

# Title 132C WAC

## COMMUNITY COLLEGES--OLYMPIC COLLEGE

### Chapters

- 132C-10** Board of trustees--Policies--Bylaws.
- 132C-104** Bylaws and standing orders of governing boards.
- 132C-120** Student conduct code.
- 132C-122** Withholding services for outstanding debts.
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- 132C-280** State Environmental Policy Act rules.
- 132C-285** Grievance procedures.

- 132C-132-100 Assignment. [Order 4975, § 132C-132-100, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-110 Right to return. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-132-110, filed 4/4/80; Order 4975, § 132C-132-110, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132C-12

#### UNIFORM CLASSIFIED PERSONNEL RULES

- 132C-12-010 Uniform classified personnel rules. [Order 6, § 132C-12-010, filed 10/8/70.] Repealed by Order 15, filed 6/18/76. Later promulgation, see Title 251 WAC.

#### Chapter 132C-132

#### RULES AND PROCEDURES FOR IMPLEMENTING REDUCTION IN FACULTY

- 132C-132-010 Procedure for reduction in faculty. [Order 4975, § 132C-132-010, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-020 Review by president. [Order 4975, § 132C-132-020, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-030 The association meets with president. [Order 4975, § 132C-132-030, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-040 The need for reduction. [Order 4975, § 132C-132-040, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-050 Assignment of faculty. [Order 4975, § 132C-132-050, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-060 Consideration of number to be reduced. [Order 4975, § 132C-132-060, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-070 Most necessary services considered. [Order 4975, § 132C-132-070, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-080 Order of layoff. [Order 4975, § 132C-132-080, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.
- 132C-132-090 Seniority. [Order 4975, § 132C-132-090, filed 12/20/74.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.

### Chapter 132C-10 WAC

#### BOARD OF TRUSTEES--POLICIES--BYLAWS

#### WAC

- 132C-10-010 Distribution of printed material on campus.
- 132C-10-015 Publications.
- 132C-10-020 Rental of Olympic College facilities by noncollege organizations or individuals.
- 132C-10-030 Addition of courses to the curriculum.
- 132C-10-035 Deletion of courses from the curriculum.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132C-10-005 Noncollege speakers. [Order, § 132C-10-005, filed 4/15/68.] Repealed by Orders 4928 and 12, filed 12/2/74 and 12/13/74.
- 132C-10-025 Summer school. [Order, § 132C-10-025, filed 4/15/68.] Repealed by Orders 4928 and 12, filed 12/2/74 and 12/13/74.
- 132C-10-040 Name, composition, and powers of the board of trustees. [Order 68-2, § 132C-10-040, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-045 The board of trustees of Community College District Number III. [Order 68-2, § 132C-10-045, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-050 Special provision relating to the board of trustees. [Order 68-2, § 132C-10-050, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-055 Officers of the board. [Order 68-2, § 132C-10-055, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-060 Powers and duties of officers. [Order 7, § 132C-10-060 (3) and (4), filed 10/8/70; Order 68-2, § 132C-10-060, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-065 Committees. [Order 68-2, § 132C-10-065, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-070 Meetings. [Order 7, § 132C-10-070 (1), filed 10/8/70; Order 68-2, § 132C-10-070, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-075 Seal. [Order 68-2, § 132C-10-075, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-080 Board legislation. [Order 68-2, § 132C-10-080, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-085 Procedure. [Order 68-2, § 132C-10-085, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-090 Business procedure. [Order 68-2, § 132C-10-090, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-095 Reduction in staff. [Order 70-1, § 132C-10-095, filed 7/7/70.] Repealed by 82-01-008 (Order 22,

Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.

**WAC 132C-10-010 Distribution of printed material on campus.** Publications, handbills, leaflets, statements, and similar materials EXCEPT THOSE WHICH ARE COMMERCIAL, OBSCENE OR UNLAWFUL IN CHARACTER—may be distributed without review or approval by any regularly enrolled full-time student, faculty or staff member or recognized group of students enrolled at Olympic College. It is to be understood that such materials do not necessarily represent the views of the college, its faculty, student body or staff. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on the campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs.

All such materials shall INDICATE THE NAME OF THE SPONSORING PERSON OR STUDENT ORGANIZATION, and its chairman, by which the distribution is made. Distribution of any printed materials by persons not members of the college community shall be prohibited unless approved in advance by the college president or his designee.

[Order, § 132C-10-010, filed 4/15/68.]

**WAC 132C-10-015 Publications.** All printing requests such as programs, recruitment or departmental brochures, booklets, catalog or any other printed matter that requires an expenditure from college funds must be coordinated through the office of public relations. Help in lay-out and design will be provided. The most economical method of production will be secured and all charges will be made to the appropriate departmental budget.

[Order, § 132C-10-015, filed 4/15/68.]

**WAC 132C-10-020 Rental of Olympic College facilities by noncollege organizations or individuals.** It shall be the policy of Community College District No. 3 to allow rental of the Olympic College facilities when they are not previously scheduled for college use to noncollege organization or any individuals upon approval by the president of the college and in accordance with administrative regulations.

[Order, § 132C-10-020, filed 4/15/68.]

**WAC 132C-10-030 Addition of courses to the curriculum.** In addition to the basic program, additional courses may be offered (1) on a trial basis, (2) as a special service to the community, or (3) to meet a specific occupational need which has not been previously anticipated, when financial and other arrangements are feasible and regulations regarding scheduling and appointment of instructors have been met.

[Order, § 132C-10-030, filed 4/15/68.]

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**WAC 132C-10-035 Deletion of courses from the curriculum.** Courses may be dropped from the curriculum by the same procedure as for addition. Courses not offered in any two consecutive years shall be automatically dropped and deleted from the college catalog.

[Order, § 132C-10-035, filed 4/15/68.]

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

### WAC

- 132C-104-040 Seal.
- 132C-104-060 Regular meetings of the board of trustees.
- 132C-104-07001 Legislative matters.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132C-104-005 Name, composition, and powers of the board of trustees. [Order 4433, § 132C-104-005, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-010 The board of trustees. [Order 4433, § 132C-104-010, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-015 Special provision relating to the board of trustees. [Order 4433, § 132C-104-015, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-020 Officers of the board. [Order 4433, § 132C-104-020, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-025 Powers and duties of officers. [Order 4433, § 132C-104-025, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-030 Committees. [Order 4433, § 132C-104-030, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-035 Meetings. [Order 4433, § 132C-104-035, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-045 Meeting procedures. [Order 4433, § 132C-104-045, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-050 Procedures. [Order 4433, § 132C-104-050, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-055 Gifts. [Order 4433, § 132C-104-055, filed 1/24/74.] Repealed by 78-05-001 (Order 17, Resolution No. 45-0378), filed 4/6/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.
- 132C-104-070 Meetings. [Order 3422, § 132C-104-070, filed 5/15/72.] Repealed by Order 4433, filed 1/24/74.

**WAC 132C-104-040 Seal.** (1) Design. The seal of Olympic College shall be the following form and design:



(2) Use. The seal shall be used only in connection with the transaction of official business of Olympic College.

[Order 4433, § 132C-104-040, filed 1/24/74.]

**WAC 132C-104-060 Regular meetings of the board of trustees.** One regular meeting of the board of trustees shall be held each month. This meeting shall be held on the fourth Tuesday of each month and begin at 7:30 p.m., in the Board Room, College Service Center, Olympic College Campus, 16th and Chester Streets, Bremerton, Washington, or at such other time and place as the board may direct from time to time and as published in the State Register. The location of each meeting is available in the Office of the President, Olympic College, 16th and Chester Streets, Bremerton, Washington.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-024 (Order 23, Resolution No. 51-0585), § 132C-104-060, filed 6/11/85; 78-09-008 (Order 20, Resolution No. 48-0678), § 132C-104-060, filed 8/7/78. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-05-002 (Order 18, Resolution No. 46-0378), § 132C-104-060, filed 4/6/78.]

**WAC 132C-104-07001 Legislative matters.** The board may from time to time designate persons to represent the board and the college in matters requiring action by the legislature or officers of the state of Washington.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-05-002 (Order 18, Resolution 46-0378), § 132C-104-070 (codified as WAC 132C-104-07001), filed 4/6/78.]

### Chapter 132C-120 WAC STUDENT CONDUCT CODE

#### WAC

- 132C-120-010 Preamble.
- 132C-120-015 Freedom of expression.
- 132C-120-020 Freedom of association and organization.
- 132C-120-025 Student participation in college governance.
- 132C-120-030 Student records.
- 132C-120-035 Student publications.
- 132C-120-040 Distribution of printed material on campus.
- 132C-120-045 Commercial activities.
- 132C-120-050 Authority to prohibit trespass.
- 132C-120-055 Emergency procedures.
- 132C-120-060 Right to demand identification.
- 132C-120-065 Violations.
- 132C-120-100 Jurisdiction.

- 132C-120-105 Procedural standards in disciplinary proceedings.
- 132C-120-110 Disciplinary proceedings.
- 132C-120-115 Appeals.
- 132C-120-120 Composition of the student conduct board.
- 132C-120-125 Procedures for student conduct board hearing.
- 132C-120-130 Conduct of disciplinary hearings.
- 132C-120-135 Decision by the student conduct board.
- 132C-120-140 Final decision on disciplinary appeals.
- 132C-120-145 Disciplinary actions.
- 132C-120-150 Readmission after dismissal.
- 132C-120-200 Summary suspension rules.
- 132C-120-205 Initiation of summary suspension proceedings.
- 132C-120-210 Notice of summary suspension.
- 132C-120-215 Permission to enter or remain on campus.
- 132C-120-220 Procedures for summary suspension hearing.
- 132C-120-225 Decision by dean of students.
- 132C-120-230 Failure to appear for summary suspension hearing.
- 132C-120-235 Summary suspension proceedings not duplicitous.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132C-120-070 Investigation of student conduct. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-070, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-075 Status of student pending final action. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-075, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-080 Purpose of adoption of student conduct code. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-080, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-085 Definitions. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-085, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-090 Jurisdiction. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-090, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-095 Right of assembly. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-095, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-155 Evidence admissible in hearings. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-155, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-160 Decision by the student conduct board. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-160, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-165 Final decision regarding disciplinary action. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-165, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

- 132C-120-170 Disciplinary action. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-170, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-175 Readmission after dismissal. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-175, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-180 Summary suspension rules. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-180, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-185 Initiation of summary suspension proceedings. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-185, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-190 Notice of summary proceedings. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-190, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.
- 132C-120-195 Procedures of summary suspension hearing. [Statutory Authority: Chapter 28B.50 RCW. 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-195, filed 4/4/80.] Repealed by 85-13-067 (Order 24, Resolution No. 52-0585), filed 6/18/85. Statutory Authority: Chapter 28B.50 RCW.

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

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

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

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

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

To accomplish these purposes the college is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-010, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-010, filed 4/4/80.]

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

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

In order to insure an atmosphere of open exchange and to insure that the educational objectives of the college are not obscured, the president may prescribe reasonable time, place and manner restrictions for the conduct of the meeting, such as requiring a designated member of the faculty as chairman, or requiring permission for comments and questions from the floor. Likewise, the president may encourage the appearance of one or more additional speakers at the meeting in question or at a subsequent meeting so that other points of view may be expressed.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-015, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-015, filed 4/4/80.]

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

Student organizations must be granted a charter by the college student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a

statement of purpose, criteria for membership, a statement of operating rules or procedures, the name of a faculty member who has agreed to serve as advisor, and otherwise meet all student government requirements for charter. All student organizations must also submit to the student government a list of officers and renew a granted charter as required. In order to qualify for issuance of a charter, membership in a student organization must be open to all students. Affiliation with a noncollege organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met. The charter of a student organization may be withdrawn by the student government for nonconformity to provisions of its charter, the student conduct code, or student government requirements.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-020, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-020, filed 4/4/80.]

**WAC 132C-120-025 Student participation in college governance.** As members of the college community, students will be free, individually and collectively, to express their views on college policy and on matters of general interest to the student body. The constitution of the associated students of Olympic College and the college's administrative procedures provide clear channels for student participation in the formulation and application of institutional policy.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-025, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-025, filed 4/4/80.]

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

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

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

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

Further information concerning the law is available at the office of admissions and records.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-030, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-030, filed 4/4/80.]

**WAC 132C-120-035 Student publications.** Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating student opinion on various

issues on the campus and in the world at large. Financial and legal autonomy is not possible, therefore, Olympic College, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsibilities such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

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

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

(3) It is expected that campus student publications shall have a written editorial policy consistent with the above.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-035, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-035, filed 4/4/80.]

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

All such materials shall indicate the name of the sponsor. Distribution of any printed materials by persons not members of the college community shall be prohibited unless approved in advance by the dean of students or designee.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-040, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-040, filed 4/4/80.]

**WAC 132C-120-045 Commercial activities.** College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such

activities clearly serve Olympic College educational objectives, including but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of a college division or the office of student programs and activities of the college, provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-045, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-045, filed 4/4/80.]

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

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

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

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

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

Any student or person who shall disobey a lawful order given by the college president or designee pursuant to the requirements of this rule shall be subject to disciplinary and/or legal action.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-050, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-050, filed 4/4/80.]

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

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

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

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

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-055, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-055, filed 4/4/80.]

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

prerequisite to admission or the charge for admission to any college activity, or where identification as a student is required in a case of alleged violation of this code, any college employee may demand that any person on college property or at a college activity produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement. Refusal by a student to produce identification as required shall subject the student to disciplinary action.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-060, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-060, filed 4/4/80.]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(o) Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-065, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-065, filed 4/4/80.]

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

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

This code is applicable in all matters of discipline, and any disciplinary action imposed upon a student shall be taken in accordance with this code, unless the disciplinary action was imposed according to separate college policy which the student contractually accepted as a condition to participation in a particular course of study.

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

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

College administrative officers may deny admission to a prospective student or reregistration to a current student if, in their judgment, the student would not be competent to profit from the curricular offerings of the

college, or would, by the student's presence or conduct, create a disruptive atmosphere within the college inconsistent with the purpose of the institution.

When reference in this document is made to a college official, that reference shall be read to include the specified college official or designee.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-100, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-100, filed 4/4/80.]

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

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

In all situations procedural due process requires that the student be informed of the nature of charges against him/her, be given a fair opportunity to refute them, that disciplinary actions not be arbitrary, and that there be provision for appeal of disciplinary actions. Students charged with violation of the student code of conduct shall be informed of their right to due process.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-105, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-105, filed 4/4/80.]

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

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

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

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

(1) Terminate the proceeding, exonerating the accused;

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

(3) Impose minor sanctions directly such as warning, reprimand, restitution, and/or disciplinary probation;

(4) Refer the matter to the student conduct board for a recommendation to the president of the college as to appropriate action;

(5) Recommend to the president of the college that the accused be dismissed.

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

Disciplinary action recommended by the dean of students is final unless the accused exercises his/her right of appeal within five instructional days as provided in WAC 132C-120-115.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-110, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-110, filed 4/4/80.]

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

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

An appeal of a disciplinary action stays enforcement of the action until the appeal process is exhausted or a final decision reached.

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

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

(1) The college president shall appoint three members and an alternate from the faculty.

(2) The president shall appoint one member from the college administration and an alternate.

(3) Three student members and an alternate appointed by the president of the associated students of Olympic College.

(4) The president of the college shall designate a chairman from the membership who shall preside at all meetings and hearings. The chairman shall not vote except to break a tie vote.

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

**WAC 132C-120-125 Procedures for student conduct board hearing.** The student conduct board will hear

and make recommendations to the president of the college on all disciplinary cases referred/appealed to it.

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

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

(1) A statement of the time, place, and nature of the disciplinary hearing.

(2) A statement of allegations and reference to relevant sections of the student conduct code involved.

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

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

The student may be represented by counsel of choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney admitted to practice in any state as counsel, he/she may do so provided that not less than three instructional days notice of the same is given the dean of students.

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

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

The proceedings of the hearing shall be recorded and copies of presented materials retained. Such shall be kept in the dean of students office after use by the student conduct board.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-125, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-125, filed 4/4/80.]

**WAC 132C-120-130 Conduct of disciplinary hearings.** Hearings conducted by the student conduct board will be held in closed session except when the accused requests that students and staff other than those directly involved be invited to attend. If at any time during the



conduct of a hearing invited guests are disruptive of the proceedings, the chairman of the student conduct board may exclude such persons from the hearing room.

Any student or staff member attending the student conduct board hearing as an invited guest who continues to disrupt said proceedings after the chairman of the student conduct board has asked him/her to cease and desist therefrom shall be subject to disciplinary action.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-130, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-130, filed 4/4/80.]

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

(1) That the student or students be exonerated and the proceedings terminated.

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

Disciplinary action recommended by the student conduct board shall be automatically imposed unless the accused exercises his/her right of appeal to the president as provided in WAC 132C-120-115.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-135, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-135, filed 4/4/80.]

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

No hearing shall be held at this stage and the decision of the president shall be final.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-140, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-140, filed 4/4/80.]

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

Disciplinary warnings: Notice to a student either verbally or in writing that he/she has been in violation of the rules of student conduct or has otherwise failed to satisfy the college's expectations regarding conduct.

(1990 Ed.)

Such warnings imply that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

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

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

**Dismissal:** Termination of student status for violation of the code of student conduct. A student may be dismissed only with the approval of the president of the college. Dismissal may be for a stated or for an indefinite period. The notification dismissing a student will indicate, in writing, the term of the dismissal and any special conditions which must be met before readmission. There is no refund of tuition and fees for the quarter in which action is taken but tuition and fees paid in advance for a subsequent quarter are to be refunded.

**Restitution:** The college may demand restitution from individual students for destruction or damage of property. Failure to make arrangements for restitution promptly will result in the cancellation of the student's registration and will prevent the student from reregistration.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-145, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-145, filed 4/4/80.]

**WAC 132C-120-150 Readmission after dismissal.** Any student dismissed from the college for disciplinary reasons may be readmitted only on written petition to the dean of students. Such petitions must indicate how specified conditions have been met and, if the term of the dismissal has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions dismissing students from the college, the president shall approve readmission of any student who has been formerly dismissed from the college for disciplinary reasons.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-150, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-150, filed 4/4/80.]

**WAC 132C-120-200 Summary suspension rules.** The board of trustees of Olympic College recognizes the need to provide the administration with a summary system of student discipline which can swiftly and fairly respond to immediate disorder. Summary suspension rules are not to be construed to supplant provisions of

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the student conduct code or usual disciplinary procedures, but rather to supplement the student conduct code by providing an emergency method of suspension during the pendency of investigation and prosecution of student violations that will subsequently be heard on their merits consistent with student conduct code procedures.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-200, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-200, filed 4/4/80.]

**WAC 132C-120-205 Initiation of summary suspension proceedings.** The college president or designee may suspend any student for not more than ten instructional days pending investigation, action, or prosecution on charges of an alleged student conduct code violation if the president or designee has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of other college community members, or the safety and well-being of the college or its functioning renders the normal disciplinary process ineffectual and commands such suspension.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-205, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-205, filed 4/4/80.]

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

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

(2) That the student charged must appear before the dean of students for a summary suspension hearing at a time specified in the notice.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-210, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-210, filed 4/4/80.]

**WAC 132C-120-215 Permission to enter or remain on campus.** During the period of summary suspension, the student shall not enter any college property or attend any college function other than to meet with the dean of students or attend a summary suspension hearing. However, the dean of students may grant the student special permission to enter the campus for express purposes such as meeting with staff or students in preparation for a hearing.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-215, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-215, filed 4/4/80.]

**WAC 132C-120-220 Procedures for summary suspension hearing.** At the summary suspension hearing, the student against whom the violation or violations are alleged shall have the opportunity of proving to the dean

of students that there is no cause to believe that the violations cited on the notice of summary suspension did occur, and that summary suspension is not necessary or justifiable pursuant to WAC 132C-120-200 through 132C-120-220.

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

The dean of students shall at the time of the summary suspension hearing determine whether there is probable cause to believe that a violation of law or of the code of student conduct has occurred and whether there is cause to believe summary suspension continues to be necessary pursuant to WAC 132C-120-200 through 132C-120-220. In the course of making such decisions the dean may consider only the affidavits and oral testimony of persons who alleged that the student charged has committed a violation of law or the student conduct code and the oral testimony and affidavits submitted by the student charged.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-220, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-220, filed 4/4/80.]

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

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

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

Following the summary suspension hearing, the student shall be provided written notification of findings, conclusions, and disciplinary actions, if any. Notification and any attendant instructions or information will be provided through personal service or sent the student by registered or certified mail at the student's last known address.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-225, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-225, filed 4/4/80.]

**WAC 132C-120-230 Failure to appear for summary suspension hearing.** If a student who has been summarily suspended fails to appear for a summary suspension hearing with the dean of students as required by WAC 132C-120-210, the suspension will automatically stand for its specified duration, after which the dean of students or designee may initiate further disciplinary proceedings against the student as provided in the code of student conduct.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-230, filed 6/18/85.]

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

Records and evidence presented during the course of any facet of a summary suspension proceeding brought against the student shall be available for use by the student and the college in disciplinary proceeding initiated under the code of student conduct.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-235, filed 6/18/85.]

### Chapter 132C-122 WAC

#### WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

##### WAC

- 132C-122-010 Policy.
- 132C-122-020 Notification.
- 132C-122-030 Informal hearing notification.
- 132C-122-040 Procedure for informal hearing.

**WAC 132C-122-010 Policy.** If any person, including faculty, staff, student or former student, be indebted to the institution for an outstanding overdue debt, the institution need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by any such person. The institution reserves the right to set off any funds received from an individual against an outstanding overdue debt.

[Statutory Authority: Chapter 28B.50 RCW. 78-09-009 (Order 19, Resolution No. 47-0678), 132C-122-010, filed 8/7/78.]

**WAC 132C-122-020 Notification.** Upon receipt of such a request for services where there is an outstanding debt due the institution from that person, the institution shall notify the person by first-class mail that the services will not be provided since there is an outstanding debt due the institution, and further that until that debt is satisfied, no such services as are requested will be provided the individual. When the institution exercises its right of set off, the institution shall notify the person by first-class mail of the amount applied and balance due, if any.

[Statutory Authority: Chapter 28B.50 RCW. 78-09-009 (Order 19, Resolution No. 47-0678), 132C-122-020, filed 8/7/78.]

**WAC 132C-122-030 Informal hearing notification.** The letter of notification contained in WAC 132C-122-020 shall also notify the individual that he has a right to a hearing before a person designated by the president of the institution to the extent that he believes the records of the institution are incorrect concerning his indebtedness. The letter shall also indicate that the request for

the hearing must be made within twenty days from the date of mailing said letter.

[Statutory Authority: Chapter 28B.50 RCW. 78-09-009 (Order 19, Resolution No. 47-0678), 132C-122-030, filed 8/7/78.]

**WAC 132C-122-040 Procedure for informal hearing.** Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual in fact owes or owed any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether in fact the institution is correct in withholding services or applying set off for the outstanding debt, and if the outstanding debt is in fact owed by the individual involved, the set off shall remain applied and no further services shall be provided. Notification of this shall be sent to the individual within five days after the hearing. Said decision shall constitute an informal proceeding established by the institution pursuant to the Higher Education Administrative Procedure Act as defined in RCW 28B.19.110.

[Statutory Authority: Chapter 28B.50 RCW. 78-09-009 (Order 19, Resolution No. 47-0678), 132C-122-040, filed 8/7/78.]

### Chapter 132C-276 WAC

#### PUBLIC RECORDS

##### WAC

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**WAC 132C-276-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the Community College District No. 3 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 4020, § 132C-276-010, filed 5/25/73.]

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

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

(3) **COMMUNITY COLLEGE DISTRICT NO. 3.** The Community College District No. 3 is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District No. 3 shall hereinafter be referred to as the "district." Where appropriate, the term district also refers to the staff and board of trustees employees of the district.

[Order 4020, § 132C-276-020, filed 5/25/73.]

**WAC 132C-276-030 Description of central and field organization of Community College District No. 3.** District No. 3 is a community college district organized under RCW 28B.50.040. The administrative office of the district and its staff are located at Olympic College, 16th and Chester, Bremerton, Washington 98310.

[Order 4020, § 132C-276-030, filed 5/25/73.]

**WAC 132C-276-040 Operations and procedures.** The district is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet the fourth Tuesday of each month at 7:30 p.m. in the Art Lecture Room, A-103, Olympic College, unless public notice is given of a special meeting. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Order 4020, § 132C-276-040, filed 5/25/73.]

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

[Order 4020, § 132C-276-050, filed 5/25/73.]

**WAC 132C-276-060 Public records officer.** The district's public records shall be in the charge of the public records officer designated by the college president. The person so designated shall be located in the administrative office of the district. The public records officer shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Order 4020, § 132C-276-060, filed 5/25/73.]

**WAC 132C-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Order 4020, § 132C-276-070, filed 5/25/73.]

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

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the district's staff, if the public records officer is not available, at the administrative office of the district during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested should be given.

(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 4020, § 132C-276-080, filed 5/25/73.]

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

[Order 4020, § 132C-276-090, filed 5/25/73.]

**WAC 132C-276-100 Exemptions.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in

WAC 132C-276-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the district reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer 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 4020, § 132C-276-100, filed 5/25/73.]

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

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

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

[Order 4020, § 132C-276-110, filed 5/25/73.]

**WAC 132C-276-120 Protection of public records.** Requests for public records shall be made in the administration building of Olympic College. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated for their inspection. Copies shall be made at Olympic College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132C-276-090.

[Order 4020, § 132C-276-120, filed 5/25/73.]

**WAC 132C-276-130 Adoption of form.** The district hereby adopts for use by all person requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "Request for public record."

(1990 Ed.)

[Order 4020, § 132C-276-130, filed 5/25/73.]

**WAC 132C-276-990 Appendix A--Request for public record to Community College District No. 3.**

APPENDIX "A"

REQUEST FOR PUBLIC RECORD TO COMMUNITY COLLEGE DISTRICT NO. 3

(a) \_\_\_\_\_  
Signature \_\_\_\_\_ Name (Please Print) \_\_\_\_\_  
\_\_\_\_\_  
Name of Organization, if Applicable \_\_\_\_\_  
\_\_\_\_\_  
Mailing Address of Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_

(b) \_\_\_\_\_  
Date Request Made at Community \_\_\_\_\_ Time of Day \_\_\_\_\_  
College District No. 3 \_\_\_\_\_ Request Made \_\_\_\_\_

(c) Nature of request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Description of Record, or Matter, Requested if not Identifiable by Reference. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request: Approved \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_  
Public Records Officer \_\_\_\_\_

Denied Date \_\_\_\_\_

Reasons for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Referred to \_\_\_\_\_ Date \_\_\_\_\_  
By \_\_\_\_\_  
Public Records Officer \_\_\_\_\_

[Order 4020, Appendix A (codified as WAC 132C-276-990), filed 5/25/73.]

**Chapter 132C-280 WAC  
STATE ENVIRONMENTAL POLICY ACT RULES**

WAC  
132C-280-010 State Environmental Policy Act (SEPA).

**WAC 132C-280-010 State Environmental Policy Act (SEPA).** (1) It shall be the policy of Community College District No. 3 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the state board for community college education as now or hereinafter amended.

(2) In compliance with WAC 197-10-820, the business manager shall be the responsible official for carrying out this policy.

[Order 14, § 132C-280-010, filed 6/18/76.]

## Chapter 132C-285 WAC GRIEVANCE PROCEDURES

WAC

132C-285-010 Grievance procedure.

**WAC 132C-285-010 Grievance procedure.** Any enrolled student or employee of Olympic College who believes he/she has been discriminated against on the basis of a handicap may lodge a formal institutional grievance by:

(1) Step 1: Informal meeting—Requesting an informal meeting with the individual believed to have committed the discriminatory act in an attempt to informally resolve the concern.

(2) Step 2: Official hearing—If not satisfied by the results of the informal meeting, the complainant may request in writing, stipulating a specific grievance(s), a meeting with the college handicap representative (administrative assistant to the president). Within thirty calendar days of receiving a written request, the handicap representative will have arranged a meeting and reported the findings, in writing, to both the complainant and the person to whom the complaint is directed. It shall be at the discretion of the complainant to determine whether the handicap representative will meet with each party separately or in a single meeting.

If the complainant requests a single meeting, the meeting shall be attended by the complainant, the person to whom the complaint is directed, and the handicap representative who will chair the meeting.

(3) Step 3: Presidential appeal—If the complaint is not resolved as a result of the hearing conducted by the handicap representative, either the complainant or the person to whom the complaint is directed may request an appeal to the college president in writing within ten calendar days after receiving the written results of the official hearing. Within fifteen calendar days after receiving a written request, the college president or his designee will conduct a presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(a) The college president or his designee, the handicap representative, the complainant, and the person to whom the complaint is directed, shall attend the presidential appeal hearing. The college president or his designee shall preside.

(b) Either the complainant or the person to whom the complaint is directed may have a reasonable number of witnesses present.

(c) The written findings of the presidential appeal will be considered final. No further intrainstitutional appeal exists.

This procedure is not applicable to applicants for admission or employment.

[Statutory Authority: RCW 28B.50.140(13), 78-02-062 (Order 16), § 132C-285-010, filed 1/23/78.]