

# Title 132D WAC

## COMMUNITY COLLEGES--SKAGIT VALLEY COLLEGE

### Chapters

- 132D-104 Board of trustees.
- 132D-108 Practice and procedure.
- 132D-116 Parking and traffic regulations.
- 132D-120 Student rights and responsibilities.
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- 132D-400 Loss of eligibility--Student athletic participation.

- 132D-10-015 Definition of terms. [Order 3, § 132D-10-015, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-018 Organization. [Order 3, § 132D-10-018, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-021 Compensation. [Order 3, § 132D-10-021, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-024 Election of officers. [Order 3, § 132D-10-024, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-027 Meetings. [Order 3, § 132D-10-027, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-030 Powers and duties. [Order 3, § 132D-10-030, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-033 Appointment of personnel director. [Order 3, § 132D-10-033, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-036 Powers and duties of personnel director. [Order 3, § 132D-10-036, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-037 The appointing authority. [Order 3, § 132D-10-037, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-039 Classification plan--Content. [Order 3, § 132D-10-039, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-042 Amendment. [Order 3, § 132D-10-042, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-045 Allocation. [Order 3, § 132D-10-045, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-048 Interpretation of class specifications. [Order 3, § 132D-10-048, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-051 Use in allocation. [Order 3, § 132D-10-051, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-054 Use in examination. [Order 3, § 132D-10-054, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-057 Statements of general qualifications. [Order 3, § 132D-10-057, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-060 Authority. [Order 3, § 132D-10-060, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06),

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132D-08

#### THE BOARD OF TRUSTEES

- 132D-08-010 The board of trustees. [Order 1, § 132D-08-010, filed 5/16/68.] Repealed by 89-11-023 (Order 89-05), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-08-015 Meetings of the board of trustees. [Order 1, § 132D-08-015, filed 5/16/68.] Repealed by 89-11-023 (Order 89-05), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-08-020 Communications to the board of trustees. [Order 1, § 132D-08-020, filed 5/16/68.] Repealed by 89-11-023 (Order 89-05), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-08-025 General information. [Order 1, § 132D-08-025, filed 5/16/68.] Repealed by 89-11-023 (Order 89-05), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

#### Chapter 132D-10

#### UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF SKAGIT VALLEY COLLEGE

- 132D-10-003 Purpose. [Order 3, § 132D-10-003, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-006 Positions covered by the rules. [Order 3, § 132D-10-006, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-009 Adoption of rules. [Order 3, § 132D-10-009, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-012 Amendment of rules. [Order 3, § 132D-10-012, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06),

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- filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-063 Use of class titles. [Order 3, 132D-10-063, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-066 Compensation plan—General policies. [Order 3, § 132D-10-066, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-069 Content. [Order 3, § 132D-10-069, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-072 Amendment. [Order 3, § 132D-10-072, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-075 Payroll certification. [Order 3, § 132D-10-075, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-078 Hours of work and leaves of absence. [Order 3, § 132D-10-078, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-084 Rest periods. [Order 3, § 132D-10-084, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-087 Holidays. [Order 3, § 132D-10-087, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-096 Annual leave. [Order 3, § 132D-10-096, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-120 Sick leave. [Order 3, § 132D-10-120, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-144 Military training leave with pay. [Order 3, § 132D-10-144, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-147 Military leave without pay. [Order 3, § 132D-10-147, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-150 Leave for civil duty. [Order 3, § 132D-10-150, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-153 Leave of absence without pay. [Order 3, § 132D-10-153, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-165 Absence without authorized leave. [Order 3, § 132D-10-165, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-168 Selection by examination. [Order 3, § 132D-10-168, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-171 Content of announcements of examinations. [Order 3, § 132D-10-171, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-175 Distribution of announcements. [Order 3, § 132D-10-175, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-177 Open competitive examinations. [Order 3, § 132D-10-177, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-180 Promotional examinations. [Order 3, § 132D-10-180, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-183 Forms of applications. [Order 3, § 132D-10-183, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-186 Freedom from bias. [Order 3, § 132D-10-186, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-189 Admission to examination. [Order 3, § 132D-10-189, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-192 Disqualification of applicants. [Order 3, § 132D-10-192, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-195 Original examinations. [Order 3, § 132D-10-195, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-198 Promotional examinations. [Order 3, § 132D-10-198, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-201 Noncompetitive examinations. [Order 3, § 132D-10-201, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-204 Open-continuous examinations. [Order 3, § 132D-10-204, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-207 Conduct of examinations. [Order 3, § 132D-10-207, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-210 Anonymity of applicants. [Order 3, § 132D-10-210, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-212 Merit lists. [Order 3, § 132D-10-212, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-215 Layoff lists. [Order 3, § 132D-10-215, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-228 Unranked lists. [Order 3, § 132D-10-228, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-231 Duration of eligible lists. [Order 3, § 132D-10-231, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-261 Removal of names from eligible lists. [Order 3, § 132D-10-261, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-264 Comparable lists. [Order 3, § 132D-10-264, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-267 Availability of eligibles. [Order 3, § 132D-10-267, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-270 Request for employees. [Order 3, § 132D-10-270, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

- 132D-10-273 Method of certification. [Order 3, § 132D-10-273, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-276 Ranked lists. [Order 3, § 132D-10-276, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-279 Related lists. [Order 3, § 132D-10-279, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-281 Selection. [Order 3, § 132D-10-281, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-284 Probationary appointments. [Order 3, § 132D-10-284, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-287 Provisional appointments. [Order 3, § 132D-10-287, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-290 Transfer. [Order 3, § 132D-10-290, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-293 Demotion. [Order 3, § 132D-10-293, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-296 Probationary period—Purpose. [Order 3, § 132D-10-296, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-299 Duration. [Order 3, § 132D-10-299, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-302 Removal during probational period. [Order 3, § 132D-10-302, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-305 Demotion during probationary period. [Order 3, § 132D-10-305, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-308 Separation. [Order 3, § 132D-10-308, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-311 Resignation. [Order 3, § 132D-10-311, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-314 Reduction in force—Layoff. [Order 3, § 132D-10-314, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-317 Dismissal. [Order 3, § 132D-10-317, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-320 Abandonment of position. [Order 3, § 132D-10-320, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-323 Disciplinary action. [Order 3, § 132D-10-323, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-326 Suspension. [Order 3, § 132D-10-326, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-329 Demotion. [Order 3, § 132D-10-329, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-332 Who may appeal from disciplinary action. [Order 3, § 132D-10-332, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-335 Procedures for hearing appeals. [Order 3, § 132D-10-335, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-338 Agreements between agencies and employee organizations. [Order 3, § 132D-10-338, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-341 Notice of intent by bargaining unit. [Order 3, § 132D-10-341, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-344 Determination of bargaining unit. [Order 3, § 132D-10-344, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-347 Bargaining factors. [Order 3, § 132D-10-347, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-350 Certification by director—Notice of petition. [Order 3, § 132D-10-350, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-353 Election of representative organization—Notice. [Order 3, § 132D-10-353, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-356 Election rules—Ballots. [Order 3, § 132D-10-356, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-359 Majority of votes required. [Order 3, § 132D-10-359, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-362 Representation upon certification. [Order 3, § 132D-10-362, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-365 Decertification. [Order 3, § 132D-10-365, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-368 Personnel matters. [Order 3, § 132D-10-368, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-371 Grievance procedure. [Order 3, § 132D-10-371, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-374 Payroll deduction. [Order 3, § 132D-10-374, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-377 One year duration. [Order 3, § 132D-10-377, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-380 Filing—Conflict with Civil Service Act. [Order 3, § 132D-10-380, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-383 Conferences on disputes. [Order 3, § 132D-10-383, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

- 132D-10-386 Hearing on disputes. [Order 3, § 132D-10-386, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-389 Service ratings. [Order 3, § 132D-10-389, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-392 Education and training. [Order 3, § 132D-10-392, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-395 Outside course work. [Order 3, § 132D-10-395, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-398 Classes during working hours—Compensation—Authorization. [Order 3, § 132D-10-398, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-401 Special training programs. [Order 3, § 132D-10-401, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-404 Political activity. [Order 3, § 132D-10-404, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-407 Outside employment. [Order 3, § 132D-10-407, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-408 Employment of more than one member of a family. [Order 3, § 132D-10-408, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-410 False statements—Fraud. [Order 3, § 132D-10-410, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-413 Bribery. [Order 3, § 132D-10-413, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-416 Interference by officials. [Order 3, § 132D-10-416, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-419 Penalties. [Order 3, § 132D-10-419, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-422 Discrimination. [Order 3, § 132D-10-422, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-425 Personnel records. [Order 3, § 132D-10-425, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-428 Roster. [Order 3, § 132D-10-428, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-431 Reports to the personnel director. [Order 3, § 132D-10-431, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-10-434 Public records. [Order 3, § 132D-10-434, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

#### Chapter 132D-12

#### PETITION FOR PROMULGATION, AMENDMENT OR REPEAL OF RULE

- 132D-12-010 Interested persons may petition the board for promulgation, amendment or repeal of rule. [Order 2,

§ 132D-12-010, filed 5/16/68.] Repealed by 89-09-038 (Order 89-03), filed 4/14/89. Statutory Authority: RCW 28B.50.140.

- 132D-12-015 Contents of petition. [Order 2, § 132D-12-015, filed 5/16/68.] Repealed by 89-09-038 (Order 89-03), filed 4/14/89. Statutory Authority: RCW 28B.50.140.

- 132D-12-020 Consideration of petition. [Order 2, § 132D-12-020, filed 5/16/68.] Repealed by 89-09-038 (Order 89-03), filed 4/14/89. Statutory Authority: RCW 28B.50.140.

#### Chapter 132D-14

#### RULES OF CONDUCT AND ENFORCEMENT PROCEDURES

- 132D-14-010 Purpose for adopting rules. [Order 1-70, § 132D-14-010, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-020 Definitions. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-020, filed 11/15/79; Order 1-70, § 132D-14-020, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-030 Jurisdiction. [Order 1-70, § 132D-14-030, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-040 Academic dishonesty. [Order 1-70, § 132D-14-040, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-050 Alcoholic beverages. [Order 1-70, § 132D-14-050, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-060 Campus traffic regulations. [Order 1-70, § 132D-14-060, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-070 Civil disturbances. [Order 1-70, § 132D-14-070, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-080 Classroom conduct. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-080, filed 11/15/79; Order 1-70, § 132D-14-080, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-090 Commercial activities. [Order 1-70, § 132D-14-090, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-100 Criminal violations. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-100, filed 11/15/79; Order 1-70, § 132D-14-100, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-110 Distribution of printed and other materials. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-110, filed 11/15/79; Order 1-70, § 132D-14-110, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-120 Drugs and narcotics. [Order 1-70, § 132D-14-120, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-130 Property damage. [Order 1-70, § 132D-14-130, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-14-140 Right of assembly or demonstration. [Order 1-70, § 132D-14-140, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-150 Speakers on campus. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-150, filed 11/15/79; Order 1-70, § 132D-14-150, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-160 Trespass. [Order 1-70, § 132D-14-160, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-170 Delegation of disciplinary authority. [Order 1-70, § 132D-14-170, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-180 Right to demand identification. [Order 1-70, § 132D-14-180, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-190 Purpose of disciplinary action. [Order 1-70, § 132D-14-190, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-200 Summary suspension. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-200, filed 11/15/79; Order 1-70, § 132D-14-200, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-210 Initial disciplinary proceedings. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-210, filed 11/15/79; Order 1-70, § 132D-14-210, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-220 Appeal of disciplinary action taken by the assistant to the president for student affairs. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-220, filed 11/15/79; Order 1-70, § 132D-14-220, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-230 Composition and structure of the college disciplinary court. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-230, filed 11/15/79; Order 1-70, § 132D-14-230, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-240 Procedures for hearing before the college disciplinary court. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-240, filed 11/15/79; Order 1-70, § 132D-14-240, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-250 Conduct of disciplinary hearings. [Order 1-70, § 132D-14-250, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-260 Evidence admissible in hearings. [Order 1-70, § 132D-14-260, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-270 Decision by the college disciplinary court. [Order 1-70, § 132D-14-270, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-280 Final decision regarding disciplinary action. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-280, filed 11/15/79; Order 1-70, § 132D-14-280, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-290 Disciplinary action. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-290, filed 11/15/79; Order 1-70, § 132D-14-290, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-300 Appeal of disciplinary action to the all-college judiciary committee. [Order 1-70, § 132D-14-300, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-310 Final appeal. [Order 1-70, § 132D-14-310, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-320 Civilian prosecution. [Order 1-70, § 132D-14-320, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-330 Effective date of the rules of conduct. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-330, filed 11/15/79; Order 1-70, § 132D-14-330, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-340 Prior rules. [Order 1-70, § 132D-14-340, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-14-350 Severability. [Order 1-70, § 132D-14-350, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

## Chapter 132D-16

## PARKING AND TRAFFIC REGULATIONS

- 132D-16-010 Purpose for adopting rules. [Order 2-70, § 132D-16-010, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapter 132D-116 WAC.
- 132D-16-020 Definitions. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-020, filed 11/15/79; Order 2-70, § 132D-16-020, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-030 Applicable traffic rules and regulations. [Order 2-70, § 132D-16-030, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-040 Permits required for vehicles on campus. [Order 2-70, § 132D-16-040, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-050 Authorization for issuance of permits. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-050, filed 11/15/79; Order 2-70, § 132D-16-050, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-060 Valid permit. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-060, filed 11/15/79; Order 2-70, § 132D-16-060, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-070 Display of permit. [Order 2-70, § 132D-16-070, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

- 132D-16-080 Transfer of permits. [Order 2-70, § 132D-16-080, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-090 Permit revocation. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-090, filed 11/15/79; Order 2-70, § 132D-16-090, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-100 Right to refuse permit. [Order 2-70, § 132D-16-100, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-110 Right to appeal permit revocation or refusal to grant permit. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-110, filed 11/15/79; Order 2-70, § 132D-16-110, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-120 Responsibility of person to whom permit issued. [Order 2-70, § 132D-16-120, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-130 Designation of parking space. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-130, filed 11/15/79; Order 2-70, § 132D-16-130, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-140 Parking within designated spaces. [Order 2-70, § 132D-16-140, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-150 Day parking. [Order 2-70, § 132D-16-150, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-160 Night parking. [Order 2-70, § 132D-16-160, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-170 Regulatory signs and directions. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-170, filed 11/15/79; Order 2-70, § 132D-16-170, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-180 Speed. [Order 2-70, § 132D-16-180, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-190 Pedestrian's right of way. [Order 2-70, § 132D-16-190, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-200 Special traffic and parking regulations and restrictions authorized. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-200, filed 11/15/79; Order 2-70, § 132D-16-200, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-210 Two-wheeled motor bikes or bicycles. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-210, filed 11/15/79; Order 2-70, § 132D-16-210, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-220 Report of accidents. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-220, filed 11/15/79; Order 2-70, § 132D-16-220, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-230 Exceptions from traffic and parking restrictions. [Order 2-70, § 132D-16-230, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-240 Enforcement. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-240, filed 11/15/79; Order 2-70, § 132D-16-240, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-250 Issuance of traffic tickets. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-250, filed 11/15/79; Order 2-70, § 132D-16-250, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-260 Fines and penalties. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-260, filed 11/15/79; Order 2-70, § 132D-16-260, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-270 Appeal of fines and penalties. [Order 2-70, § 132D-16-270, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-280 Liability of college. [Order 2-70, § 132D-16-280, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-290 Delegation of authority. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-290, filed 11/15/79; Order 2-70, § 132D-16-290, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-300 Effective date. [Order 2-70, § 132D-16-300, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
- 132D-16-310 Severability. [Order 2-70, § 132D-16-310, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

**Chapter 132D-18  
PUBLIC RECORDS**

- 132D-18-010 Purpose. [Order, § 132D-18-010, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-020 Definitions. [Order, § 132D-18-020, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-030 Description of organization. [Order, § 132D-18-030, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-040 Operations and procedures. [Order, § 132D-18-040, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-050 Substantive rules and policies of general applicability. [Order, § 132D-18-050, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-060 Public records available. [Order, § 132D-18-060, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-070 Public records officer. [Order, § 132D-18-070, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

- 132D-18-080 Office hours. [Order, § 132D-18-080, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-090 Requests for public records. [Order, § 132D-18-090, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-100 Copying. [Order, § 132D-18-100, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-110 Determination regarding exempt records. [Order, § 132D-18-110, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-120 Review of denials of public record requests. [Order, § 132D-18-120, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-130 Protection of public records. [Order, § 132D-18-130, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-140 Records index. [Order, § 132D-18-140, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-18-150 Adoption of form. [Order, § 132D-18-150, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- Chapter 132D-20**  
**NEGOTIATIONS BY ACADEMIC PERSONNEL**
- 132D-20-010 Purpose. [Order, § 132D-20-010, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-020 Definitions. [Order, § 132D-20-020, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-030 Certification election—Request. [Order, § 132D-20-030, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-040 Election to determine scope of bargaining unit—Request. [Order, § 132D-20-040, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-050 Designation of election officer. [Order, § 132D-20-050, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-060 Certification election—Notice of election. [Order, § 132D-20-060, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-070 Election to determine scope of bargaining unit—Notice of election. [Order, § 132D-20-070, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-080 Certification election—Organizations to appear on ballot. [Order, § 132D-20-080, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-090 List of eligible voters. [Order, § 132D-20-090, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-100 Certification election—Preparation of ballot. [Order, § 132D-20-100, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-110 Election to determine scope of bargaining unit—Preparation of ballot. [Order, § 132D-20-110, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-120 Voter registration. [Order, § 132D-20-120, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-130 Voting in person or by absentee ballot. [Order, § 132D-20-130, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-140 Protection of voter privacy. [Order, § 132D-20-140, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-150 Election inspectors and observers. [Order, § 132D-20-150, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-160 Electioneering prohibited at polls. [Order, § 132D-20-160, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-170 Incorrectly marked ballots. [Order, § 132D-20-170, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-180 Challenged ballots. [Order, § 132D-20-180, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-190 Absentee ballots. [Order, § 132D-20-190, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-200 Employees present at polls entitled to vote—Ballot boxes sealed—Unused ballots. [Order, § 132D-20-200, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-210 Duties of election inspectors. [Order, § 132D-20-210, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-220 Counting of ballots. [Order, § 132D-20-220, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-230 Challenged ballots—When counted. [Order, § 132D-20-230, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-240 Certification election—Lack of majority vote. [Order, § 132D-20-240, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-250 Certification of election results. [Order, § 132D-20-250, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-260 Contest of election. [Order, § 132D-20-260, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-270 Certification election—Certification of representative employee organization. [Order, § 132D-20-270, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-280 Election to determine scope of bargaining unit—Certification of scope of bargaining unit. [Order, § 132D-20-280, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
- 132D-20-290 Time lapse for new election. [Order, § 132D-20-290, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

#### Chapter 132D-36

##### STATE ENVIRONMENTAL POLICY ACT RULES

132D-36-010 Implementation of State Environmental Policy Act. [Order 76-3, § 132D-36-010, filed 12/22/76.] Repealed by 89-09-042 (Order 89-02), filed 4/14/89. Statutory Authority: RCW 28B.50.140.

#### Chapter 132D-104 WAC

##### BOARD OF TRUSTEES

##### WAC

132D-104-010 The board of trustees.  
132D-104-020 Meetings of the board of trustees.  
132D-104-030 Communication to the board of trustees.  
132D-104-040 General information.

**WAC 132D-104-010 The board of trustees.** The government of Community College District No. 4 (Skagit Valley College) is vested in a five-person board of trustees. The trustees are appointed by the governor, and serve five-year terms and/or until their successors are appointed. Annually at its June meeting, the board elects a chairperson and vice chairperson who serve for a term of one year and until their successors are elected from the membership of the board.

[Statutory Authority: RCW 28B.50.140. 89-11-023 (Order 89-05), § 132D-104-010, filed 5/11/89.]

**WAC 132D-104-020 Meetings of the board of trustees.** The board customarily holds monthly meetings on the second Tuesday of each month at such place as it may designate. Notices of the time and place of all regular and special meetings shall be governed by the requirements of the Open Public Meetings Act, chapter 42.30 RCW.

[Statutory Authority: RCW 28B.50.140. 89-11-023 (Order 89-05), § 132D-104-020, filed 5/11/89.]

**WAC 132D-104-030 Communication to the board of trustees.** Persons who wish to bring a matter to the attention of the board of trustees may do so by submitting written communications to the Executive Secretary of the Board of Trustees, President's Office, Skagit Valley College, 2405 College Way, Mount Vernon, Washington 98273.

[Statutory Authority: RCW 28B.50.140. 89-11-023 (Order 89-05), § 132D-104-030, filed 5/11/89.]

**WAC 132D-104-040 General information.** Information concerning admissions to the college may be obtained from the Office of Student Affairs, Skagit Valley College, 2405 College Way, Mount Vernon, Washington 98273.

Additional and detailed information concerning the various programs of the college may be obtained from the catalog, copies of which are available upon writing the registrar.

[Statutory Authority: RCW 28B.50.140. 89-11-023 (Order 89-05), § 132D-104-040, filed 5/11/89.]

#### Chapter 132D-108 WAC

##### PRACTICE AND PROCEDURE

##### WAC

132D-108-010 Adoption of model rules of procedure.  
132D-108-020 Appointment of presiding officers.  
132D-108-030 Method of recording.  
132D-108-040 Application for adjudicative proceeding.  
132D-108-050 Brief adjudicative procedures.  
132D-108-060 Discovery.  
132D-108-070 Procedure for closing parts of the hearings.  
132D-108-080 Recording devices.  
132D-108-090 Petitions for stay of effectiveness.

**WAC 132D-108-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05-.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-010, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-020 Appointment of presiding officers.** The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-020, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-030, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-040 Application for adjudicative proceeding.** An application for an adjudicative proceeding shall be in writing. Application forms are available at the following address:

President's Office  
2405 E. College Way  
Mount Vernon, WA 98273



Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-040, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings. The procedural rules in chapter 132D-120 WAC apply to these proceedings;
- (4) Parking violations. The procedural rules in chapter 132D-116 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132D-400 WAC.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-050, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. 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 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-060, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-070 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within twenty days of receiving the request.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-070, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-080 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132D-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-080, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-090 Petitions for stay of effectiveness.** Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers, who entered the final order.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-090, filed 2/16/90, effective 3/19/90.]

**Chapter 132D-116 WAC**  
**PARKING AND TRAFFIC REGULATIONS**  
(Formerly chapter 132D-16 WAC)

**WAC**

- 132D-116-010 Authority.
- 132D-116-020 Purpose.
- 132D-116-030 Definitions.
- 132D-116-040 Applicable traffic rules and regulations.
- 132D-116-050 Parking and traffic responsibility.
- 132D-116-060 Permits required for motor vehicles on campus.
- 132D-116-070 Authorization for issuance of permits.
- 132D-116-080 Parking fees.
- 132D-116-090 Valid permits.
- 132D-116-100 Display of permit.
- 132D-116-110 Transfer of permits.
- 132D-116-120 Permit revocation.
- 132D-116-130 Right to appeal permit revocation.
- 132D-116-140 Responsibility of permit holder.
- 132D-116-150 Right to refuse permit.
- 132D-116-160 Allocation of parking spaces.
- 132D-116-170 Parking within designated spaces.
- 132D-116-180 Night parking.
- 132D-116-190 Regulatory signs and directions.
- 132D-116-200 Speed limit.
- 132D-116-210 Special traffic and parking regulations authorized.
- 132D-116-220 Two-wheeled motor bikes or bicycles.
- 132D-116-230 Report of accidents.
- 132D-116-240 Enforcement.
- 132D-116-250 Issuance of traffic citations.
- 132D-116-260 Fines and penalties.
- 132D-116-270 Appeal of fines and penalties.
- 132D-116-280 Liability of college.
- 132D-116-290 Effective date.
- 132D-116-300 Severability.

**WAC 132D-116-010 Authority.** Pursuant to the authority granted by RCW 28B.50.140(10), the board of trustees of Community College District No. 4 empowers the dean of administrative and student services to make rules and regulations for pedestrian and vehicular traffic on property owned, operated or maintained by the college district.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-010, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-020 Purpose.** The rules and regulations contained in this chapter are established for the following purposes:

- (1) To protect and control pedestrian and vehicular traffic on property owned, operated and maintained by the college district.
- (2) To assure access at all times for emergency traffic.
- (3) To minimize traffic disturbances.

(4) To facilitate the operation of the college by assuring access for vehicles.

(5) To regulate the use of parking spaces.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-020, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-030 Definitions.** For the purposes of this chapter, the following definitions and terms shall apply:

(1) **Board:** The board of trustees of Community College District No. 4, state of Washington.

(2) **Campus:** Any or all real property owned, operated, controlled or maintained by Community College District No. 4, state of Washington.

(3) **College:** Skagit Valley College and any other community college centers or facilities established within Community College District No. 4.

(4) **Faculty members:** Any employee of Community College District No. 4 who is certified to teach in a community college in the state of Washington.

(5) **College disciplinary court:** The court system established by chapter 132D-120 WAC.

(6) **Security officer:** An employee of the college accountable to the dean of administrative and student services and responsible for campus security, safety, and parking and traffic control.

(7) **Staff:** The administrative and classified members employed by the college.

(8) **Students:** Any person enrolled at the college.

(9) **Vehicle:** An automobile, truck or other such vehicle and two-wheeled vehicles powered by a motor.

(10) **Visitor:** Persons who come upon the campus as guests, and persons who lawfully visit the campus for purposes which are in keeping with the college's role as an institution of higher learning in the state of Washington.

(11) **Permanent permit:** A permit which is valid for a college quarter, year or a portion thereof.

(12) **Temporary permit:** A permit issued in lieu of a permanent permit for a period determined on the permit.

(13) **Handicapped permit:** A permit issued to a person with a physical, mental or sensory impairment.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-030, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-040 Applicable traffic rules and regulations.** The traffic rules and regulations which are applicable upon the campus are:

(1) The motor vehicle and traffic codes of the state of Washington.

(2) Local traffic ordinances of the respective college facilities established within Community College District No. 4.

(3) The traffic rules and regulations of federal, state or local agencies who rent, lease or otherwise provide facilities for the use of the college.

(4) The rules and regulations described in this chapter.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-040, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-050 Parking and traffic responsibility.** The responsibility for parking and traffic management on campus shall be vested in the dean of administrative and student services and his or her appointed security officer(s) or designee(s).

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-050, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-060 Permits required for motor vehicles on campus.** Students, faculty members, staff members, guests and visitors shall not stop, park or leave a vehicle whether attended or unattended upon the campus without a parking permit issued pursuant to this chapter; provided, the permit shall not be required of visitors who park in specifically marked visitor areas and the exemptions from traffic and parking restrictions set forth in this chapter.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-060, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-070 Authorization for issuance of permits.** Parking permits shall be issued to students, faculty members, staff members, guests and visitors of the college pursuant to the following regulations:

(1) The dean of administrative and student services is authorized to issue parking permits to students upon the registration of their vehicle with the college at the beginning of each academic period; provided, the academic period shall not include summer school.

(2) Faculty, staff, and employees may be issued parking permits if they register their vehicle upon employment with the college.

(3) Temporary visitor parking permits or special parking permits may be issued by the dean of administrative and student services or his or her designee(s) if issuance enhances the business or operation of the college.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-070, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-080 Parking fees.** Fees for parking in designated areas will be established by the board of trustees.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-080, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-090 Valid permits.** The following are valid parking permits, provided they are properly displayed and unexpired:

(1) A permanent permit.

(2) A temporary permit.

(3) A handicapped permit.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-090, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-100 Display of permit.** (1) A permanent permit shall be displayed affixed to the inside of the rear window on the lower left corner directly behind the driver. If the vehicle is a convertible or has no rear window, the permit shall be affixed to the top center of the windshield.

(2) Permits for motorcycles shall be affixed in visible locations.

(3) A special or temporary parking permit shall be placed within the vehicle where it can be plainly observed.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-100, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-110 Transfer of permits.** Parking permits are not transferable.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-110, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-120 Permit revocation.** Parking permits are the property of the college and may be recalled by the dean of administrative and student services or his or her designee(s) for any of the following reasons:

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

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-120, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-130 Right to appeal permit revocation.** When a parking permit has been recalled as provided by this chapter, such action may be appealed pursuant to WAC 132D-120-230 through 132D-120-290.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-130, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-140 Responsibility of permit holder.** The permit holder is responsible for the vehicle to which the permit is affixed. Therefore, he or she will be held responsible for any violations charged to that vehicle. However, an operator of a vehicle will not be relieved of responsibility for violating any rule of this chapter simply because he or she is not also the permit holder.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-140, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-150 Right to refuse permit.** The dean of administrative and student services may refuse to issue a parking permit when it is deemed in the best interests of the college to do so.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-150, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-160 Allocation of parking spaces.** The parking space available on campus shall be allocated by the dean of administrative and student services or his or her designee(s), in such a manner as will best effectuate the objectives [of] this chapter.

(1) Faculty and staff spaces will be so designated for their use; and

(2) Student spaces will be so designated for their use; provided, physically handicapped students may be granted special permits to park in close proximity to the classrooms used by such students; and

(3) Parking space will be designated for use of visitors on campus.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-160, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-170 Parking within designated spaces.** (1) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to this chapter.

(2) Parking in designated areas will be strictly enforced between the hours of 7 a.m. and 4 p.m., Monday through Friday.

(3) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(4) In areas marked for diagonal parking, vehicles shall be parked at a forty-five degree angle, facing in, with no part of the vehicle extending more than two feet beyond the yellow line or barrier.

(5) In areas marked for parallel or right-angle parking, space or stall markings will be observed.

(6) No vehicle shall be parked so as to occupy any portion of more than one space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall will not constitute an excuse for a violation of this section.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-170, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-180 Night parking.** Night students, faculty members, visitors and guests may park in any of the spaces or stalls designated in this chapter on a first-come, first-served basis between the hours of 4 p.m. and 7 p.m. Whidbey students are restricted to the student parking lots on the Whidbey Campus at all times.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-180, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-190 Regulatory signs and directions.** The dean of administrative and student services or his or her designee(s) is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the college. Such signs, barricades, structures, markings and directions shall be so made and placed as (in the opinion of the dean of administrative and student services or his or her designee(s)) will best achieve the goals of this chapter.

(1) Drivers of vehicles shall obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by a campus security officer controlling and regulating traffic.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-190, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-200 Speed limit.** No vehicle shall be operated on the campus at a speed in excess of ten miles per hour or in excess of the posted speed limit.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-200, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-210 Special traffic and parking regulations authorized.** Upon special occasions causing additional and/or heavy traffic and during emergencies, the dean of administrative and student services or his or her designee(s), is authorized to impose additional traffic and parking regulations to achieve the objectives of this chapter.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-210, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-220 Two-wheeled motor bikes or bicycles.** (1) All two-wheeled vehicles powered by a motor or foot shall park in spaces designated by the security officer.

(2) No vehicle shall be ridden on the sidewalks on campus at any time unless authorized by the dean of administrative and student services or his or her designee(s).

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-220, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-230 Report of accidents.** The operator of any vehicle involved in an accident on campus where injury or death of any person results, or where either or both vehicles is damaged in any amount, shall within twenty-four hours make a written report of the accident to the dean of administrative and student services. This report does not relieve any person so involved in an accident from his or her responsibility to file a state of Washington motor vehicle accident report.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-230, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-240 Enforcement.** (1) Enforcement of the parking rules and regulations will begin the first week of classes of fall quarter and will continue until the end of spring quarter. These rules and regulations will not be enforced during summer quarter, Saturdays, Sundays and official college holidays.

(2) The dean of administrative and student services or his or her designee(s), shall be responsible for the enforcement of the rules and regulations contained in this chapter. The dean of administrative and student services is authorized to delegate this responsibility to the campus security officer or other subordinates.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-240, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-250 Issuance of traffic citations.** The dean of administrative and student services, his or her appointed security officer, or his or her designee(s)

may issue citations for any violations of these rules and regulations. Such citations shall include the date, approximate time, vehicle identification number, infraction, name of the issuing officer and schedule of fines. The traffic citations may be served in person, by mail, or by attaching a copy to a prominent place on the outside of the vehicle.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-250, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-260 Fines and penalties.** The dean of administrative and student services or his or her designee(s) is authorized to impose fines and penalties for the violation of rules and regulations contained in this chapter.

(1) The following \$5.00 citations will be issued for any of the following violations of the campus parking regulations. The fee will be reduced to \$2.00 if paid within 24 hours.

- (a) No valid parking permit displayed.
- (b) Parking out of designated parking space.
- (c) Overtime parking.
- (d) Occupying more than one parking space.
- (e) Blocking traffic.
- (f) Parking in a reserved or restricted area.
- (g) Parking in a driveway or walkway.
- (h) Parking on grass or landscaped area.
- (i) Failure to display handicapped permit.

(2) A \$10.00 fine will be issued for any of the following violations of the campus parking regulations:

(a) Use of forged, stolen, or transferred parking permits.

(b) Parking in a loading zone.

(3) A \$15.00 fine, also subject to being towed away at the owner's expense, will be issued for any of the following violations of the campus parking regulations:

(a) Parked in any space designated as handicapped parking where the parked vehicle does not have a handicapped permit.

(b) Parked at an area designated as a fire lane.

(4) The dean of administrative and student services or his or her designee(s), shall be authorized to impound vehicles parked on college property.

(a) Vehicles left abandoned on college property for an unreasonable duration are subject to impoundment by the college, pursuant to state law. An unreasonable duration is a period greater than five working days.

(b) Vehicles in violation of subsection (3) may be impounded.

(c) Vehicles involved in more than two violations of these regulations within a twelve-month period are subject to impoundment.

(d) Impoundment and storage expenses shall be borne by the owner of the impounded vehicle.

(e) The college shall not be liable for loss or damage of any kind resulting from such impoundment and storage.

(f) Impoundment of a vehicle does not remove the obligation for any fines associated with the citation.

(5) An accumulation of traffic violations by a student will be cause for disciplinary action, and the dean of administrative and student services shall initiate disciplinary proceedings against such student pursuant to chapter 132D-120 WAC.

(6) Fines will be paid in the front office at the registration window.

(7) Unpaid fines will be referred to the registration office for notation. When fines are unpaid, transcripts, quarterly grade reports, or permission to reregister may be withheld.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-260, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-270 Appeal of fines and penalties.** Any fines and penalties levied against a violator of the rules and regulations in this chapter may be appealed pursuant to the provisions of chapter 132D-120 WAC.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-270, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-280 Liability of college.** Except for the college owned and/or operated vehicles, the college assumes no liability under any circumstances for vehicles on campus.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-280, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-290 Effective date.** These regulations shall be effective on the date of filing with the code reviser.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-290, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-300 Severability.** If any provision of this chapter is adjudged by a court to be unconstitutional, the remaining provisions shall continue in effect.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-300, filed 12/1/88, effective 1/1/89.]

## Chapter 132D-120 WAC

### STUDENT RIGHTS AND RESPONSIBILITIES

#### WAC

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**WAC 132D-120-010 Title.** This chapter shall be known as the code of student rights and responsibilities of Skagit Valley College.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-010, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-020 Definitions.** As used in this chapter, the following words and phrases shall be defined as follows:

(1) "Academic dishonesty" shall mean plagiarism, cheating on examinations, fraudulent representation of student work product or other similar act of academic dishonesty.

(2) "Alcoholic beverages" shall mean the definition of liquor as contained within RCW 66.04.010(15) as now law or hereafter amended.

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

(4) "ASSVC" shall mean the associated students of Skagit Valley College as defined in the constitution of that body.

(5) "Board" shall mean the board of trustees of Community College District No. 4, state of Washington.

(6) "Chief administrative officer" shall mean the president of Skagit Valley College and president of Community College District No. 4, state of Washington.

(7) "College" shall mean Skagit Valley College, and any other community college centers or facilities established within Community College District No. 4.

(8) "College facilities" shall mean and include any and all personal property and real property including all buildings and appurtenances affixed thereon or attached thereto district-wide.

(9) "Demonstrations" shall mean any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons, or group of persons.

(10) "Disciplinary action" shall mean and include a warning, reprimand, probation, suspension, or dismissal

of any student by the dean of administrative and student services issued pursuant to this chapter for the violation of any designated rule or regulation of the rules of conduct for which a student is subject to disciplinary action.

(11) "Controlled substance" shall mean and include any drug or substance as defined in chapter 69.50 RCW as now law or hereafter amended.

(12) "Faculty" shall mean and include any full-time or part-time academic employee of the district whose assignment is one of a combination of instruction, counseling or library services.

(13) "Rules of conduct" shall mean those rules contained within this chapter as now exist or which may be hereafter amended, the violation of which subjects a student to disciplinary action.

(14) "Student," unless otherwise qualified, shall mean and include any person who is registered for classes at the college.

(15) "College disciplinary court" shall mean the judicial body provided in this chapter.

(16) "Trespass" shall mean the definition of trespass as contained within chapter 9A.52 RCW, as now law or hereafter amended.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-020, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-030 Jurisdiction.** (1) All rules herein adopted shall apply to every student whenever said student is present upon or in any college facility and whenever said student is present at or engaged in any college-sponsored activity which is held on or in non-college facilities.

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

(3) Statutory authority of the Revised Code of Washington cited in this document is on file and available in the office of the dean of administrative and student services.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-030, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-040 Student rights.** The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate, and disrespectful conduct, and sexual harassment.

(2) Due process.

(a) The rights of students to be secure in their persons, quarters, papers and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(c) A student accused of violating this code of student rights and responsibilities is entitled, upon request, to procedural due process as set forth in this chapter.

(3) Distribution and posting. Students may distribute or post printed or published material subject to official procedures printed and available in the office of student programs and activities.

(4) Off-campus speakers. Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the office of student affairs.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-040, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-050 Student responsibilities.** Any student shall be subject to disciplinary action as provided for in this chapter who, either as a principle actor, aider, abettor or accomplice as defined in RCW 9A.08.020 interferes with the personal rights or privileges of others or the educational process of the college; violates any provision of this chapter; or commits any of the following personal, property or status offenses which are hereby prohibited:

(1) Personal offenses.

(a) Assault, reckless endangerment, intimidation or interference upon another person in the manner set forth in RCW 9A.36.010, 9A.36.020, 9A.36.030, 9A.36.040, 9A.36.050 or 28B.10.570 through 28B.10.572 as now or hereafter amended.

(b) Disorderly, abusive, or bothersome conduct. Disorderly or abusive behavior which interferes with the rights of others or which obstructs or disrupts teaching, research, or administrative functions.

(c) Failure to follow instructions. Inattentiveness, inability, or failure of student to follow instructor's instructions, thereby infringing upon the rights and privileges of other students.

(d) Illegal assembly, obstruction or disruption. Any assembly or other act which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.

(e) False complaint. Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.

(f) False alarms. 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.

(g) Sexual harassment. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.

(2) Property offenses.

(a) Theft and robbery. Theft of the property of the district or of another as defined in the RCW 9A.56.010—9A.56.050 and 9A.56.100 as now law or hereafter amended.

(b) Malicious mischief. Intentional or negligent damage to or destruction of any college facility or other public or private real or personal property.

(c) Unauthorized use of college equipment and supplies. Converting of college equipment or supplies for personal gain or use without proper authority.

(3) Status offenses.

(a) Cheating and plagiarism. Submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.

(b) Forgery or alteration of records. Forging or tendering any forged records or instruments, as defined in RCW 9A.60.010—9A.60.020 as now law or hereafter amended, of any district record or instrument to an employee or agent of the district acting in his official capacity as such.

(c) Refusal to provide identification in appropriate circumstances. Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.

(d) Illegal entry. Entering any administrative or other employee 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.

(e) Smoking. Smoking in any classroom or laboratory the library, or in any college facility or office posted "no smoking" or any other smoking not complying with chapter 70.160 RCW.

(f) Controlled substances. Using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance as defined in chapter 69.50 RCW as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.50.410 as now law or hereafter amended.

(g) Alcoholic beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of alcoholic beverage on college property, with the exception of sanctioned events,

approved by the dean of administrative and student services or his or her designee(s) and in compliance with the Alcoholic Beverage Use Policy of the college and other state law.

(h) Weapons, explosives, and dangerous chemicals. Illegal or unauthorized use or possession of any device or substance which can be used to inflict bodily harm or to damage real or personal property.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-050, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-060 Trespass.** The dean of administrative and student services or his or her designee(s) shall have the authority and power to prohibit the entry or withdraw the license or privilege of any person or group of persons to enter into or remain in any college property or facility. Such power and authority may be exercised to halt any event which is deemed to be unreasonably disruptive of order or impedes the movement of persons or vehicles or which disrupts or threatens to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college. Any individual who disobeys a lawful order given by the dean of administrative and student services, or his or her designee(s), shall be subject to disciplinary action and/or charges of criminal trespass.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-060, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-070 Delegation of disciplinary authority.** The dean of administrative and student services, or his designee(s), shall have authority to administer the disciplinary action prescribed in this chapter. The president shall be informed of all student dismissals, suspensions or probation proceedings by the dean of administrative and student services, or his or her designee(s).

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-070, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-080 Disciplinary action.** The following disciplinary actions are hereby established and shall be imposed upon violators of the rules of conduct enumerated in this chapter, and pursuant to the right of appeal as outlined in this chapter.

(1) Disciplinary warning. Verbal notice to a student by the dean of administrative and student services, or his or her designee(s) that she/he has violated the rules of conduct as outlined in this chapter or has otherwise failed to satisfy the college's expectations regarding conduct. Such warnings imply that continuing or repeating the specific violation or engaging in other misconduct will result in one of the more serious disciplinary actions described below. Formal files or records will not be kept on informal verbal warnings.

(2) Disciplinary reprimand. Formal action censuring a student for violating the rules of conduct as outlined in WAC 132D-120-050. Reprimands shall be made in writing to the student by the dean of administrative and student services, or his or her designee(s), with copies

placed on file in the office of student affairs. A reprimand shall indicate to the student that continuing or repeating the specific violation involved will result in one of the more serious disciplinary actions described below.

(3) Disciplinary probation. Formal action by the dean of administrative and student services, or his or her designee(s), placing conditions upon the student's continued attendance for violation of WAC 132D-120-050. Notice shall be made in writing and shall specify the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specific term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(4) Limited dismissal. Temporary dismissal from the college and termination of the person's student status for violation of WAC 132D-120-050. Notice shall be given in writing and specify the duration of the dismissal and any special conditions which must be met before readmission.

(5) Expulsion. Permanent termination of a student's status for violation of WAC 132D-120-050. Notice must be given in writing. There shall be no refund of fees for the quarter in which the action is taken but fees paid in advance for a subsequent quarter will to be refunded.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-080, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-090 Initial disciplinary proceedings.** (1) All disciplinary proceedings will be initiated by the dean of administrative and student services or his or her designated representative. The student may be placed on suspension pending commencement of disciplinary action, pursuant to the conditions set forth in WAC 132D-120-160.

(2) Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting with the dean of administrative and student services, or his or her designated representative, and will be informed of what provision or provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from disciplinary proceedings.

(3) After considering the evidence in the case and interviewing the accused student, if the accused student has appeared at the scheduled conference, the dean of administrative and student services may take any of the following actions: (a) terminate the proceeding, exonerating the student or students; (b) dismiss the case after whatever counseling and advice the dean of administrative and student services deems appropriate; (c) impose verbal warning to the student directly, not subject to the student's right of appeal as provided in this chapter; (d) impose additional sanctions of reprimand, probation, limited dismissal or expulsion, subject to the student's right of appeal as provided in the following provisions.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-090, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-100 Appeals--Generally.** (1) Appeals contesting any disciplinary action may be made by the student(s) involved. Such appeals shall be made in the following order:

(a) Disciplinary action taken by the dean of administrative and student services, or his or her designee(s) may be appealed to the college disciplinary court, which may, at the request of the student(s), hear the case de novo.

(b) Disciplinary recommendations made by the college disciplinary court may be appealed by the student to the president of the college. The president shall review the record of the proceedings which gave rise to the appeal, as well as the recommendations made by the dean of administrative and student services and the college disciplinary court. The president's decision shall be final.

(2) Any appeal by a student receiving a disciplinary sanction must meet the following conditions: (a) the appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and (b) the appeal must be filed within ten working days from the date on which the student was notified that disciplinary action was being taken.

(3) All appellate decisions shall be sent from the office of the dean of administrative and student services. Written decisions shall include the signatures of the college disciplinary court.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-100, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-110 Composition and structure of the college disciplinary court.** (1) The college disciplinary court shall be composed of a chief justice, associate chief justice and seven associate justices selected as follows:

(a) The chief justice shall be a student in good academic standing at the college, and s/he shall be appointed by the ASSVC president for a one-year term; and

(b) The associate chief justice shall be a faculty member or administrator appointed by the president of the college for a three-year term; and

(c) The associate justices shall be selected as follows:

(i) Four associate justices shall be students in good academic standing appointed by the ASSVC president for one-year terms; and

(ii) Two associate justices shall be faculty members selected by the faculty for two-year terms; and

(iii) One associate justice shall be an administrator appointed by the president of the college for a two-year term; and

(iv) Members of the college disciplinary court shall be chosen by no later than October 15 of each academic year.

(d) A chief justice, associate chief justice, and associate justices shall serve during their term of office as set forth above and until their successors are appointed or elected.

(2) If any member of the college disciplinary court is unable to consider a particular disciplinary proceeding for any reason (including but not limited to conflict of



interest, matters of conscience or related reasons), such members shall abstain from considering the issues. If the chief justice and associate chief justice abstain pursuant to the above procedure, the members of the college disciplinary court shall elect a temporary chief justice who will preside over the court.

(3) The chief justice, or in his or her absence the associate chief justice except under circumstances described in subparagraph (2) above, shall preside over all court proceedings in cases relating to student violation of the rules of conduct established by this chapter. The presiding officer of the college disciplinary court shall exercise the powers and duties usually granted to the presiding officer of a judicial body including but not limited to the power to make rulings on all evidentiary procedural matters heard in the course of the disciplinary hearing.

(4) A quorum for all proceedings of the college disciplinary court shall consist of the chief justice, or in his or her absence the associate chief justice, and at least four associate justices; provided, in the event that the chief justice and associate chief justice have been replaced in accordance with subparagraph (2) above, the college disciplinary court shall meet to elect a temporary chief justice.

[Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-110, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-120 Hearing procedures before the college disciplinary court.** (1) The college disciplinary court shall conduct a hearing within fourteen working days after disciplinary action has been referred to the court.

(2) Where a person is charged with an offense punishable by suspension, limited dismissal, or termination of his or her relationship with the institution, and where the person (a) waives the opportunity for an informal hearing, or (b) by his conduct (in the judgment of the hearing officer) makes it impossible to conduct an informal hearing, or (c) is dissatisfied with the results of the informal hearing; that person is entitled to a formal hearing conducted according to the provisions of RCW 28B.19.110 and the guidelines of this chapter. Where a formal hearing is neither required by law nor requested by the student or the college, the matter may be resolved informally. Informal hearings before the college disciplinary court shall be conducted in any manner which will bring about a prompt, fair resolution of the issue.

(3) The college disciplinary court will hear and decide cases referred to it by the dean of administrative and student services or by appeal as specified in WAC 132D-120-090. The court shall prepare a written opinion which shall include findings of fact, conclusions, and recommendations.

(4) The student has a right to a fair and impartial hearing before the college disciplinary court on any charge of violating the rules of conduct. The student's failure to cooperate with the court's hearing procedures, however, shall not preclude the college disciplinary court from making its findings of fact, conclusions and recommendations.

(5) Written notice of the time and place of the hearing before the college disciplinary court shall be given to the student by personal service or certified mail. Such notice shall be afforded not less than ten calendar days in advance of the hearing and shall be issued by the office of the dean of administrative and student services. The notice shall include:

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

(b) A statement of the specific charges against him or her including reference to the particular sections of the rules of conduct involved; and

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

(6) The student shall be entitled to:

(a) Hear and examine the evidence against him or her and be informed of the identity of its source; and

(b) Present evidence in his or her own behalf and to cross-examine witnesses testifying on behalf of the college as to factual matters; and

(c) Take depositions upon oral examination or written interrogatories. Discovery shall be done according to the rules of civil procedure or by a less formal method where all parties agree.

(7) The student may be represented by counsel of his or her choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney admitted to practice in the state of Washington as counsel, notice thereof must be tendered by the student to the dean of administrative and student services at least five working days prior to the hearing.

(8) In all disciplinary proceedings, the college may be represented by a designee appointed by the dean of administrative and student services; that designee may then present the college's case against the student accused of violating the rules of conduct; provided, that in those cases in which the student elects to be represented by a licensed attorney, the dean of administrative and student services may elect to have the college represented by an assistant attorney general.

(9) The dean of administrative and student services shall designate a recorder to take notes during the hearing and to prepare a written summary of all evidence, facts, and testimony presented to the college disciplinary court during the course of the hearing. The proceedings of the hearing shall also be tape-recorded.

(10) The record in a formal hearing shall contain: (a) All documents, motions and intermediate rulings; and (b) evidence received and considered; and (c) a statement of matters officially noticed; and (d) questions and offers of proof, objections and rulings thereon.

(11) All records of disciplinary proceedings shall be maintained in the office of the dean of administrative and student services and shall be available only during the course of the disciplinary proceedings to the college disciplinary court, the student and his/her attorney, and any other college official designated by the president.

(12) Following the conclusion of the disciplinary proceeding, access to records of the case and hearing files

will be limited to those designated by the college president.

(13) Proceedings of the college disciplinary court shall be presided over by a presiding officer as provided in WAC 132D-120-110 and 132D-120-120.

(14) Following final disposition of the case and any appeals therefrom, the president may direct the destruction of any records of any disciplinary proceedings, provided that such destruction is in conformance with the requirements of chapter 40.14 RCW.

(15) The time of the hearing may be advanced by the college disciplinary court at the request of the student or continued for good cause.

(16) Hearings conducted by the college disciplinary court generally will be held in closed session; provided, the accused student may request the hearing to be held in open session.

(17) If at any time during the conduct of a hearing visitors disrupt the proceedings, the presiding officer of the college disciplinary court may exclude such persons from the hearing room.

(18) Any student of the college attending the disciplinary court hearing who continues to disrupt the proceedings after the presiding officer has asked him/her to cease or to leave the hearing room, shall be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-120, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-130 Evidence admissible in hearings.** (1) Only those matters presented at the hearing, in the presence of the accused student, except where the student fails to attend after receipt of proper notice, will be considered in determining whether the college disciplinary court has sufficient cause to believe that the accused student is guilty of violating the rules he or she is charged with having violated. Hearsay evidence is admissible.

(2) The presiding officer of the college disciplinary court shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

(3) Evidence or testimony to be offered by or on behalf of the student in extenuation or mitigation shall not be presented or considered until all substantive evidence or testimony has been presented.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-130, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-140 Decision by the college disciplinary court.** (1) Upon conclusion of the disciplinary hearing, the college disciplinary court shall consider all the evidence therein presented and decide by majority vote whether to uphold the decision of the dean of administrative and student services or to recommend institution of any of the following actions:

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

(b) That the college impose any of the disciplinary actions as provided in this chapter.

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(2) Within seven working days of the conclusion of the hearing, the student will be provided with a copy of the court's findings of fact and conclusions regarding what occurred and whether the student did violate any rule or rules of the code of conduct. The court shall also advise the student of his or her right to present, within ten calendar days, a written statement to the president of the college appealing the recommendation of the college disciplinary court.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-140, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-150 Final appeal.** (1) Any student feeling aggrieved by the findings or conclusions of an appeal pursuant to WAC 132D-120-140 may appeal the same in writing by directing an appeal to the president within ten calendar days following notification of the student of the action taken by the college disciplinary court. The president may, at his discretion, suspend any disciplinary action pending determination of the merits of the findings, conclusions and disciplinary actions imposed. In the consideration of such an appeal, the president shall base his findings and decision only on the official written record of the case and on any reports or recommendations of the college disciplinary court and the dean of administrative and student services.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-150, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-160 Summary suspension proceedings.** (1) Ordinarily, disciplinary sanctions will be imposed only after the appropriate informal or formal hearing has taken place and after the student has, if he or she so chooses, exercised his or her right to appeal. However, if the dean of administrative and student services or his or her designee(s) has cause to believe that any student (a) has committed a felony; or (b) has violated any provision of this chapter; and (c) presents an imminent danger either to himself or herself, other persons on the college campus or to the educational process; that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, or shall be personally served. Summary suspension is appropriate only where (c) can be shown, either alone or in conjunction with (a) or (b).

(2) The notice shall be entitled "Notice of summary suspension proceedings" and shall state: (a) The charges against the student including reference to the provisions of WAC 132D-120-050 or statutory law involved; and (b) that the student charged must appear before the dean of administrative and student services or his or her designee(s) at a time specified in the notice for a hearing. The hearing shall be held as soon as possible after the summary suspension.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-160, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-170 Procedures of summary suspension hearing.** (1) The summary suspension hearing shall be considered an informal hearing. The hearing must be conducted as soon as possible and the dean of

administrative and student services or his or her designee(s) shall preside.

(2) The dean shall decide whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-170, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-180 Decision by the dean of administrative and student services.** If the dean, following the summary suspension hearing, finds that there is probable cause to believe that: (1) The student against whom specific violations are alleged has committed one or more such violations and (2) summary suspension of that student is necessary for the safety of the student, other students or persons on college facilities, the educational process of the institution, or to restore order to the campus; and (3) such violation or violations constitute grounds for disciplinary action as provided for in WAC 132D-120-050; then the dean of administrative and student services may continue to enforce the suspension of the student from college and may impose any other disciplinary action appropriate.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-180, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-190 Notice of suspension.** (1) If a student's summary suspension is upheld or if the student is otherwise disciplined, the student will be provided written notice of that fact including the dean of administrative and students services' findings of fact and conclusions which lead the dean to believe that the summary suspension should continue.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by certified and regular mail at the student's last known address within three working days following the conclusion or the hearing with the dean of administrative and student services.

(3) The notice of suspension shall stipulate the duration of the suspension or nature of the disciplinary action and conditions under which the suspension may be terminated.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-190, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-200 Suspension for failure to appear.** The dean of administrative and student services is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-200, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-210 Appeals from summary suspension hearing.** (1) Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the college disciplinary court. No such appeal

shall be entertained, however, unless (a) the student has first appeared before the dean or administrative and students services at the hearing called for in WAC 132D-120-190; and (b) the student has been officially notified of the outcome of the that hearing; and (c) summary suspension or another disciplinary sanction has been upheld; and (d) the appeal conforms to the standards set forth in WAC 132D-120-100(2).

(2) The college disciplinary court shall, within five working days, conduct a formal hearing according to the provisions of WAC 132D-120-120. Appeals from summary suspension take precedence over other matters before the court.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-210, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-220 Final decision.** The president or his or her designee(s) shall review the findings and conclusions of the dean in conjunction with the recommendations of the college disciplinary court and will issue a final decision within three days.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-220, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-230 Student grievances.** The purpose of this section is to protect each student's freedom of expression in the classroom; to protect each student against improper disclosure of the students' views, beliefs and political associations; to protect each student from improper, arbitrary or capricious academic evaluation as evidenced by the student's final course grade; and to afford each student reasonable protection against arbitrary or capricious actions taken outside the classroom by other members of the college community.

Skagit Valley College is committed to protecting the rights and dignity of each individual in the campus community. Therefore, the college will not tolerate discrimination of any kind, at any level.

Further, it is the policy of Skagit Valley College to provide an environment in which students can work and study free from sexual harassment or sexual intimidation. Sexual harassment occurs in a context of unequal power and is a form of sexual discrimination. As such, it is a violation of Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments.

Sexual harassment of a student is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when: (a) Submission to the conduct is either explicitly or implicitly a term or condition of an individual's academic standing; and/or (b) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-230, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-240 Grievances excluded from this section.** (1) A student may not use the provisions of this

section as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in earlier sections of the student rights and responsibilities code.

(2) Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community college education or the board of trustees of Community College District No. 4 shall not be grievable matters.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-240, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-250 Grievance procedures—Generally.** If a student believes he or she has been unfairly treated by an officer of the college, faculty member or a member of the college staff, the student may pursue the matter on two levels. First, the student may follow an informal procedure. Second, if the informal procedure fails to satisfy the grievant, he or she may file an official grievance and request a hearing before the grievance review committee. The student may waive his or her right to have the matter resolved informally. In either case, the student must initiate proceedings with the college within twenty days of the occurrence which gave rise to the grievance.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-250, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-260 Informal grievance procedure.** (1) A student wishing to pursue an informal resolution to his or her grievance may first contact the student activities office. That office will serve as a source of information and direction for grievants and shall advise students as to the most effective means of resolving their grievance. This service is optional.

(2) A student may instead, as a first step in the informal grievance procedure, contact the faculty or staff member with whom he or she has a grievance and attempt to resolve the matter through direct discussion.

(3) If direct discussion does not resolve the grievance to the student's satisfaction, the student shall take the matter to the faculty/staff member's immediate supervisor. The supervisor shall serve as a mediator and will attempt to resolve the matter promptly and fairly.

(4) If the efforts of the supervisor also fail to satisfy the grievant, the supervisor shall forward the complaint to the appropriate associate dean who shall, within three working days, decide how best to resolve the grievance. The associate dean shall issue a written opinion.

(5) The student shall be notified of this decision and shall also be informed of his or her right to file a petition to have the grievance heard before the grievance review committee.

(6) The informal grievance procedure shall be completed in fifteen working days unless all parties agree to more time.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-260, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-270 Informal grievance procedure—Sexual harassment and sex and handicapped discrimination.** (1) Any student alleging a violation of Title IX of the Education Amendments of 1972 (sex discrimination) or section 504 of the Rehabilitation Act of 1973 (handicapped discrimination) shall, as a first step in the informal grievance procedure, contact the Title IX/Sec. 504 ombudsman. The student may contact the student activities office for the name and location of the ombudsman.

(2) The ombudsman shall:

(a) Provide information about informal and formal options within and outside the college.

(b) Intervene, if requested by either party, in order to resolve the problem to the satisfaction of all.

(3) If the ombudsman is unable to resolve the grievance, the student may file an official grievance requesting a hearing before the grievance review committee and is entitled to all appeals beyond that committee.

(4) Consultations with the ombudsman shall be strictly confidential until the ombudsman begins to act as mediator.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-270, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-280 Grievance review committee procedures.** (1) Any grievance not resolved informally may be appealed to the grievance review committee for a hearing. The grievant shall petition the committee by obtaining an official grievance form from the student activities office. That petition shall be made within five working days of the notice of decision in the informal proceedings.

(2) When a petition for review is filed, the student shall either (a) be assigned an advocate, or (b) waive his or her right to an advocate, or (c) notify the college of his or her retention of an attorney. Where the student is represented by an attorney, the college may be represented by an assistant attorney general.

(3) The student's completed official grievance form shall be distributed to all members of the grievance review committee.

(4) The registrar shall chair the grievance review committee and its members shall be chosen as follows:

(a) Two faculty members appointed by the executive dean of educational services; and

(b) Two students appointed by the president of the associated students of Skagit Valley College; and

(c) Two classified staff members appointed by the classified staff training committee.

(5) The grievance review committee may call any witnesses and hear any testimony needed to reach a prompt, fair resolution of the grievance. The proceedings before the committee shall not be considered a formal, trial-type hearing. However, where requested by the student and approved by the president, or where required by RCW 28B.19.110, a formal hearing (to be conducted in accordance with WAC 132D-120-120) may be granted.

(6) Within three working days of the conclusion of the hearing, the committee shall issue a written recommendation. All parties shall receive a copy of this recommendation.

(7) In the case of instructional grievances, the committee's recommendations shall be sent to the executive dean of educational services. In all other cases, the committee's recommendations shall be forwarded to the dean of administrative and student services. The appropriate dean shall, within three working days, accept, modify, or reject the recommendations of the grievance review committee.

(8) All parties shall be notified of the dean's decision within five working days.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-280, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-290 Final decision regarding the appeal procedure—Extra-institutional appeals.** (1) Where the student is not satisfied by the dean's decision, he or she may appeal that decision to the president of the college provided that such appeal is made within five working days of the student's receipt of notice of the decision. (2) The president will review the record of the case prepared by the committee together with any appeal statement and will deliver a written acceptance of the registrar's decision or directions as to what other course of action shall be taken, within ten instructional days after receiving the appeal.

(2) This decision shall constitute final agency action by the college.

(3) A student who was granted a formal hearing by the president of the college and who feels aggrieved by the institution's final decision, may petition for judicial review of that decision according to the provisions of RCW 28B.19.150.

(4) For further review in sexual or handicapped discrimination cases, the grievant may send appeals or inquiries to:

(a) Regional Director, Office of Civil Rights, HEW; 29011-3rd Avenue, M.S. 510, Seattle, WA 98121;

(b) The Equal Opportunity Commission; 1321-2nd Avenue, Seattle, WA 98101;

(c) Human Rights Commission; 402 Evergreen Plaza Building, 7th and Capitol Way, Olympia, WA 98504.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-290, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-300 Nature of grievance proceedings.** All hearings growing out of a student-initiated grievance, including appeals to the office of the president, shall remain closed unless all parties to the grievance agree on an open hearing.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-300, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-310 Withdrawal of grievance.** (1) At any time during the grievance procedure, the grievant may officially withdraw the grievance in writing.

(2) In the event the grievant or appellant fails to appear for any scheduled hearing without prior notification

or evidence of extenuating circumstances, this shall be considered to constitute withdrawal of the grievance or appeal.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-310, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-320 Administrative, faculty and staff grievances.** Any administrator, faculty member or staff member who is the subject of a student's grievance and who is dissatisfied with the results of any level of the student grievance proceedings shall file a grievance under the appropriate grievance procedure established by Skagit Valley College.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-320, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-330 Prior rules.** The rules contained within this chapter supersede all former rules relating to student conduct and student grievances.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-330, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-340 Severability.** If any provision of this chapter is adjudged by a court to be unconstitutional, the remaining provisions shall continue in effect.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-340, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-350 Effective date of the rules of conduct.** The rules contained within this chapter shall become effective January 1, 1989.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-350, filed 12/1/88, effective 1/1/89.]

## Chapter 132D-122 WAC

### WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

#### WAC

132D-122-010 Policy.

132D-122-020 Notification.

132D-122-030 Procedure for brief adjudicative proceeding.

**WAC 132D-122-010 Policy.** If any person, including faculty, staff, student or former student, is indebted to the institution for an outstanding overdue debt, the institution need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by such person.

[Statutory Authority: RCW 28B.50.140. 89-09-039 (Order 89-04), § 132D-122-010, filed 4/14/89.]

**WAC 132D-122-020 Notification.** (1) Upon receiving a request for services where there is an outstanding debt due the institution from the requesting 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 person shall be told that until the debt is satisfied, no such services as are requested will be provided.

(2) The letter of notification shall also state that the person has a right to a brief adjudicative proceeding before a person designated by the president of the institution. The proceeding must be requested within twenty days of the date of mailing notification of refusal to provide services.

[Statutory Authority: RCW 28B.50.140. 89-09-039 (Order 89-04), § 132D-122-020, filed 4/14/89.]

**WAC 132D-122-030 Procedure for brief adjudicative proceeding.** 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 shall hold an informal hearing concerning whether the individual in fact owes or owed any outstanding debts to the institution. The hearing must be conducted within ten days of the request for a hearing. 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 for the outstanding debt. If the outstanding debt is owed by the individual involved, no further services shall be provided. Notification of this decision shall be sent to the individual within five days after the hearing. This hearing shall constitute a brief adjudicative proceeding established by the Administrative Procedure Act at RCW 34.05.482-34.05.494.

[Statutory Authority: RCW 28B.50.140. 89-09-039 (Order 89-04), § 132D-122-030, filed 4/14/89.]

### Chapter 132D-130 WAC STUDENT RECORDS

#### WAC

- 132D-130-010 Purpose.
- 132D-130-020 Definitions.
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- 132D-130-035 Access to records—Limitations on access.
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- 132D-130-050 Challenges—To content of records—To release of records—Or to denial of access to records.
- 132D-130-055 Challenges—Informal proceedings.
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- 132D-130-070 Release of personally identifiable information or education records.
- 132D-130-075 Release of personally identifiable information or education records—Nature of consent required.
- 132D-130-080 Release of personally identifiable information or education records—Exceptions to consent requirement.
- 132D-130-085 Release of information in emergencies.
- 132D-130-090 Directory information.
- 132D-130-095 Destruction of student records.
- 132D-130-100 Notification of rights under this chapter.

**WAC 132D-130-010 Purpose.** The purpose of this chapter is to implement 20 U.S.C. Sec. 1232g, the Family Educational Rights and Privacy Act of 1974, by establishing rules and procedures to ensure that information contained in student records is accurate and is handled in a responsible manner by the university and its employees.

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[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-010, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-020 Definitions.** For purposes of this chapter, the following terms shall have the indicated meanings:

(1) "Student" shall mean any person who is or has been officially registered at and attending Skagit Valley College and with respect to whom the college maintains education records or personally identifiable information.

(a) "Education records" shall refer to those records, files, documents, and other materials maintained by Skagit Valley College or by a person acting for Skagit Valley College which contain information directly related to a student.

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

(i) Records of instructional, supervisory, or 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;

(ii) If the personnel of the college's department of safety and security do not have access to education records under WAC 132D-130-080, and records and documents of the department which are kept apart from records described in (a) of this subsection, 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 by the college in the normal course of business which relate exclusively to a person's capacity as an employee and are not available for any other purpose except that records relating to an individual in attendance at the college who is employed as a result of his or her status as a student are education records not excepted; or

(iv) Records concerning a student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional 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, except that such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

(2) "Personally identifiable information" shall refer to data or information which includes either:

(a) The name of a student, the student's parent, or other family member;

(b) The address of the student;

(c) The address of the student's family;

(d) A personal identifier, such as the student's Social Security number or student number;

(e) A list of personal characteristics which would make it possible to identify the student with reasonable certainty; or

(f) Other information which would make it possible to identify the student with reasonable certainty.

(3) "Dean of administrative and student services" shall refer to the dean of administrative and student services or his or her designee.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-020, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-030 Access to records.** (1) Except as provided in WAC 132D-130-035, each student at Skagit Valley College shall have access to his or her education records. The right of access shall include the right to inspect, review, and obtain copies of education records.

(2) The dean of administrative and student services shall prepare a list of the types of student education records which are maintained by Skagit Valley College.

(3) A student wishing access to his or her education records shall submit a written request for access to the dean of administrative and student services. A request for access shall be acted upon by the dean of administrative and student services within a reasonable period of time, not to exceed twenty days.

(4) The dean of administrative and student services shall provide students of the college with an opportunity for reasonable access to education records, provided that the dean of administrative and student services shall be responsible for taking appropriate measures to safeguard and ensure the security and privacy of the institution's records while being inspected by students.

(5) The dean of administrative and student services will inform in writing a student who has requested access to his or her education records of the nature of any records which are being withheld from the student on the basis of the exceptions set forth in WAC 132D-130-035. A student may challenge a decision by the dean of administrative and student services to withhold certain of the student's records by filing an appeal with the grievance review committee, WAC 132D-120-230.

(6) This section shall not prohibit the college registrar from providing a student with a copy of the student's academic transcript without prior clearance from the dean of administrative and student services.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-030, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-035 Access to records--Limitations on access.** (1) Skagit Valley College shall not make available to a student the following types of materials:

(a) The financial records of the student's parents or any information contained therein.

(b) Letters or statements of recommendation, evaluation or comment which were provided to the college in confidence, either expressed or implied, prior to January 1, 1975, provided that such letters or statements shall not be used for purposes other than those for which they were originally intended.

(c) If a student has signed a waiver of the student's right of access in accordance with subsection (2) of this section, confidential records relating to the following:

(i) Admission to any educational agency or institution;

(ii) An application for employment; or

(iii) The receipt of an honor or honorary recognition.

(2) A student, or a person applying for admission to the college, may waive his or her right of access to the type of confidential records referred to in subsection (1)(c) of this section, provided that such waiver shall apply only if the student is, upon request, notified of the names of all persons making confidential recommendations, and such recommendations are used solely for the specific purpose for which the waiver has been granted. Such a waiver may not be required as a condition for admission to, receipt of financial aid from, or receipt of other services or benefits from the college.

(3) If any material or document in the education record of a student includes information concerning more than one student, the student shall only have the right either to inspect and review that portion of the material or document which relates to the student or to be informed of the specific information contained in that portion of the material or document.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-035, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-040 Right to copy records.** (1) The dean of administrative and student services shall, at the request of a student, provide the student with copies of the student's education records. The fees for providing such copies shall not exceed the actual cost to the university of providing the copies.

(2) Official copies of transcripts from other educational institutions, such as high school or other college transcripts, will not be provided to students by the college.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-040, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-045 Request for explanation or interpretation of record.** The dean of administrative and student services shall respond to reasonable requests for explanations or interpretations of the contents of student education records.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-045, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-050 Challenges--To content of records--To release of records--Or to denial of access to records.** (1) Any student who believes that inaccurate, misleading, or otherwise inappropriate data is contained within his or her education records shall be permitted to have included within the record a written explanation by the student concerning the content of the records.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 132D-130-055 and 132D-130-060, to:

(a) Challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students;

(b) Have the opportunity to correct or delete inaccurate, misleading, or otherwise inappropriate data contained within education records;

(c) Challenge the release of education records to specific persons as contrary to the provisions of this chapter; and

(d) Challenge a decision by the college to deny the student access to particular types of records.

(3) A student shall not be permitted under this chapter to challenge the validity of grades given in academic courses, except on the grounds that, as a result of clerical error, the student's records fail to accurately reflect the grades actually assigned by an instructor.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-050, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-055 Challenges--Informal proceedings.** A student wishing to exercise the rights set forth in WAC 132D-130-050(2) shall first discuss with the dean of administrative and student services the nature of the corrective action sought by the student.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-055, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-060 Challenges--Hearing before grievance review committee.** (1) If informal proceedings fail to resolve the complaint of a student, the student may file with the dean of administrative and student services a written request for a hearing before the grievance review committee of the college.

(2) Within a reasonable time after submission of a request for hearing, the student rights and responsibilities committee shall conduct a hearing concerning the student's request for corrective action.

The student and the college shall be given a full opportunity to present relevant evidence at the hearing before the student rights and responsibilities committee.

(3) If a student demonstrates that the student's education records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student rights and responsibilities committee shall have authority to order the correction or deletion of inaccurate, misleading, or otherwise inappropriate data contained in the records.

(4) If a student demonstrates that the release of the student's education records would be improper under this chapter, the student rights and responsibilities committee shall have authority to order that the records not be released.

(5) If a student demonstrates that the student is entitled to access to particular documents under this chapter, the student rights and responsibilities committee shall have authority to order that the student be permitted access to the records.

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(6) The decision of the student rights and responsibilities committee shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-060, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-070 Release of personally identifiable information or education records.** Except as provided in WAC 132D-130-080, 132D-130-085, or 132D-130-090, the college shall not permit access to or the release of a student's education records or personally identifiable information contained therein to any person without the written consent of the student.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-070, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-075 Release of personally identifiable information or education records--Nature of consent required.** Where the consent of a student is required under WAC 132D-130-070 for the release of education records or personally identifiable materials contained therein, the student's consent shall be in writing, shall be signed and dated by the student, and shall include a specification of the records to be released, the reasons for such release, and the names of the parties to whom the records may be released.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-075, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-080 Release of personally identifiable information or education records--Exceptions to consent requirement.** (1) The college may permit the access to or release of a student's education records or personally identifiable information contained therein without the written consent of the student to the following parties:

(a) College officials, including faculty members, when the information is required for a legitimate educational purpose within the scope of the recipient's official responsibilities with the college and will be used only in connection with the performance of those responsibilities;

(b) Federal or state officials requiring access to education records in connection with the audit or evaluation of federally or state-supported educational programs or in connection with the enforcement of federal or state legal requirements relating to such programs. In such cases, the information required shall be protected by the federal or state officials in a manner which shall not permit the personal identification of students or their parents to other than those officials, and such personally identifiable data shall be destroyed when no longer needed for the purposes for which it was provided;

(c) Agencies or organizations requesting information in connection with a student's application for, or receipt of, financial 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, or improving instruction, if such studies are conducted in a manner which will not permit the personal identification of students by persons other than representatives of such organizations, and the information will be destroyed when no longer needed for the purposes for which it was provided;

(e) Accrediting organizations in order to carry out their accrediting functions; or

(f) Any person or entity authorized by judicial order or lawfully issued subpoena to receive such records or information, upon condition that the student is notified of all such orders or subpoenas in advance of compliance therewith by the college. Any college employee or official receiving a subpoena or judicial order for education records or personally identifiable information contained therein shall immediately notify the assistant attorney general representing the college.

(2) Education records of a student or personally identifiable information contained therein which are released to third parties, with or without the consent of the student involved, shall be accompanied by a written statement indicating that the information cannot subsequently be released in a personally identifiable form to any other party without the written consent of the student involved.

(3) The college shall maintain a record, kept with the education records of each student, indicating all parties, other than those parties specified in subsection (1)(a) of this section, which have requested or obtained access to the student's education records, and indicating the legitimate interest that each such party has in obtaining the records or information contained therein. This record of access shall be available only to the student, to the employees of the college responsible for maintaining the records, and to the parties identified under subsection (1)(a) and (c) of this section.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-080, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-085 Release of information in emergencies.** (1) The dean of administrative and student services or his or her designee may, without the consent of a student, release the student's education records or personally identifiable information contained therein to appropriate parties in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

(2) The following factors should be taken into consideration in determining whether records may be released under this section:

(a) The seriousness of the threat to the health or safety of the student or other persons;

(b) The need for personally identifiable information concerning the student to meet the emergency;

(c) Whether the parties to whom the records or information are released are in a position to deal with the emergency; and

(d) The extent to which time is of the essence in dealing with the emergency.

(1990 Ed.)

(3) If the college, pursuant to subsection (1) of this section, releases personally identifiable information concerning a student without the student's consent, the college shall notify the student as soon as possible of the identity of the parties and to whom the records or information have been released and of the reasons for the release.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-085, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-090 Directory information.** (1) The college may release "directory information" concerning a student to the public unless the student requests in writing of the dean of administrative and student services that the student's directory information not be released except as provided in WAC 132D-130-070, 132D-130-080, or 132D-130-085.

(2) The term "directory information" shall include information relating to the student's name, local and home address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, participation in officially-recognized sports and activities, weight and height if a member of an athletic team, and the most recent previous educational institution attended.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-090, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-095 Destruction of student records.** Except as otherwise provided by law, the college shall not be precluded under this chapter from destroying all or any portion of a student's education records, provided that no education record to which a student has requested access shall be removed or destroyed by the college prior to providing the student with the requested access.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-095, filed 2/16/90, effective 3/19/90.]

**WAC 132D-130-100 Notification of rights under this chapter.** The college shall annually notify students currently in attendance of their rights under this chapter and the Family Educational Rights and Privacy Act.

The notice shall include a statement that the student has a right to each of the following:

(1) Inspect and review the student's education records;

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these regulations and the regulations promulgated pursuant to the Family Educational Rights and Privacy Act allow;

(4) File a complaint with the United States Department of Education under 34 C.F.R. 99.64 concerning

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alleged failures by the college to comply with the requirements of the act;

(5) Information concerning the cost to be charged for reproducing copies of the student's records; and

(6) Obtain a copy of the regulations in this chapter.

The notice shall indicate the places where copies of these regulations are located.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-100, filed 2/16/90, effective 3/19/90.]

### Chapter 132D-133 WAC ORGANIZATION

WAC

132D-133-020 Organization—Operation—Information.

**WAC 132D-133-020 Organization--Operation--Information.** (1) Organization. Skagit Valley College, Community College District No. 4, is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) Operation. The administrative office is located at the following address:

2405 E. College Way  
Mount Vernon, WA 98273

The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. Educational operations are also located at the following addresses:

Whidbey Campus  
1201 E. Pioneer Way  
Oak Harbor, WA 98277

South Whidbey Campus  
5611 S. Bayview Road  
Langley, WA 98260

San Juan Center  
P. O. Box 1432  
Friday Harbor, WA 98250

(3) Information. Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address:

2405 E. College Way  
Mount Vernon, WA 98273

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-133-020, filed 2/16/90, effective 3/19/90.]

### Chapter 132D-140 WAC POLICY ON THE USE OF COLLEGE FACILITIES

WAC

132D-140-010 Use of college facilities.

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132D-140-020 Limitation of use to school activities.

132D-140-030 Statement of intentions.

132D-140-040 General policies limiting use.

132D-140-050 Administrative control.

132D-140-060 Trespass.

132D-140-070 Prohibited conduct at college facilities.

132D-140-080 Control of pets in college facilities.

**WAC 132D-140-010 Use of college facilities.** Community College District No. 4 serves Skagit, Island and San Juan counties by providing continued educational opportunity for its citizens. In keeping with this general purpose, the college believes that facilities should be available for a variety of uses which are of benefit to the general public; provided, that such general uses do not interfere with the educational mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-010, filed 2/22/89.]

**WAC 132D-140-020 Limitation of use to school activities.** When allocating use of college facilities, top priority shall always be given to activities specifically related to the college's mission. No arrangements shall be made that may interfere with or operate to the detriment of, the college's own teaching, research, or public service programs. In particular, the college buildings, properties, and facilities, including those assigned to student programs, shall be used primarily for:

(1) The regularly established teaching, research, or public service activities of the college and its departments or related agencies.

(2) Cultural, educational, or recreational activities of the students, faculty or staff.

(3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college or its departments.

(4) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation.

(5) Activities or programs sponsored by educational institutions, by state or federal agencies, by charitable agencies or civic or community organizations whose activities are of widespread public service and of a character appropriate to the college.

(6) College facilities shall be assigned to student organizations for regular business meetings, social functions and for programs open to the public. Any recognized campus student organization may invite speakers from outside the college community. In conformance with state guidelines, the appearance of an invited speaker on campus does not represent an endorsement by the college, its students, faculty, administration, or the board of trustees, whether implicit or explicit, of the speaker's views.

(7) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Arrangements by both organizations and individuals must be made through the designated administrative officer. Allocation of space shall be made in accordance with college regulations and on the basis of time, space, priority of request and the demonstrated needs of the applicant.

(8) The college may restrict an individual's or a group's use of college facilities if that person or group has, in the past, physically abused college facilities. Charges may be imposed for damage or for any unusual costs for the use of facilities. The individual, group or organization requesting space will be required to state in advance the general purpose of any meeting.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-020, filed 2/22/89.]

**WAC 132D-140-030 Statement of intentions.** The college neither intends nor desires to compete with any local agency or private enterprise in making its facilities available to the community. Privately operated facilities exist which are well qualified to best meet many community needs. The college encourages the community to patronize local businesses or agencies. With this approach, the college hopes to work cooperatively with local private enterprise to the mutual benefit of all concerned.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-030, filed 2/22/89.]

**WAC 132D-140-040 General policies limiting use.**

(1) College facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office except for student-sponsored activities or forums.

(2) Religious groups shall not, under any circumstances, use the college facilities as a permanent meeting place. Use shall be intermittent only.

(3) The college reserves the right to prohibit the use of college facilities by groups which restrict membership or participation in a manner inconsistent with the college's commitment to nondiscrimination as set forth in its written policies and commitments.

(4) Activities of a political or commercial nature will not be approved if they involve the use of promotional signs or posters on buildings, trees, walls, or bulletin boards, or the distribution of samples outside the rooms or facilities to which access has been granted.

(5) These general policies shall apply to recognized student groups using college facilities.

(6) Handbills, leaflets, and similar materials except those which are commercial, obscene, or unlawful may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of

materials as authorized by the designated administrative officer and regulated by established guidelines shall not be construed as support or approval of the content by the college community or the board of trustees.

(7) Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer.

(8) No person or group may use or enter onto college facilities having in their possession firearms, even if licensed to do so, except commissioned police officers as prescribed by law.

(9) The right of peaceful dissent within the college community shall be preserved. The college retains the right to insure the safety of individuals, the continuity of the educational process, and the protection of property. While peaceful dissent is acceptable, violence or disruptive behavior is an illegitimate means of dissent. Should any person, group or organization attempt to resolve differences by means of violence, the college and its officials need not negotiate while such methods are employed.

(10) Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises. However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits.

(11) Where college space is used for an authorized function (such as a class or a public or private meeting under approved sponsorship, administrative functions or service related activities), groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

(12) If a college facility abuts a public area or street, and if student activity, although on public property, unreasonably interferes with ingress and egress to college buildings, the college may choose to impose its own sanctions although remedies might be available through local law enforcement agencies.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-040, filed 2/22/89.]

**WAC 132D-140-050 Administrative control.** The board hereby delegates to the president authority to set up administrative procedures for proper review of the use of college facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-050, filed 2/22/89.]

**WAC 132D-140-060 Trespass.** (1) 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 the violation, and if they persist in the violation, they will be requested by the president, or his or her designee, to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the

college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW.

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

(3) Persons who violate a district policy may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or re-entering district property after one's license or privilege to be on that property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-060, filed 2/22/89.]

**WAC 132D-140-070 Prohibited conduct at college facilities.** (1) State law relative to public institutions governs the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful drugs or narcotics, not medically prescribed, on college property or at college functions, is prohibited. Students obviously under the influence of intoxicants, unlawful drugs or narcotics while in college facilities shall be subject to disciplinary action.

(2) The use of tobacco is restricted in accordance with published policy.

(3) Destruction of property is also prohibited by state law in reference to public institutions.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-070, filed 2/22/89.]

**WAC 132D-140-080 Control of pets in college facilities.** Pets are not permitted in campus buildings or on the grounds except guide or service dogs for the visually or hearing impaired as provided in chapter 70.84 RCW.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-080, filed 2/22/89.]

## Chapter 132D-276 WAC ACCESS TO PUBLIC RECORDS

### WAC

- 132D-276-010 Purpose.
- 132D-276-020 Definitions.
- 132D-276-030 Description of central and field organization of Community College District No. 4.
- 132D-276-040 Operations and procedures.
- 132D-276-050 Public records available.
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- 132D-276-080 Requests for public records.
- 132D-276-090 Copying.
- 132D-276-100 Determination regarding exempt records.
- 132D-276-110 Review of denials of public records requests.
- 132D-276-120 Protection of public records.
- 132D-276-130 Records index.
- 132D-276-140 Adoption of form.

**WAC 132D-276-010 Purpose.** The purpose of this chapter is to ensure that Community College District No. 4 complies with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 250 through 340 of that chapter, dealing with public records.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-010, filed 5/11/89.]

**WAC 132D-276-020 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: Provided, however, that the personal and other records cited in RCW 42.17.310 are exempt from definition of public record.

(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, combination thereof and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, disks, drums and other documents.

(3) Community College District No. 4. "Community College District No. 4 (Skagit Valley College)" is an agency organized by statute pursuant to RCW 28B.50-.040. Community College District No. 4 shall hereafter be referred to as the "district." Where appropriate, the term "district" also refers to the staff and employees of the district.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-020, filed 5/11/89.]

**WAC 132D-276-030 Description of central and field organization of Community College District No. 4.**

(1) Community College District No. 4 is a state agency established and organized under the authority of chapter 28B.50 RCW for the purpose of implementing the educational goals established by the legislature in RCW 28B.50.020. The administrative office of the district is located on the Skagit Valley campus within the city of Mount Vernon, Washington. The Mount Vernon campus likewise comprises the central headquarters for all operations of the district. Field activities for the Whidbey Branch of the district are administered by personnel located at the Whidbey Branch in Oak Harbor, Washington; all other field activities of the district are directed and administered by personnel located on the campus at Mount Vernon.

(2) The district is operated under the supervision and control of a board of trustees. The board of trustees consists of five members appointed by the governor. The board of trustees normally meets at least once each month, as provided in WAC 132D-104-020. The board of trustees employs a president, an administrative staff, members of the faculty and other employees. The board of trustees takes such actions and promulgates such rules, regulations, and policies in harmony with the rules

and regulations established by the state board for community college education, as are necessary to the administration and operation of the district.

(3) The president of the district is responsible to the board of trustees for the operation and administration of the district. A detailed description of the administrative organization of the district is contained within the Policies and Procedures Manual for Community College District No. 4, a current copy of which is available for inspection at the administrative office of the district.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-030, filed 5/11/89.]

**WAC 132D-276-040 Operations and procedures.**

(1) Formal decision-making procedures are established by the board of trustees through rules promulgated in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administration Procedure Act (HEAPA), and chapter 34.05 RCW, the Administrative Procedure Act.

(2) Informal decision-making procedures at the college, as established by the board of trustees, are set forth in the Policies and Procedures Manual of Community College District No. 4, a current copy of which is available for inspection at the administrative office of the district.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-040, filed 5/11/89.]

**WAC 132D-276-050 Public records available.** All public records of the district, as defined in this chapter, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-050, filed 5/11/89.]

**WAC 132D-276-060 Public records officer.** The district's public records shall be in the charge of the public records officer designated by the chief administrative officer of the district. The person so designated shall be located in the district administrative office. The public records officer shall be responsible for the following: Implementation of the district's rules and regulations regarding release of public records, coordinating the district employees in this regard, and generally ensuring compliance by district employees with the public records disclosure requirements in chapter 42.17 RCW.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-060, filed 5/11/89.]

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

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-070, filed 5/11/89.]

**WAC 132D-276-080 Requests for public records.** In accordance with the requirements of RCW 42.17.290 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 are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at the district administrative office. The form shall be presented to the public records officer or, if the public records officer is not available, to any member of the district's staff at the district administrative office 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 public 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 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 person to whom the request is made, to assist the member of the public in succinctly identifying the public record requested.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-080, filed 5/11/89.]

**WAC 132D-276-090 Copying.** No fee shall be charged for the inspection of public records. The district may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records; such charges shall not exceed the amount necessary to reimburse the district for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate district official. All charges must be paid by money order, cashier's check, or cash in advance.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-090, filed 5/11/89.]

**WAC 132D-276-100 Determination regarding exempt records.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132D-276-080 is exempt pursuant to the provisions set forth in RCW 42.17.310 and 42.17.315. Such determination may be made in consultation with the public records officer, president of the college district, or an assistant attorney general assigned to the district.

(2) Pursuant to RCW 42.17.260, the district reserves the right to delete identifying details when it makes

available or publishes any public record when there is reason to believe that disclosure of such details would be an unreasonable invasion of personal privacy; Provided, however, in each case, the justification for the deletion shall be explained fully in writing.

(3) Response to requests for a public record must be made promptly. For the purposes of this section, a prompt response occurs if the person requesting the public record is notified within two business days as to whether his request for a public record will be honored.

(4) All denials of request for public records must be accompanied by a written statement, signed by the public records officer or his/her designee, specifying the reason for the denial, a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the public record withheld.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-100, filed 5/11/89.]

**WAC 132D-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 which constituted or accompanied the denial.

(2) The written request by a person demanding prompt review of a decision denying a public record shall be submitted to the president of the district, or his or her designee.

(3) Within two business days after receiving the written request by a person petitioning for a prompt review of a decision denying a public record, the president of the district, or his or her designee, shall complete such review.

(4) During the course of the review the president or his or her designee shall consider the obligations of the district fully to comply with the intent of chapter 42.17 RCW insofar as it requires providing full public access to official records, but shall also consider both the exemptions provided in RCW 42.17.310 through 42.17-.315, and the provisions of the statute which require the district to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and prevent any unreasonable invasion of personal privacy by deleting identifying details.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-110, filed 5/11/89.]

**WAC 132D-276-120 Protection of public records.** Requests for public records shall be made at the administrative office of the district in Mount Vernon, Washington. 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. Copies of such records may be arranged according to the provisions of WAC 132D-276-090.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-120, filed 5/11/89.]

**WAC 132D-276-130 Records index.** (1) The district has available for the use of all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated by the district after June 30, 1972:

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

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

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

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

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

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

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

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-130, filed 5/11/89.]

**WAC 132D-276-140 Adoption of form.** The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records the following form:

REQUEST FOR PUBLIC RECORD TO  
COMMUNITY COLLEGE DISTRICT NO. 4

(a) \_\_\_\_\_  
Name (please print) Signature

\_\_\_\_\_  
Name or Organization, if applicable

\_\_\_\_\_  
Mailing Address of Applicant Phone Number

(b) \_\_\_\_\_  
Date Request Made Time of Day  
Request Made

(c) Nature of Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Identification Reference on Current Index (Please describe)  
\_\_\_\_\_  
\_\_\_\_\_

(e) Description of Record, or Matter, Requested if not Identifiable by Reference to the Community College District No. 4 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Request: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_  
 Name Title

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

Referred to \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_  
 Name Title

[Statutory Authority: RCW 28B.50.140, 89-11-024 (Order 89-07), § 132D-276-140, filed 5/11/89.]

### Chapter 132D-280 WAC

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### WAC

- 132D-280-010 Confidentiality of student records.  
 132D-280-020 Education records—Students' right to inspect.  
 132D-280-025 Requests and appeal procedures.  
 132D-280-030 Release of personally-identifiable records.  
 132D-280-035 College records.  
 132D-280-040 Review of records requests and requests to amend.

**WAC 132D-280-010 Confidentiality of student records.** The college continually receives requests from outside sources for information about students, both past and present. The staff and faculty of the college are reminded that 20 USC 1232(g), the Family Educational Rights and Privacy Act of 1974 directs the college to adopt a policy on student education records to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information contained in these records. In order to prevent embarrassment or possible legal involvement of the college and its employees because of improper disclosure of information, it is important that college policy be implemented in the release of such information.

[Statutory Authority: RCW 28B.50.140, 89-11-044 (Order 89-09), § 132D-280-010, filed 5/16/89.]

**WAC 132D-280-020 Education records—Students' right to inspect.** (1) A student has the right to inspect and review his or her education records. A list of the types of education records maintained by the college and the record locations may be obtained by the student at the college's dean of student'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 and which are not accessible or revealed to any other person except a substitute.

(ii) Records of the campus security department which are kept apart from those records described in WAC 132D-280-020 (1)(a) and which are maintained solely for law enforcement purposes and which are not made available to persons other than law enforcement officials of the same jurisdiction.

(iii) In the case of persons who are employed by but do not attend that educational institution, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose.

(iv) Records on a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity and which are created, maintained or used only in connection with the treatment of 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 right to review where the information consists only of confidential recommendations respecting:

- (i) Admission to any educational institution; or
- (ii) An application for employment; or
- (iii) Receipt of an honor or honorary recognition.

(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 college.

(d) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and recipient, prior to January 1, 1975, shall not be subject to release under WAC 132D-280-020 (2)(a). Such records shall remain confidential and shall be released only with the consent of the author. 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 the college (except in cases where charges have previously been approved by the boards of trustees' action for certain specified services, such as transcripts and grade sheets).

(5) The dean of students 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. In no case will any record which is requested by a student for review in accordance with WAC 132D-280-020 and 132D-280-025 be removed or destroyed prior to providing the student access.

[Statutory Authority: RCW 28B.50.140. 89-11-044 (Order 89-09), § 132D-280-020, filed 5/16/89.]

**WAC 132D-280-025 Requests and appeal procedures.** (1) A request by a student for review of information should be made in writing to the college individual or office having custody of the particular record.

(2) An individual or office must respond to a request for education records within a reasonable period of time, but in no case more than thirty days after the request has been made. A college individual 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 in writing.

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

(b) In cases where a student remains dissatisfied after consulting with the appropriate dean or director, the student may then file an official grievance in accordance with the provisions of chapter 132D-120 WAC.

[Statutory Authority: RCW 28B.50.140. 89-11-044 (Order 89-09), § 132D-280-025, filed 5/16/89.]

**WAC 132D-280-030 Release of personally-identifiable records.** (1) The college shall not permit access to or the release of education records or personally-identifiable information contained there (other than "directory information") without the written consent of the student, to any party other than the following:

(a) College staff, faculty and students when officially appointed to a faculty council or administrative committee, when the information is required for a legitimate educational interest within the performance of their responsibilities to the college, 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 or a federally or state-supported education program or in connection with the enforcement of the federal or state legal requirements 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) Agencies or individuals requesting information in connection with a student's application for, or receipt of financial aid.

(d) Organizations conducting studies for or on behalf of the college 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) Accrediting organizations in order to carry out their accrediting functions.

(f) Any person or entity designated by judicial order or lawfully-issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith. Any college individual(s) or office(s) receiving a subpoena or judicial order for education records should immediately notify the attorney general.

(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.

(3) In cases where records are made available without student release as permitted by WAC 132D-280-030 (1)(b), (c), (d), (e) and (f), the college shall maintain a record kept with the education record release which will indicate the parties which have requested or obtained access to a student's records maintained by the college and which will indicate the legitimate interest of the investigating party. Releases in accordance with WAC 132D-280-030 (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 written 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 132D-280-030(1) is defined as student's name, address, telephone number, date and place of birth, major field of studies, participation in officially-recognized activities in sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended by the student. Students may request that the college not release directory information except through written notice to the dean of student's office.

(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).

[Statutory Authority: RCW 28B.50.140. 89-11-044 (Order 89-09), § 132D-280-030, filed 5/16/89.]

**WAC 132D-280-035 College records.** All college individuals or offices having custody of education records will develop procedures in accordance with WAC 132D-280-010 through 132D-280-040. Any supplementary regulations found necessary by departments will be filed with the college's records committee, which will be responsible for periodic review of policy and procedures.

(1) Disciplinary records shall be kept separate from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action. Special precautions shall be exercised to insure that information from disciplinary or counseling files is not revealed to unauthorized persons. Provision shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records.

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

[Statutory Authority: RCW 28B.50.140. 89-11-044 (Order 89-09), § 132D-280-035, filed 5/16/89.]

**WAC 132D-280-040 Review of records requests and requests to amend.** (1) The registrar shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules.

(2)(a) A student who believes that information contained in his or her educational records is inaccurate or misleading or violates his or her privacy may request that the college amend these records.

(b) The college shall decide within ten working days of a student's request to amend records whether or not it will amend those records.

(c) If the college decides to refuse to amend the educational records of the student according to his or her request, it shall so inform the student of the refusal and advise the student of the right to a hearing.

(d) The student feeling aggrieved by a denial of his or her request to amend educational records may file an official grievance in accordance with the provisions of WAC 132D-120-280.

(e) If, at the conclusion of the hearing process, the college still declines to amend the student's educational records, the student may place a statement in his or her educational records explaining that he or she feels that the records are erroneous and setting out the reasons for this belief. This statement shall be retained as long as the disputed information is on file and shall be forwarded with this information any time it is disclosed to an outside agency.

[Statutory Authority: RCW 28B.50.140. 89-11-044 (Order 89-09), § 132D-280-040, filed 5/16/89.]

(1990 Ed.)

## Chapter 132D-300 WAC GRIEVANCE PROCEDURE--SEXUAL HARASSMENT, SEX DISCRIMINATION, AND HANDICAPPED DISCRIMINATION

### WAC

132D-300-010 Statement of policy.  
132D-300-020 Jurisdiction.  
132D-300-030 Grievance procedure.

**WAC 132D-300-010 Statement of policy.** Skagit Valley Community College is covered by Title IX of the Education Amendments of 1972 prohibiting sex discrimination in education and Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap. The college is committed to protecting the rights and dignity of each individual in the campus community and so will not tolerate discrimination of any kind, at any level.

Further, it is the policy of Skagit Valley Community College to provide an environment in which employees can work free from sexual harassment or sexual intimidation. Sexual harassment is a form of sex discrimination. As such it is a violation of Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments.

Sexual harassment of an employee is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when:

(1) Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or career advancement; and/or

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions affecting that individual; and/or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or has the effect of creating an intimidating, hostile, or offensive environment.

[Statutory Authority: RCW 28B.50.140. 89-11-038 (Order 89-10), § 132D-300-010, filed 5/15/89.]

**WAC 132D-300-020 Jurisdiction.** This chapter shall serve as a Title IX/Section 504 grievance procedure for all employees of Skagit Valley Community College including classified staff, faculty, and administrators. Students shall use the grievance procedure provided in chapter 132D-120 WAC to resolve Title IX/Section 504 grievances.

[Statutory Authority: RCW 28B.50.140. 89-11-038 (Order 89-10), § 132D-300-020, filed 5/15/89.]

**WAC 132D-300-030 Grievance procedure.** (1) Any applicant for employment or employee of Skagit Valley Community College who believes he/she has been discriminated against on the basis of sex or on the basis of a handicap may lodge a formal institutional grievance according to the following procedures:

(a) Step 1: Informal meeting. The complainant may request an informal meeting with the individual believed to have committed the discriminatory act in an attempt to informally resolve the concern.

(b) Step 2: Official hearing. If not satisfied by the results of the informal meeting (or as a first step in the procedure), the complainant shall request a meeting with the college Title IX/handicap officer.

(i) The request for an official hearing must be made in writing and must stipulate the specific grievance(s) the complainant wishes to raise.

(ii) Within thirty calendar days of receiving the written request, the college Title IX/handicap officer shall arrange a meeting to hear the complaint. It shall be at the discretion of the complainant to determine whether the officer will meet with the complainant and the person to whom the complaint has been directed 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 college officer, who will chair the meeting.

(iii) Following the hearing and within thirty calendar days of receiving the written request, the college officer will report his/her findings in writing to both the complainant and the person to whom the complaint has been directed.

(c) Step 3: Presidential appeal. If the complaint is not resolved as a result of the hearing conducted by the college Title IX/handicap officer, either the complainant or the person to whom the complaint is directed may request an appeal to the college president.

(i) The request must be made in writing within ten days after receipt of the written results of the official hearing.

(ii) Within fifteen days after receiving the request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(iii) Attendance at the presidential appeal hearing shall be limited to the college president or designee, the Title IX/handicap officer, the complainant, and the person to whom the complaint is directed unless otherwise mutually agreed by the parties. The college president or presidential designee shall preside.

(iv) Either the complainant or the person to whom the complaint is directed may call witnesses at the discretion of the person presiding.

(v) The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists if the findings indicate that the person against whom the complaint is lodged engaged in sexual harassment or other discriminatory act, disciplinary proceedings may be commenced against the person pursuant to appropriate procedures, depending on whether the person is a member of classified staff, administrative exempt, or faculty.

(2) If desired, inquiries or appeals beyond the institutional level may be directed to:

(a) Regional Director, Office of Civil Rights, HEW, 2901 - Third Avenue, M.S. 510, Seattle, Washington 98121.

(b) The Equal Opportunity Commission, 1321 - Second Avenue, 7th Floor, Seattle, Washington 98101.

(c) The Human Rights Commission, 402 Evergreen Plaza Building, 7th and Capitol Way, Olympia, Washington 98504.

[Statutory Authority: RCW 28B.50.140. 89-11-038 (Order 89-10), § 132D-300-030, filed 5/15/89.]

### Chapter 132D-325 WAC

#### STATE ENVIRONMENTAL POLICY ACT RULES

##### WAC

132D-325-010 Implementation of State Environmental Policy Act.

**WAC 132D-325-010 Implementation of State Environmental Policy Act.** (1) It shall be the policy of Community College District No. 4 that all actions taken by the district shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act), chapters 197-10 [197-11] and 132-24 WAC, as presently enacted or hereafter amended.

(2) The president of Community College District No. 4 or his or her designee shall be responsible for administering and implementing this policy.

[Statutory Authority: RCW 28B.50.140. 89-09-042 (Order 89-02), § 132D-325-010, filed 4/14/89.]

### Chapter 132D-350 WAC

#### RESTRICTED USE OF SKATEBOARDS, ROLLER SKATES, SCOOTERS, TWO-WHEELED MOTOR BIKES AND BICYCLES (RECREATIONAL EQUIPMENT)

##### WAC

132D-350-010 Purpose.

132D-350-020 Definitions.

132D-350-030 Authority.

132D-350-040 Regulation of skateboards, roller skates, scooters, two-wheeled motor bikes or bicycles.

132D-350-050 Enforcement.

**WAC 132D-350-010 Purpose.** The purpose of these regulations is:

(1) To protect and control pedestrian traffic and traffic of persons using the above-mentioned recreational equipment.

(2) To protect from physical damage and more than ordinary wear the wooden and concrete benches, brick and paved walkways, stairs, steps, loading ramps, plazas, and ramps for the disabled, caused by the use of the recreational equipment on such areas.

[Statutory Authority: RCW 28B.50.140. 89-11-026 (Order 89-11), § 132D-350-010, filed 5/11/89.]

**WAC 132D-350-020 Definitions.** As used in this chapter, "skateboard" shall mean a toy consisting of an oblong or rectangular board, made of wood, plastic, metal or components thereof, with a pair of small wheels at each end, ridden, as down an incline, usually in a standing position. It may or may not be motorized; "roller skates" shall mean a shoe with a set of wheels attached for skating over a flat surface, or a metal frame

with wheels attached that can be fitted to the sole of the shoe; "scooter" shall mean a foot-operated vehicle consisting of a narrow board mounted between two wheels, tandem, with an upright steering handle attached to the front wheel; "two-wheeled motor bikes or bicycles" shall mean all two-wheeled vehicles powered by a motor or foot-operated (see also parking and traffic regulations, chapter 132D-116 WAC). These "toys" shall be commonly referred to as recreational equipment for the purpose of this policy.

[Statutory Authority: RCW 28B.50.140, 89-11-026 (Order 89-11), § 132D-350-020, filed 5/11/89.]

**WAC 132D-350-030 Authority.** The board of trustees of Skagit Valley College, Community College District No. 4, is granted authority under Title 28B RCW to exercise full control of the college and its property and is authorized to promulgate rules and regulations to carry out its duties.

[Statutory Authority: RCW 28B.50.140, 89-11-026 (Order 89-11), § 132D-350-030, filed 5/11/89.]

**WAC 132D-350-040 Regulation of skateboards, roller skates, scooters, two-wheeled motor bikes or bicycles.** The above may not be used on the campus except in areas as may be designated for such use by the dean of administrative and student services or his or her designee(s).

[Statutory Authority: RCW 28B.50.140, 89-11-026 (Order 89-11), § 132D-350-040, filed 5/11/89.]

**WAC 132D-350-050 Enforcement.** (1) Enforcement of this chapter shall be the responsibility of the president and the dean of administrative and student services or his or her designee(s).

(2) A user of the above-described recreational equipment who refuses to abide by these regulations will be asked to leave the campus. Refusal to obey will subject the person to being cited for trespass under the provisions of chapter 9A.52 RCW.

(3) If the user is a student, the student will be asked to refrain from using the equipment on campus. If the student refuses, a proceeding may be initiated under the student rights and responsibilities code, chapter 132D-120 WAC.

[Statutory Authority: RCW 28B.50.140, 89-11-026 (Order 89-11), § 132D-350-050, filed 5/11/89.]

## Chapter 132D-400 WAC

### LOSS OF ELIGIBILITY--STUDENT ATHLETIC PARTICIPATION

#### WAC

- 132D-400-010 Grounds for ineligibility.
- 132D-400-020 Suspension procedure--Right to informal hearing.
- 132D-400-030 Hearing.
- 132D-400-040 Decision.

**WAC 132D-400-010 Grounds for ineligibility.** Any student found by the college to have violated chapter

69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-400-010, filed 2/16/90, effective 3/19/90.]

**WAC 132D-400-020 Suspension procedure--Right to informal hearing.** Any student notified of a claimed violation of WAC 132D-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the dean of students within three days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible from further participation in school-sponsored athletic events for the remainder of the school year.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-400-020, filed 2/16/90, effective 3/19/90.]

**WAC 132D-400-030 Hearing.** If a timely written request for a hearing is made, the dean of students shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482-494.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-400-030, filed 2/16/90, effective 3/19/90.]

**WAC 132D-400-040 Decision.** The college official who acts as hearing officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered or prepared by the hearing officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative hearing and in no event later than 20 days after the request for hearing is received by the dean of students.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-400-040, filed 2/16/90, effective 3/19/90.]