buildings other than the two places mentioned above. Paint or chalk must not be used on sidewalks or buildings.

(h) Before exhibits or displays are placed on the mall, notification must be made to the disabled student services office.

(i) It is the responsibility of the group to remove advertising within 24 hours after the event.

(2) Literature, handbills and notices.

(a) Literature, handbills and notices may be distributed at any reasonable outdoor area on campus consistent with the orderly conduct of university affairs, the maintenance of university property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Individuals or groups distributing are responsible for leaving the area clean, including all discarded handbills. Distribution by means of accosting individuals or by hawking is prohibited.

(3) Public address system.

(a) Requests for public address systems require the signature of the faculty advisor.

(b) Systems are available through the instructional media services.

(c) Use of systems:

(i) Time of use: Monday–Thursday, 5 p.m.–7 p.m.; and on Saturday 12 Noon–7 p.m. (Exceptions may be made by the student activities board.)

(ii) Discreet and considerate use of public address systems in the vicinity of the hospital is expected.

(iii) Public address systems on moving vehicles must have a police permit.

(4) Athletic events.

(a) All advertising at athletic events must be cleared through the office of intercollegiate athletics.

(5) Advertising for student government.

(a) Advertising for student government elections shall be according to the rules established by the ASWSU election board.

(6) Advertising at registration must be approved by the registrar.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-060, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-060, filed 6/11/80; Order 77-2, § 504-28-060, filed 8/3/77; Order 75-1, § 504-28-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-060, filed 9/26/72; Order 3, § 504-28-060, filed 8/5/71.]

**Chapter 504-32 WAC
RULES FOR USE OF MALL**

WAC	
504-32-010	Rules for use of the mall.
504-32-060	Outdoor dances, concerts, carnivals and fairs.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-32-020	Recognized organizations who schedule. [Order 75-1, § 504-32-020, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-32-020, filed 8/1/73; Order 5, § 504-32-020, filed 9/26/72; Order 3, § 504-32-020, filed 8/5/71.] Repealed by 87-12-013 (Order 87-1), filed 5/26/87. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW.
504-32-030	Tables on mall. [Order 5, § 504-32-030, filed 9/26/72; Order 3, § 504-32-030, filed 8/5/71.] Repealed by 80-07-015 (Order 80-2, Resolution No. 6/80-15), filed 6/11/80. Statutory Authority: RCW 28B.30.125 and 28B.30.150.
504-32-040	Posting and distribution of literature, handbills, notices. [Order 5, § 504-32-040, filed 9/26/72; Order 3, § 504-32-040, filed 8/5/71.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.
504-32-050	Solicitation of funds. [Order 75-1, § 504-32-050, filed 7/7/75, effective 9/1/75; Order 5, § 504-32-050, filed 9/26/72; Order 3, § 504-32-050, filed 8/5/71.] Repealed by 80-07-015 (Order 80-2, Resolution No. 6/80-15), filed 6/11/80. Statutory Authority: RCW 28B.30.125 and 28B.30.150.

WAC 504-32-010 Rules for use of the mall. (1) Recognized student organizations may schedule the mall for activities that do not interfere with university functions or activities, disturb offices, classes, or study facilities, harm property, or block entrances into buildings.

(2) The mall is scheduled through the student activities board or its designee. Contact the activities/recreation office.

(3) The mall may be used with amplified sound from 5 p.m.-7 p.m. Monday through Thursday and from noon to 7 p.m. on Saturday. Other times may be arranged through the student activities board.

(4) Sound amplification equipment (hand-held loudspeaker) may be checked out from the campus police department, safety building, upon presentation of valid

ID cards, which will be held by the security division until the equipment is returned. Other sound equipment is available through the instructional media service.

(5) The mall may be used by student organization fund raisers in accordance with previously stated rules and regulations. Any private or commercial use of the mall is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-32-010, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-32-010, filed 6/11/80; Order 5, § 504-32-010, filed 9/26/72; Order 3, § 504-32-010, filed 8/5/71.]

WAC 504-32-060 Outdoor dances, concerts, carnivals and fairs. (1) Campus street dances and outdoor concerts may be sponsored by recognized student organizations. Requests for approval should be submitted to the office of student activities/recreation. Decisions on requests will be made after consultations with appropriate university departments.

(2) All other organizations and individuals who wish to sponsor any of the above events must submit a written request to the facility use committee.

(3) The sponsoring organization is responsible for repairing or reimbursing for any damage that might occur and for cleaning up litter.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-32-060, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-32-060, filed 6/11/80; Order 75-1, § 504-32-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-32-060, filed 9/26/72; Order 3, § 504-32-060, filed 8/5/71.]

**Chapter 504-34 WAC
WASHINGTON STATE UNIVERSITY FACILITY
USE REGULATIONS**

WAC	
504-34-010	Purpose and delegation.
504-34-020	Definitions.
504-34-030	Limitations.
504-34-040	Users.
504-34-050	Private or commercial enterprise.
504-34-070	Outdoor dances and concerts.
504-34-080	Parades.
504-34-090	Carnivals and fairs.
504-34-100	Other requests.
504-34-110	Building hours.
504-34-120	Administrative control.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-34-060	Advertising—Outdoor signs. [Order 74-2, § 504-34-060, filed 7/26/74.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75. See WAC 504-28-060.
504-34-130	Duration. [Order 74-2, § 504-34-130, filed 7/26/74.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.

WAC 504-34-010 Purpose and delegation. (1) The purpose of the WSU regulations governing use of facilities is to establish guidelines for the use of university facilities under the authority of RCW 28B.30.095 and to

delegate authority to administer the regulations adopted within the standards prescribed.

(2) The board of regents delegates to the president or his/her designee, authority to establish procedures for proper review of the use of university facilities; to establish, within the framework of these regulations procedures governing such use; and to review rental schedules where appropriate.

(3) Under authority granted above, the president has appointed a facility use committee. Inquiries concerning the use of university facilities may be directed to the Director of General Services, Room 221 French Administration Building.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-010, filed 5/26/87; Order 77-2, § 504-34-010, filed 8/3/77; Order 75-1, § 504-34-010, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-010, filed 7/26/74.]

WAC 504-34-020 Definitions. University facilities are identified as all buildings and grounds, owned or controlled by Washington State University and the streets, sidewalks, malls, parking lots and roadways within the boundaries of property owned or controlled by Washington State University.

[Order 74-2, § 504-34-020, filed 7/26/74.]

WAC 504-34-030 Limitations. (1) University facilities may not be used in ways which substantially obstruct or disrupt educational activities or freedom of movement or other lawful activities on the university campus.

(2) University facilities may not be used by groups, including informal groups, which discriminate in their membership or limit participation in activities on the basis of race, color, or national origin.

(3) The Constitution of the state of Washington specifically prohibits free use of state facilities for religious worship, exercise, or instruction. University facilities may be rented at commercial rates for short-term durations by religious organizations pursuant to these regulations.

(4) University facilities may be used for the purpose of political campaigning by or for candidates who have filed for public office, when sponsored by faculty, staff, or student organizations.

(5) Handbills, leaflets, and similar materials which conform to these limitations may be distributed on campus by students, staff, or faculty. Persons not connected with the university are not authorized to distribute handbills or other materials without prior approval of the facility use committee.

(6) During registration periods signs and posters must not be posted within or near the registration areas or the entrances and exits thereto except those approved by the registrar. Public address systems may not be used within hearing distance of the registration areas. Solicitation and distribution of literature, handbills, or notices within or near the registration areas is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-030, filed 5/26/87; Order 77-2, § 504-34-030, filed 8/3/77; Order 75-1, §

504-34-030, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-030, filed 7/26/74.]

WAC 504-34-040 Users. (1) University facilities may be used by faculty or staff groups, or registered student organizations, for cultural, educational, or recreational activities provided for members of the university community and their families.

(2) Educational institutions, state or federal agencies, charitable, or civic organizations may be granted use of facilities for short courses, conferences, seminars, meetings, programs, and presentations under these provisions when sponsored by the university or its departments. Individuals and organizations desiring use of university facilities must have university-related sponsorship or submit written application to the facility use committee.

(3) In addition to the provisions of these regulations, use of facilities by student organizations shall be consistent with other provisions of the *Student Handbook on Policies and Regulations*. (Chapter 504-28 WAC.)

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-040, filed 5/26/87; Order 77-2, § 504-34-040, filed 8/3/77; Order 75-1, § 504-34-040, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-040, filed 7/26/74.]

WAC 504-34-050 Private or commercial enterprise.

(1) University facilities may be used for private or commercial gain or by charitable organizations only by special permission granted by the president of the university or his/her designee and when an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in commercial activity.

(2) Vending machines may be placed at exterior locations approved by the director of physical plant.

(3) Delivery service such as cleaning, laundry, newspaper, and food service is permitted.

(4) Soliciting and merchandising of any goods, food, services, articles, wares, or merchandise of any nature whatsoever, within the boundaries of Washington State University owned and controlled property is prohibited except by written permission of the president of the university or his/her designee. Vendor representatives authorized by the WSU purchasing department with appropriate identification are exempt from this provision.

(5) University facilities may not be used by faculty or staff in connection with compensated outside service without approval. Approval and fees for such use may be determined by the dean or other principal administrative officer in charge, with the approval of the president of the university or the executive vice president and provost.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-050, filed 5/26/87; Order 77-2, § 504-34-050, filed 8/3/77; Order 75-1, § 504-34-050, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-050, filed 7/26/74.]

WAC 504-34-070 Outdoor dances and concerts. Street dances and outdoor concerts may be sponsored at approved locations by student organizations recognized

by the student activities board on days and at times approved by the student activities board following consultation with appropriate university departments. All other organizations and individuals who seek to sponsor outdoor dances and concerts on university property must submit a written request to the facility use committee. The sponsoring organization is responsible for damage to grounds and for cleaning up litter.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-070, filed 5/26/87; Order 75-1, § 504-34-070, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-070, filed 7/26/74.]

WAC 504-34-080 Parades. Permits for parades on university streets and roads may be obtained upon approval of the director of safety. Parades must be scheduled so as not to interfere with rush-hour traffic and with special consideration for areas such as the hospital.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-080, filed 5/26/87; Order 75-1, § 504-34-080, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-080, filed 7/26/74.]

WAC 504-34-090 Carnivals and fairs. Carnivals and fairs may be sponsored by recognized student organizations in or on university facilities with the approval of the student activities board following consultation with appropriate university departments. All other organizations and individuals who seek to sponsor carnivals or fairs on university property must submit a written request to the facility use committee. The sponsoring organization is responsible for damage to grounds and for cleaning up litter.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-090, filed 5/26/87; Order 75-1, § 504-34-090, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-090, filed 7/26/74.]

WAC 504-34-100 Other requests. All other requests for use of university facilities not covered herein must be referred to the facility use committee for consideration.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-100, filed 5/26/87; Order 74-2, § 504-34-100, filed 7/26/74.]

WAC 504-34-110 Building hours. Buildings are open according to a schedule developed by the primary occupants of the building, the director of physical plant, and the director of safety. The schedule will be reaffirmed annually during September. The president of the university or his/her designee, the director of physical plant, is the university official authorized to develop and maintain the schedule and to authorize variances to the published schedule.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-110, filed 5/26/87; Order 74-2, § 504-34-110, filed 7/26/74.]

WAC 504-34-120 Administrative control. Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of violation, and if they persist in the

violation, they will be requested to leave the university property. Failure to comply with such a request will subject such individuals to arrest under provisions of RCW 9A.52.070 and [9A.52.]080 (Criminal trespass) or other applicable laws.

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

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-120, filed 5/26/87; Order 77-2, § 504-34-120, filed 8/3/77; Order 75-1, § 504-34-120, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-120, filed 7/26/74.]

Chapter 504-36 WAC

HEALTH AND SAFETY REGULATIONS

WAC

- 504-36-010 Smoking regulations for campus buildings.
- 504-36-020 Control of pets.
- 504-36-030 Spectator events—Safety rules.

WAC 504-36-010 Smoking regulations for campus buildings. Smoking shall be prohibited in certain areas to protect public health and welfare in accordance with chapter 248-152 WAC. Such areas shall be posted "nonsmoking" or "no smoking."

(2) Smoking shall also be prohibited in certain areas designated as a fire safety hazard by the Washington State University fire department consistent with current state and national fire and safety codes.

(3) Smoking may be permitted in certain areas at the discretion of the individual or individuals in charge provided:

(a) These areas are not inconsistent with provisions 1 and 2 above.

(b) Suitable receptacles are provided. Compliance with these rules is the responsibility of the individual in charge. The university police will enforce the regulations as required.

If special privileges are desired, the responsible individual shall submit the request to the university safety officer prior to the event.

[Order 77-2, § 504-36-010, filed 8/3/77; Order 3, § 504-36-010, filed 8/5/71.]

WAC 504-36-020 Control of pets. (1) Pets are not permitted in university buildings.

(2) Pets are not permitted on university property unless under immediate control of their owner.

(3) Pullman Ordinance B-292 is in effect on the Washington State University campus. Thus, pets that are picked up will be impounded at the city dog pound.

[Order 77-2, § 504-36-020, filed 8/3/77; Order 3, § 504-36-020, filed 8/5/71.]

WAC 504-36-030 Spectator events—Safety rules. (1) Protection of the safety and general welfare of students, faculty, performers and officials, and members of

the general public attending or participating in spectator events on the campus is a primary concern of Washington State University.

(2) The following rules of conduct are applicable to all public events of Washington State University, including specifically, but not limited to, Martin Stadium and the Performing Arts Coliseum and to all public areas of the facility wherein the event is held.

(a) Behavior which in the judgment of designated university officials constitutes a disruption of the event or safety hazard for other spectators or participants is prohibited (WAC 504-20-010).

(b) Possession and/or consumption of alcoholic beverages is prohibited. Any such beverages found shall be removed by the possessor or delivered to the custody of designated university officials or their representatives upon request.

(c) Possession of any glass or metal beverage container, or any cooler, basket, knapsack, or other device used for carrying glass or metal beverage containers is prohibited: *Provided*, That this rule shall not apply to personal canteens or thermos bottles or containers made for the purpose of carrying coffee, tea, hot chocolate, or similar hot drinks: *And provided further*, That this rule shall not apply to approved vendors. Any such containers or devices prohibited by this rule shall be removed by the possessor or delivered to the custody of designated university officials or their representatives upon request. Designated officials may provide, but shall not be obligated to provide, a checking service for this purpose. Any checked items may be reclaimed by the owner within 30 minutes following the conclusion of the event. Any unclaimed items will be disposed of in accordance with state laws.

(d) Smoking is prohibited in areas designated as "no smoking."

(e) An individual is entitled to occupy only the seat for which he or she has the proper ticket.

(f) In nonreserved seating sections, blocks of seats will be preempted or saved.

(3) Where there is reasonable cause to believe that persons are, or are attempting to, violate the requirements identified in WAC 504-36-030(2), such person or persons will be denied license or privilege to enter or remain in or upon the premises, and designated officials may take necessary action to deny entry or to remove such persons from the premises.

Failure to vacate the premises upon request of designated university officials may result in subsequent legal process under the laws of the state of Washington.

(4) For purposes of WAC 504-36-030 (1) and (2) designated officials include the president of the university, the executive vice president, and the following officials:

- (a) Director of athletics for athletic events;
- (b) Director of the coliseum for coliseum events;
- (c) Director of student activities for events in the Compton Union Building;
- (d) Chairman, department of speech, for events sponsored by the department of speech;

(e) Chairman, department of music, for events sponsored by the department of music;

(f) Director of the WSR safety division and the chief of the WSU police department;

(g) Officers of the WSU police department when (1) acting at the request of any of the above-named officials to enforce university regulations, or (2) enforcing state laws or local ordinances.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-36-030, filed 6/11/80; Order 77-2, § 504-36-030, filed 8/3/77.]

Chapter 504-40 WAC

LIBRARY POLICIES, RULES AND REGULATIONS

WAC

504-40-010	General policies.
504-40-020	Library patron identification.
504-40-030	Internal use of library materials, facilities, and services.
504-40-040	External use of library resources.
504-40-050	Loan time periods.
504-40-060	Fines and charges.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-40-070	Interlibrary loan. [Order 74-1, § 504-40-070, filed 6/12/74; Order 73-1, § 504-40-070, filed 3/9/73, effective 6/1/73.] Repealed by 81-07-006 (Order 81-1, Resolution No. 1/81-14), filed 3/6/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150.
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WAC 504-40-010 General policies. (1) Washington State University libraries' major functions are to acquire and preserve the corpus of information and knowledge essential to the institution's teaching, research, and service programs; to organize this information and knowledge; to store it; to retrieve it upon demand; and to adapt and to assist in adapting it for most effective use.

The libraries' collections contain this information and knowledge in its physical forms—Books, journals, manuscripts, microforms, films, recordings, maps, magnetic data files, and other resources including equipment significant to the teacher, the student, and the researcher.

(2) Libraries' policies, rules, and regulations are based on the belief that the needs of the university community as a whole take precedence over individual convenience.

(3) Upon request and suitable justification by the library user, exceptions to the regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by a member of the library faculty.

(4) In the libraries' buildings persons are expected to maintain appropriate public behavior. No eating of food or drinking of beverages is allowed in the reading and study areas. Smoking is permitted only where posted.

(5) Consistent violators of libraries' regulations may be subject to appropriate disciplinary action by the university.

(6) As a general rule, the libraries will not release the names of borrowers to other library users.

(7) All of the libraries' policies, rules, and regulations will apply equally to all libraries operated by the Washington State University libraries.

(8) The board of regents reserves the right to add, delete, or modify portions of these rules and regulations, including the fine schedules, in accordance with its regulations and applicable laws.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-010, filed 8/7/81; Order 74-1, § 504-40-010, filed 6/12/74; Order 73-1, § 504-40-010, filed 3/9/73, effective 6/1/73.]

WAC 504-40-020 Library patron identification. (1) Under the regulations governing the use of varying types of resources by different groups of library patrons, the libraries' resources, facilities, and services are available to the Washington State University community, citizens of the state, students, faculty and staff of other academic institutions, and special borrowers not otherwise identified who have been granted permission to borrow library materials.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-020, filed 8/7/81; Order 74-1, § 504-40-020, filed 6/12/74; Order 73-1, § 504-40-020, filed 3/9/73, effective 6/1/73.]

WAC 504-40-030 Internal use of library materials, facilities, and services. (1) Although the largest part of the collection is free to circulate outside the libraries and most of the rest may circulate for restricted periods, certain kinds of materials, due to their nature, are restricted to use within the libraries. These may be freely consulted or read within the libraries.

(a) Reference materials and noncirculating periodicals (bound and unbound) as determined by the unit of the libraries: Selected reference materials and periodicals, normally restricted to internal use, may circulate in very unusual circumstances, usually for a two-hour or one-day period.

(b) Manuscripts, archives, and special collections: These rare, unique, and often irreplaceable materials may be used only within the manuscripts, archives, and special collections unit. Each user must register with the attendant, must take extreme care in handling the materials, must keep intact their exact order and arrangement, and must make all notes in pencil.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-030, filed 8/7/81; Order 74-1, § 504-40-030, filed 6/12/74; Order 73-1, § 504-40-030, filed 3/9/73, effective 6/1/73.]

WAC 504-40-040 External use of library resources. (1) **Borrower identification cards:**

In order to borrow library materials for use outside the libraries, borrowers must present authorized library borrower cards.

(a) Such borrower identification cards are uniformly issued to all members of the university community. Status of the borrower conferred by the card is the responsibility of the issuing authority.

(b) Upon request and proper identification, authorized borrower cards are issued to persons not members of the university community.

(c) A borrower card is authorized for use only by the individual whose name appears on the card.

(d) Cards used in an unauthorized manner or cards reported as lost or stolen may be confiscated.

(e) Each borrower is responsible for keeping the appropriate university office informed of changes of address.

(2) Borrowing of library materials:

(a) Personal pick-up by borrower: Borrowers are expected to pick up library material personally.

(b) Proxy pick-up for faculty: Washington State University faculty may appoint not more than two agents or proxies to borrow on their behalf, but each person appointing proxies must also hold his or her own valid authorized borrower card. Information about proxy identification cards may be obtained from the circulation desk of any library unit.

(c) Library material may be loaned directly by mail to faculty and staff of Washington State University stationed off-campus, and to students enrolled in Washington State University correspondence courses.

(d) Responsibilities of borrowers: Borrowers are responsible for material checked out in their names until such material is returned. Faculty members utilizing agent or proxy borrowers assume the responsibility for all material borrowed in their names by the agent or proxy borrowers.

(3) Date library material is due:

(a) All material borrowed for one day or more is due by the closing time on the "date due" indicated.

(b) Two-hour material loaned overnight is due on the next day the library unit is open, no later than one hour after the opening of the library unit from which such material has been borrowed.

(c) All other hourly material is due at the hour specified.

(4) Return of library material:

(a) Reserve material and periodicals must be returned directly to the unit from which they were borrowed. If they are returned elsewhere, they will be considered returned at the time they are received at the unit from which they were borrowed. Special material may be designated for return to the unit from which it was borrowed.

(b) All other material is considered returned the date it is returned to any unit in the system. This does not include departmental collections not operated by the WSU libraries.

(c) Materials found in after-hours "book returns" are considered to have been returned at the closing time of the previous day.

(5) Holds and recalls:

(a) Holds: Campus borrowers, or any operational unit of the libraries, may place a reservation or HOLD on any material except 2-hour material. A borrower may not place a HOLD on material already checked out to him/herself.

(b) Recalls:

(i) Library material (14-day or longer loan period) on which a HOLD has been placed will be recalled any time after 14 days from the date checked out.

(ii) Library material with 3-day loan periods or longer may be recalled at any time after it has been borrowed if needed for reserve or other restricted status.

(6) Renewal of library material:

(a) Renewals of loaned material are permitted unless material has restricted status or has been requested by another borrower. (See also WAC 504-40-050 (2)(c)(i) and (ii).)

(b) Materials subject to renewal may be renewed:

(i) In person with the materials in hand at the circulation desk where they had been originally checked out.

(ii) By telephoning borrower's identification number and the call numbers and accession numbers of materials to the circulation desk from which they were originally checked out.

(iii) By mail, with borrower's number, call numbers, and accession numbers of the materials.

(c) Overdue material may be renewed subject to the same conditions as similar material not overdue. Fine is assessed for overdue period.

EXCEPTION: Overdue material on which a replacement charge has been assessed must be brought in by the borrower for renewal.

(7) There is no limit to the number of items which may be borrowed at one time, but it is expected that no more than can be actually used within the time limits shall be borrowed.

(8) In accordance with general policy, and upon request and suitable justification by the library user, exceptions to these regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by a member of the library faculty.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150, 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-040, filed 8/7/81; Order 74-1, § 504-40-040, filed 6/12/74; Order 73-1, § 504-40-040, filed 3/9/73, effective 6/1/73.]

WAC 504-40-050 Loan time periods. (1) Basis of loan time periods: The area libraries have established loan time periods based on anticipated demand for the various forms of material by the several classes of users.

(2) Loan time periods:

(a) Serials: (Serials are defined as publications issued in successive parts, usually at regular or stated intervals. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), and memoirs, proceedings, and transactions of societies.)

(i) Noncirculating serials (bound and unbound), including duplicates and reference materials, may not be checked out except, in very unusual circumstances, by special permission.

(ii) Circulating serials (bound and unbound) may be checked out for 2 hours, 1, 3, 7, 14, or 30 days as determined by the chief of the area library. Serials circulating for less than 14 days are not subject to recall except by the library for other restricted status.

(b) Monographs and serials with 14- or 30-day loan periods: (A monograph is defined as an individual book (not a serial).)

(i) The normal loan period for all users is 30 days, subject to recall after 14 days if requested by another patron.

(ii) Books borrowed for the normal loan period by Washington State University faculty and graduate students, if not recalled, may be retained without penalty to the end of the semester. At that time material must be returned or renewed.

(iii) An item may be recalled at any time after it has been borrowed if it is needed for reserve or other restricted status.

(iv) Upon request and suitable justification by the borrowers, a member of the library faculty may grant extended loans up to a semester in length for materials not restricted. Such extended loans may be recalled as specified in WAC 504-40-040 (5)(b)(i).

(c) Reserve materials:

(i) Two-hour reserve: Only one two-hour item may be borrowed by one person at a time. Exceptions may be made if no one else has requested the item. Loan is renewed only if no one else has requested the item. Two-hour items are not subject to recall, or to HOLDS.

(ii) One-, three-, and seven-day reserve: Renewable if there are no requests for them. Three- and seven-day items are subject to recall. Holds may be requested.

(iii) Faculty members (and others) who have placed materials from their personal collections on reserve may request return of such personal possessions at any time.

(d) Special collections and categories:

Certain material is maintained in special collections or has been defined as belonging to special categories. Borrowers should consult a member of the library faculty concerning conditions of use for these materials.

(e) Exceptions:

Upon request and suitable justification by the borrower, exceptions to these regulations may be made. To insure that exceptions are made with full knowledge of the research and instructional needs of the university community, such exceptions may be made only by a member of the library faculty.

[Order 74-1, § 504-40-050, filed 6/12/74; Order 73-1, § 504-40-050, filed 3/9/73, effective 6/1/73.]

WAC 504-40-060 Fines and charges. (1) System-wide applicability of fines and charges:

All borrowers are subject to a uniform system of fines and charges for late return of library materials and for replacement costs when required.

(2) Notice of due dates and overdue materials:

(a) Overdue notices are sent five days subsequent to the date due for all materials on 30-day or longer loan time periods.

(b) For two-hour, and one-, three-, and seven-day materials and special category materials, overdue notices may be phoned if possible, or borrowers may be notified by mail.

(c) Failure to receive a notice or invoice does not exempt the borrower from charges.

(d) Failure to inform the libraries of changes of address does not exempt the borrower from charges.

(3) Payment of fines and charges:

(a) Fines and charges may be paid at the Holland Library circulation desk until the charges have been referred to the controller. Payment may be made by cash, check, or money order. Departmental purchase orders or interdepartmental requisitions and invoices are not acceptable on the basis that fines may not be appropriately paid by departmental, grant, or any other funds controlled by the university.

(b) Failure to pay fines and charges will result in the total amount assessed being referred to the controller's office for collection. The controller may, if other collection methods fail, deduct outstanding fines from the salary warrants of employees to secure payment, or withhold outstanding fines from damage deposits or other funds held for any students. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing copies of student transcripts or to withhold permission to reenroll for an ensuing term until outstanding fines are paid.

(c) Failure to pay fines and charges may also result in revocation of borrowing privileges by the director of libraries.

(4) Fines and charges:

(a) For materials on 30-day or longer loan periods:

The overdue fine is \$0.25 per day beginning the day the material becomes overdue.

EXCEPTION: See WAC 504-40-060 (4)(d) for fines on recalled material.

(b) For materials limited in circulation to two hours or less, including two-hour reserve materials: The overdue fine is \$1.00 for the first hour or fraction thereof and \$0.25 for each succeeding hour or fraction thereof.

(c) For one-, three-, and seven-day materials: The overdue fine is \$1.00 for the first day and \$0.25 for each subsequent day, accumulating from the time the material is due.

EXCEPTION: Reserve materials of this category are fined at \$1.00 for the first day and \$0.50 for each subsequent day.

(d) For recalled material: The fine for recalled material is \$1.00 for the first day and \$0.50 per day thereafter, accumulating from the new assigned "date due" as indicated on the recall notice. The new assigned "date due" is five days after recall is initiated but not, in the case of 30-day material, before the end of the 14-day period assured the original borrower unless material is recalled for reserve or other restricted status. (WAC 504-40-050 (2)(b)(i) as limited by WAC 504-40-050 (2)(b)(iii).)

(e) For materials circulated by special permission but normally categorized as noncirculating: If overdue, fine is \$0.25 per hour.

(f) For audio-visual equipment: The overdue fine is \$0.25 for every hour or fraction thereof.

(g) For materials from instructional media services: Late return of materials from instructional media services' collections are treated as an extended loan by the

user, subject to prorated rental charges based upon the fees listed in films for teaching, the university's film catalog.

(h) Repeated late return by a single user of instructional media services' equipment or materials will be considered grounds for discontinuance of service to that user. A letter of warning will be sent to the offender before final action is taken.

(i) All fines accrue from the time material becomes overdue.

(j) Fines do not accrue when the libraries are closed.

(k) If a loan period has been extended by special permission, the overdue fine is that of the original loan category of the material.

(l) The libraries have the right to reduce or forgive fines and charges for patrons with bona fide excuses for not returning materials when due.

(m) The maximum fine for audio-visual equipment is \$15.00. The maximum fine for two-hour material is \$10.00. The maximum fine for all other Library material is \$7.50.

(5) Replacement charges:

(a) If library material or equipment is lost, or not returned by the time the maximum fine has accumulated, a replacement charge will be assessed.

This replacement charge includes the list price of the material plus a nonrefundable service charge of \$10.00 to cover the costs of searching, correspondence, cataloguing, binding, etc. This replacement charge is added to the maximum fine, and the delinquent borrower is charged this total sum.

(b) If material upon which a replacement charge has been assessed is found and returned within six months of the assessment date, the purchase price of the material will be refunded. The service charge and overdue fine are not refundable.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150, 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-060, filed 8/7/81; Order 74-1, § 504-40-060, filed 6/12/74; Order 73-1, § 504-40-060, filed 3/9/73, effective 6/1/73.]

Chapter 504-44 WAC

PUBLIC RECORDS--INITIATIVE 276

WAC

504-44-010	Purpose.
504-44-020	Definitions.
504-44-030	Description of central and field organization of Washington State University.
504-44-040	Operations and procedures.
504-44-050	Public records available.
504-44-060	Public records officer.
504-44-070	Office hours.
504-44-080	Requests for public records.
504-44-090	Copying.
504-44-100	Exemptions.
504-44-110	Review of denials of public records requests.
504-44-120	Protection of public records.
504-44-130	Records index.
504-44-140	Communications to the university.
504-44-150	Adoption of form.
504-44-990	Appendix A—Request for public records.
504-44-99001	Appendix B—Public records—Request for copies.
504-44-99002	Appendix C—Public records—Request for review.

WAC 504-44-010 Purpose. The purpose of this chapter shall be to ensure compliance by Washington State University 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 73-3, § 504-44-010, filed 7/9/73.]

WAC 504-44-020 Definitions. (1) Public records. "Public record" includes any writing containing information relating to the conduct of government 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) Washington State University. Washington State University is an institution of higher education authority for which is located in chapter 28B.30 RCW. Washington State University shall hereinafter be referred to as the "university." Where appropriate, the term university also refers to the staff and employees of Washington State University.

[Order 73-3, § 504-44-020, filed 7/9/73.]

WAC 504-44-030 Description of central and field organization of Washington State University. Washington State University is an institution of higher education. The administrative offices of the university are located at Pullman, Washington. Agricultural research centers are located at Prosser, Puyallup, Vancouver, Wenatchee, and Mount Vernon, Washington. Cooperative extension offices are maintained in the county seats of all counties in the state. A center for nursing education is located in Spokane, Washington, and a joint center for graduate study in Richland, Washington.

[Order 73-3, § 504-44-030, filed 7/9/73.]

WAC 504-44-040 Operations and procedures. The university is a state institution of higher education authorized initially by our legislature in 1890. The university's major lines exclusively include courses of instruction in agriculture in all its branches and subdivisions, veterinary medicine and economic science in its application to agriculture and rural life. At present the existing statutory authority for the university is contained in chapter 28B.30 RCW. The management of the university, its experiment stations, the care and preservation of all property and buildings, are vested in a

seven-member board of regents appointed by the governor as provided in RCW 28B.30.100. The chief administrative officer of the university is the president, who also serves as secretary to the board of regents.

The day-to-day operations of the university, initially established by policy approved by the regents, are carried through the office of the president and/or his designee.

Inasmuch as the university is not a regulatory state agency, as such, the general public may be guided by consulting the periodic published bulletins and faculty manual. These materials may be consulted for particular information and procedures respecting entry into the university community as a student, employee, or academician.

[Order 73-3, § 504-44-040, filed 7/9/73.]

WAC 504-44-050 Public records available. All public records of the university, as defined in WAC 504-44-020 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 504-44-100.

[Order 73-3, § 504-44-050, filed 7/9/73.]

WAC 504-44-060 Public records officer. The university's public records shall be in the charge of the public records officer designated by the university. The person so designated shall be located in the administration building of the university. The public records officer shall be responsible for the following: The implementation of the university's rules and regulations regarding release of public records, coordinating the staff of the university in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Order 73-3, § 504-44-060, filed 7/9/73.]

WAC 504-44-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the university. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

[Order 73-3, § 504-44-070, filed 7/9/73.]

WAC 504-44-080 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) The university may ask that a request be made in writing upon a form prescribed by the university which shall be available at its administrative office. The form shall be presented to the public records officer, or to any member of the university's staff, if the public records

officer is not available, at the administrative office of the university during customary office hours. The written 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 office, 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 university'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, or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.

[Order 73-3, § 504-44-080, filed 7/9/73.]

WAC 504-44-090 Copying. No fee shall be charged for the inspection of public records. The university may charge a fee per page of copy for providing copies of public records and for use of the university's copy equipment. This charge is the amount necessary to reimburse the university for its actual costs incident to such copying.

[Order 73-3, § 504-44-090, filed 7/9/73.]

WAC 504-44-100 Exemptions. (1) The university reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 504-44-080 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 university 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 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.

[Order 73-3, § 504-44-100, filed 7/9/73.]

WAC 504-44-110 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 or other staff member which constituted or accompanied the denial.

(1989 Ed.)

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the executive vice president or his designee. Such person shall immediately consider the matter and, after consulting with the attorney general's office, either affirm or reverse such 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 university has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 73-3, § 504-44-110, filed 7/9/73.]

WAC 504-44-120 Protection of public records. It is the policy of the agency, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the university, that original copies of records are not to be taken from the university designated area of custody or storage. Any examination and copying of records subject to these regulations is to occur at places designated by the university through the public records officer and/or his designee. The fullest assistance to inquirers and the most timely possible action on requests for information consistent with protection of the public records is to be supplied. In the event of abnormal requests for unusual or potentially exempt records, or in the event of questions not clearly covered by these regulations, the public records officer is to be consulted.

[Order 73-3, § 504-44-120, filed 7/9/73.]

WAC 504-44-130 Records index. (1) The agency shall make available to all persons those indexes that are maintained for agency use regarding certain records issued, adopted or promulgated, namely faculty and staff personnel records, student records, and financial and business records. Due to the complexity of the university, the indexing of all materials subject to chapter 1, Laws of 1973, by the university would be unduly burdensome. Accordingly, the regents have caused to be issued in conjunction with these regulations Order No. 73-2 specifying the reasons why such compliance would be unduly burdensome and would constitute an undue interference with university operations. Nevertheless, it is the policy of the university to make available for public inspection and copying all indexes that exist now or are hereafter created and are maintained for agency use consistent with and in conformity to chapter 1, Laws of 1973, and these regulations as now or hereafter amended.

(2) Availability. The following major sources of records are available at the principal office of the university, c/o French Administration Building, Pullman, Washington 99163, and include but are not limited to faculty and staff personnel records, student records, financial and business records, and construction records. These records together with any indexes promulgated by the university are to be available to all persons under the

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same rules and on the same conditions as generally are applicable to public records subject to these regulations.

[Order 73-3, § 504-44-130, filed 7/9/73.]

WAC 504-44-140 Communications to the university. All communications with the university, including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973, and these rules, requests for copies of the university's decisions and other matters, may be addressed as follows: Washington State University, c/o Public Records Officer, French Administration Building, Pullman, Washington 99163.

[Order 73-3, § 504-44-140, filed 7/9/73.]

WAC 504-44-150 Adoption of form. Washington State University hereby adopts for use forms for requesting review, inspection and/or copy or copies of its records, the forms attached hereto as Appendix A, B, and C, entitled "Request for public records," "Request for copies," and "Request for review."

ORDER NO. 73-2

In keeping with the intent of chapter 1, Laws of 1973, and Chapter IV thereof regarding public records, it is hereby found by the regents that no master index of records and materials concerning statements of policy adopted by the university, covering administrative staff manuals and instructions to the staff, covering planning policies, etc., and staff report studies, consultant reports, etc., envisioned by section 26 thereof exists or is maintained.

The regents further find that the creation of such an index would not correspondingly enhance the efficiency of the university's existing operations to the extent of any effort expended to produce said indices, but rather would cause an undesirable disruption of existing services and performances in attempting to compile same. In addition, it should be recognized that the university does not operate directly as a regulatory body. The regents hereby direct that existing and future indexes of the university's operations be made available to requesters consistent with chapter 1, Laws of 1973, and the regulations regarding public records as they exist now or as they may be amended in the future.

Ordered in open meeting of the regents this 2nd day of June, 1973.

President, Board of Regents

Secretary, Board of Regents

[Order 73-3, § 504-44-150, filed 7/9/73.]

WAC 504-44-990 Appendix A--Request for public records.

REQUEST FOR PUBLIC RECORDS

Washington State University
Public Records Office
332 French Administration Bldg.
Telephone: 335-5511

Section I. IDENTIFICATION. The information Date requested in boxes 1-4 is not mandatory. If provided, it will allow the records office to contact you, if necessary, in connection with your request.

1. Name of Requester

2. Representing (if applicable)

3. Street Address

4. City-State-Zip Code

If there is any particular urgency attached to this request, please indicate the date by which information is needed:

Section II. NATURE OF REQUEST. Please be specific about the records you wish to see. If you do not know the name of the records, make your request in the form of a question. To comply with Chapter IV, Section 26(5), of Initiative 276, please sign the certification below.

I certify that the information obtained as a result of this request for public records will not be used in whole or in part to compile a list for commercial purposes.

Requester's Signature

DO NOT FILL IN BELOW THIS LINE

Section III. REQUEST FOR REVIEW

Requested by _____ Office _____ Telephone _____

Section IV. DISPOSITION OF REQUEST

[Order 73-3, Appendix A (codified as WAC 504-44-990), filed 7/9/73.]

Review requested by Office Telephone

**WAC 504-44-99001 Appendix B--Public records--
Request for copies.**

**PUBLIC RECORDS
REQUEST FOR COPIES**

Washington State University
Public Records Office
332 French Administration Bldg.
Telephone: 335-5511

Reason for Request for Review:

Opinion:

Please indicate the records that you wish to have copied, and number of copies of each. When completed, give this request to a staff member who will accompany you to the cashier and then to the nearest copy center. You will be required to pay for the copies before receiving them.

DESCRIPTION OF MATERIALS TO BE COPIED.

Review made by

Appendix C

[Order 73-3, Appendix C (codified as WAC 504-44-99002), filed 7/9/73.]

Requester's Signature

Appendix B

[Order 73-3, Appendix B (codified as WAC 504-44-99001), filed 7/9/73.]

**WAC 504-44-99002 Appendix C--Public records--
Request for review.**

**PUBLIC RECORDS
REQUEST FOR REVIEW**

Washington State University
Public Records Office
332 French Administration Bldg.
Telephone: 335-5511

A review of the attached request for public records has been requested by the person named below. Note your opinion below and then have your secretary notify the PRO (5-5511) so that the forms may be picked up by our office. Your opinion, as stated, will not be disclosed to the public.