

Title 132G WAC

COMMUNITY COLLEGES—SHORELINE COMMUNITY COLLEGE

Chapters

132G-104	Meetings of the board of trustees— Delegation of board responsibility.
132G-108	Procedural rules for adjudicative procedures.
132G-116	Parking and traffic rules.
132G-120	Student conduct code.
132G-124	General conduct.
132G-126	Reduction in force and tenure code.
132G-132	College calendar.
132G-133	Organization.
132G-136	Use of college facilities.
132G-140	College records.
132G-152	Health and safety.
132G-156	Housing.
132G-160	Admission and registration procedures.
132G-168	Use of library.
132G-276	Public records.
132G-300	Grievance procedure, Title IX.
132G-325	State Environmental Policy Act (SEPA) rules.

132G-16-120	Folding ballot—Ballot box. [Order 43, § 132G-16-120, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-130	Challenged ballot—Procedure. [Order 43, § 132G-16-130, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-140	Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 43, § 132G-16-140, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-150	Election inspectors duties after voting has terminated. [Order 43, § 132G-16-150, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-160	Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 43, § 132G-16-160, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-170	Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 43, § 132G-16-170, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-180	Electioneering within the polls forbidden. [Order 43, § 132G-16-180, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-190	Contest of election—Time for filing objections—Investigation of objections. [Order 43, § 132G-16-190, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-200	Election determined by majority of valid votes cast—Run-off election. [Order 43, § 132G-16-200, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-210	Time lapse for new election. [Order 43, § 132G-16-210, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.

DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 132G-16 NEGOTIATIONS BY PROFESSIONAL PERSONNEL

132G-16-010	Purpose. [Order 43, § 132G-16-010, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-020	Persons eligible to vote—Definition "professional employee." [Order 43, § 132G-16-020, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-030	Request for election—Canvass of professional employees by independent and neutral person or association. [Order 43, § 132G-16-030, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-040	Notice of election—Organizations to be included on ballot—Time for filing. [Order 43, § 132G-16-040, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-050	Contents of notice of election—Designation of chief election officer—Duties. [Order 43, § 132G-16-050, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-060	List of professional employees—Posting of list. [Order 43, § 132G-16-060, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-070	Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 43, § 132G-16-070, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-080	Ballots. [Order 43, § 132G-16-080, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-090	Record of vote—Signature—Challenge. [Order 43, § 132G-16-090, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-100	Incorrectly marked ballot. [Order 43, § 132G-16-100, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-110	Privacy for voter—Equipment. [Order 43, § 132G-16-110, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.

Chapter 132G-104 WAC

MEETINGS OF THE BOARD OF TRUSTEES— DELEGATION OF BOARD RESPONSIBILITY

WAC

132G-104-010	Time and place of board meetings.
132G-104-020	Request for items to be placed on board agenda.
132G-104-030	Delegation to college president.

WAC 132G-104-010 Time and place of board meetings. The board of trustees shall hold one regular meeting on the third Friday of each month at 8:00 a.m. and such special meetings as may be requested by the chairman of the board or by a majority of the members of the board and announced in accordance with law.

All regular and special meetings of the board of trustees shall be held at 16101 Greenwood Avenue North, Seattle, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

No official business shall be conducted by the board of trustees except during a regular or special meeting.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-104-010, filed 6/6/79; Order 2-10:74, § 132G-104-010, filed 4/26/74; Order 1-35:72, § 132G-104-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-104-020 Request for items to be placed on board agenda. Anyone, other than a board member or a representative of the president's office wishing an item placed on the agenda of a board meeting, must have a written request in the office of the board secretary no later than twelve o'clock noon five business days before the next scheduled meeting of the board. The secretary will relate the request to the college president and the chairman of the board as soon as feasible. The chairman will determine whether the item is to be placed on the agenda. The chairman or his designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

[Order 9-26:76, § 132G-104-020, filed 6/30/76; Order 1-35:72, § 132G-104-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-104-030 Delegation to college president. The board of trustees hereby delegates to the college president its authority and responsibility to administer Community College District Number Seven in accordance with laws, policies, rules and regulations approved and/or sanctioned by the board of trustees. At the operational level the president has final administrative authority over all matters affecting the college district.

[Order 1-35:72, § 132G-104-030, filed 11/29/72, effective 1/1/73.]

Chapter 132G-108 WAC PROCEDURAL RULES FOR ADJUDICATIVE PROCEDURES

WAC

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

WAC 132G-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 previously adopted by this institution, the model rules prevail.

[Statutory Authority: RCW 34.05.250. 90-13-051, § 132G-108-010, filed 6/15/90, effective 7/16/90.]

WAC 132G-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 34.05.250. 90-13-051, § 132G-108-020, filed 6/15/90, effective 7/16/90.]

WAC 132G-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 34.05.250. 90-13-051, § 132G-108-030, filed 6/15/90, effective 7/16/90.]

WAC 132G-108-040 Application for adjudicative proceeding. An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: 16101 Greenwood Avenue N., Seattle[,] Washington 98133.

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 34.05.250. 90-13-051, § 132G-108-040, filed 6/15/90, effective 7/16/90.]

WAC 132G-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 use [used] in all matters related to:

- (1) Residency determinations.
- (2) Challenges to contents of education records.
- (3) Student conduct proceedings.
- (4) Parking violations.
- (5) Outstanding debts owed by students or employees.
- (6) Loss of eligibility for participation in institution-sponsored athletic events.

[Statutory Authority: RCW 34.05.250. 90-13-051, § 132G-108-050, filed 6/15/90, effective 7/16/90.]

WAC 132G-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 34.05.250. 90-13-051, § 132G-108-060, filed 6/15/90, effective 7/16/90.]

WAC 132G-108-070 Procedure for closing parts of the hearings. A party may apply for 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 therefore in writing within twenty days of receiving the request.

[Statutory Authority: RCW 34.05.250. 90-13-051, § 132G-108-070, filed 6/15/90, effective 7/16/90.]

WAC 132G-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 132G-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 34.05.250. 90-13-051, § 132G-108-080, filed 6/15/90, effective 7/16/90.]

Chapter 132G-116 WAC PARKING AND TRAFFIC RULES

WAC

132G-116-010	Introduction.
132G-116-020	Objectives of traffic rules and regulations.
132G-116-030	Applicable traffic rules and regulations—Areas affected.
132G-116-040	Permits required for vehicles on campus.
132G-116-050	Tourists and visitors—Exemption from permit requirements.
132G-116-060	Restrictions on use of vehicles of students with permits.
132G-116-070	Speed.
132G-116-080	Regulatory signs and directions.
132G-116-090	Pedestrians—Right of way.
132G-116-100	Parking—Permits required.
132G-116-110	Parking within designated spaces.
132G-116-120	Disabled and inoperative vehicles—Impounding.
132G-116-130	Exceptions from traffic and parking restrictions.
132G-116-140	Special traffic and parking regulations and restrictions authorized.
132G-116-150	Authorization for issuance of permits.
132G-116-160	Numbering of parking areas.
132G-116-170	Allocation of parking space.
132G-116-180	Visitors and guests.
132G-116-190	Permit revocations.
132G-116-200	Duplicate permits for faculty and staff personnel.
132G-116-210	Faculty and staff permit periods.
132G-116-220	Fees for permits.
132G-116-230	Annual parking fee payment.
132G-116-240	Display of permits.
132G-116-250	Responsibility of person to whom permit issued.
132G-116-260	Refund of fees.
132G-116-270	Procedure—Issuance of summons or traffic tickets.
132G-116-280	Grievance proceedings—Bond for appearance—Date of hearing.
132G-116-290	Fines and penalties.
132G-116-300	Mitigation and suspension of penalties.
132G-116-310	Enforcement of determination of the vice-president for student services.
132G-116-320	Regulatory signs, markings, barricades, etc.
132G-116-330	Impounding of vehicles.
132G-116-340	Delegations of authority.
132G-116-350	Liability of college.

WAC 132G-116-010 Introduction. The Shoreline Community College, Community College District Number Seven, hereby establishes these regulations to govern pedestrian and vehicular traffic and parking upon state lands devoted mainly to the educational activities of Shoreline Community College.

[Order 1-35:72, § 132G-116-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-020 Objectives of traffic rules and regulations. The objectives of these traffic regulations are:

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

[Order 1-35:72, § 132G-116-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-030 Applicable traffic rules and regulations—Areas affected. The traffic regulations which are applicable upon state lands devoted mainly to the educational activities of the college are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.
- (2) The traffic code of King County, Washington shall be applicable upon all lands located within King County, Washington.
- (3) These regulations shall be applicable to all state lands which are or may hereafter be devoted mainly to educational, research, recreational, or parking activities of the college.

[Order 1-35:72, § 132G-116-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-040 Permits required for vehicles on campus. Except as provided in WAC 132G-116-050 and 132G-116-130 of these regulations, no person shall drive any vehicle, nor shall any person stop, park, or leave any vehicle, whether attended or unattended, upon the campus of the college without a permit issued by the security department of the college.

- (1) Permission to drive on campus or to park thereon will be shown by display of a valid permit issued by the security department of the college.
- (2) A valid permit is:
 - (a) An unexpired parking sticker properly registered and displayed in accordance with instructions, or
 - (b) A temporary permit authorized by the security department of the college and displayed in accordance with instructions on the permit, or
 - (c) A parking permit issued by the college security department attendant, which permit must be displayed on the vehicle in accordance with instructions.
- (3) Parking permits are not transferable.
- (4) The college reserves the right to refuse the issuance of a parking permit.

[Order 1-35:72, § 132G-116-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-050 Tourists and visitors—Exemption from permit requirements. The college security department will allow tourists and visitors to drive on the campus. A visitor's permit shall be issued without a fee at time of entrance.

[Order 1-35:72, § 132G-116-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-060 Restrictions on use of vehicles of students with permits. (1) Students with campus parking permits may drive on campus only to reach and leave the parking areas designated by their permits by the shortest direct routes between those areas and the nearest exit or entrance to the campus.

(2) Decisions on the granting of permits for physically handicapped students will be made by the business manager of the college.

(3) Evening class students (after 4 p.m.) will be accommodated on "space available" basis.

[Order 1-35:72, § 132G-116-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-070 Speed. No vehicle shall be operated on the campus at a speed in excess of 15 miles per hour or such lower speed as is reasonable and prudent in the circumstances.

[Order 1-35:72, § 132G-116-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-080 Regulatory signs and directions. Drivers of vehicles shall obey regulatory signs and signs related to the collection of parking fees posted by the college. Drivers of vehicles shall also comply with directions given them by officers of the college security department in the control and regulation of traffic.

[Order 1-35:72, § 132G-116-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-090 Pedestrians—Right of way. (1) The operator of a vehicle shall yield the right of way, slowing down or stopping, if need be, to so yield to any pedestrian crossing any street or roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger; but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

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

(3) Pedestrians on a street or roadway where a sidewalk is provided shall proceed upon such sidewalk. Pedestrians upon a street or roadway where no sidewalk is provided shall proceed on the extreme lefthand side of the roadway and upon meeting an oncoming vehicle shall step to their left and clear of the street or roadway.

[Order 1-35:72, § 132G-116-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-100 Parking—Permits required. (1) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

(2) No vehicle shall be parked in any parking area without a permit for that area, except as provided in WAC 132G-116-130 of these regulations.

[Order 1-35:72, § 132G-116-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-110 Parking within designated spaces. No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

[Order 1-35:72, § 132G-116-110, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-120 Disabled and inoperative vehicles—Impounding. No disabled or inoperative vehicle shall be parked on the campus for a period in excess of 72 hours. Vehicles which have been parked for periods in excess of 72 hours and which appear to be disabled or inoperative, may be impounded and stored at the expense of either or both the owner and operator thereof. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

[Order 1-35:72, § 132G-116-120, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-130 Exceptions from traffic and parking restrictions. WAC 132G-116-040 and 132G-116-100 of these rules and regulations shall not apply to the drivers of city, county, or state-owned vehicles.

[Order 1-35:72, § 132G-116-130, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-140 Special traffic and parking regulations and restrictions authorized. Upon special occasions causing additional heavy traffic and during emergencies the college security department is authorized to impose additional traffic and parking regulations and restrictions for the achievement of the objectives in WAC 132G-116-020.

[Order 1-35:72, § 132G-116-140, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-150 Authorization for issuance of permits. The college security department is authorized to issue permits to drive or park upon the campus.

[Order 1-35:72, § 132G-116-150, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-160 Numbering of parking areas. The college business manager is authorized to designate and mark the various parking areas on the campus with numbers or letters by the posting of signs in those areas.

[Order 1-35:72, § 132G-116-160, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-170 Allocation of parking space. The parking space available on the campus shall be allocated by the college business manager or his designee among applicants for permits in such manner as will best effectuate the objectives of these regulations. Certain restricted parking areas on campus are marked as "Restricted parking—Faculty only." Physically handicapped faculty, staff, or student personnel will be given priority whenever possible to park in close proximity to offices or classrooms.

[Order 1-35:72, § 132G-116-170, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-180 Visitors and guests. (1) All visitors, guests, salesmen, maintenance or service personnel, and all other members of the public who are not college employees or students will park in available space as directed by the college security department without paying a fee, including the following:

(a) Members of the board of trustees and others designated by the college may be given complimentary annual permits.

(b) Federal, state, county, city, and school district personnel on official business and in vehicles with tax exempt licenses will be admitted without charge.

(c) Vehicles owned by contractors and their employees working on campus construction will be parked in designated areas, if available, without charge.

(d) Visiting academic or administrative personnel from other colleges or universities and guest speakers will be parked without charge upon presentation of a guest permit. Responsibility for making parking arrangements for guests will rest with the sponsoring college department or division.

(e) Members of the press, television, and radio on official business will park without charge.

(f) Taxis will be admitted without charge for pick-up and delivery but will not be given free parking privileges.

(g) No parking fee will be charged visitors and guests attending special college events such as commencement, and little theatre performances. No parking fees will be charged for college and departmental events such as open house, symposiums, social and cultural events.

(h) Those covered by WAC 132G-116-050.

(2) Special permits:

(a) Temporary or part time employees, salesmen, maintenance and service personnel, and other visitors who must frequently visit the campus on college business, may be issued parking permits at the regular annual or quarterly fee or at a rate based on the regular annual fee, subject to the approval of the college business manager.

(b) Limited drive-through permits may be issued to parents of students. Limited drive-through permits do not include parking privileges.

(c) The college security department will assist college departments and divisions which sponsor functions such as conferences, seminars, dinners and similar events in arranged reserved parking without collecting parking fees.

(3) Athletics, concerts, plays and other special events: Parking fees will not be charged for vehicles parked at athletics, concerts, plays and other special events held on campus.

[Order 1-35:72, § 132G-116-180, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-190 Permit revocations. (1) Permits are the property of the college and may be recalled for any of the following reasons subject to the dean of student services of the college:

(a) When the purpose for which the permit was issued changes or no longer exists

(b) When a permit is used by an unregistered vehicle or by an unauthorized individual

(c) Falsification on a parking permit application

(d) Continued violations of parking regulations

(e) Counterfeiting or altering of stickers

(2) Vehicles displaying cancelled permits will be subject to citation or impounding.

[Order 1-35:72, § 132G-116-190, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-200 Duplicate permits for faculty and staff personnel. Full-time faculty and staff personnel of the college may apply on a separate application for a second car permit without charge.

[Order 1-35:72, § 132G-116-200, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-210 Faculty and staff permit periods. All faculty and staff will park on a permit basis, i.e., either annually or quarterly. Regular permits will be valid 24 hours a day, 7 days a week.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-210, filed 12/17/82; Order 1-35:72, § 132G-116-210, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-220 Fees for permits. The fees charged by the college for the issuance of permits shall be those established from time to time by the board of trustees of the college.

[Order 1-35:72, § 132G-116-220, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-230 Annual parking fee payment. Payment for an annual parking permit must be made by cash or check directly to the business office of the college. Cash should not be sent by mail.

[Order 1-35:72, § 132G-116-230, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-240 Display of permits. The permit issued by the college business office shall be placed as per directions on the permit on the inside of the windshield *upper* center except tinted windshield, *lower* center. The area designation sticker (numeral, letter, or combination) shall be placed on the inside of the *rear* window on the lower left corner as viewed from the rear of the car. If the vehicle has no rear window, the area designation sticker shall be placed on the windshield adjacent to the permit. Expired permits and area designators shall be removed before the new permit and designator are attached. Permits and area designation stickers not displayed in accordance with the provisions of this section shall not be valid.

[Order 1-35:72, § 132G-116-240, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-250 Responsibility of person to whom permit issued. The person to whom a permit is issued pursuant to these regulations shall be responsible for all violations of these rules and regulations involving the vehicle for which the permit was issued and to which it was affixed, provided, however, that such responsibility shall not relieve other persons who violate these rules and regulations.

[Order 1-35:72, § 132G-116-250, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-260 Refund of fees. Refund of the parking permit quarterly fee shall be as follows if the permit is returned with the request for refund: Before first meeting of classes — full refund; during first week of classes — 80

percent; during third through fourth week of classes — 50 percent; after fourth week of classes — no refund.

[Order 1-35:72, § 132G-116-260, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-270 Procedure—Issuance of summons or traffic tickets. Upon probable cause to believe that a violation of these regulations has occurred, an officer of the college security department may issue a summons or traffic ticket setting forth the date, the approximate time, the locality, and the nature of the violation. Such summons may be served by attaching or affixing a copy thereof to the vehicle allegedly involved in such violation, or by placing a copy thereof in some prominent place outside such vehicle.

[Order 1-35:72, § 132G-116-270, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-280 Grievance proceedings—Bond for appearance—Date of hearing. (1) The summons or traffic ticket issued pursuant to WAC 132G-116-270 shall direct the alleged violator to appear at the college business office within five calendar days.

(2) If the alleged violator does not waive his right to appear before the college vice-president for student services, he will be informed that any grievance he might have must be made in writing to the said vice-president for student services, giving full particulars, listing witnesses, evidence, etc.

(3) The college vice-president for student services, upon receipt of the alleged violator's written grievance, will arrange time and place to discuss the violation with that individual.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-280, filed 12/17/82; Order 1-35:72, § 132G-116-280, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-290 Fines and penalties. The fines or penalties to be assessed for violation of these regulations shall be as follows:

(1) **Parking violations.** First offense: \$3 if the five calendar day requirement of WAC 132G-116-280 is met; if not, \$5

Second offense within a twelve month period: \$5 if the five calendar day requirement of WAC 132G-116-280 is met; if not, \$10

Three or more offenses within one academic quarter: \$10 and/or loss of parking privileges on campus for one year if the requirement of WAC 132G-116-280 is met; if not, \$15 and/or loss of parking privileges on campus for one year.

(2) **Exceeding speed limit.** Not less than \$5 or more than \$25 and/or loss of parking and driving privileges on campus for up to one year, and appearance before the vice-president for student services for appropriate disciplinary action.

(3) **Any other violation of these regulations.** Not less than \$1 nor more than \$25 and/or loss of parking and driving privileges on campus for up to one year, and appearance before the vice-president for student services for appropriate disciplinary action.

The college vice-president for student services or his designee shall have the right to cancel or reduce the fine or

penalties if, in his judgment, the circumstances warrant such cancellation or reduction.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-290, filed 12/17/82; Order 1-35:72, § 132G-116-290, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-300 Mitigation and suspension of penalties. Upon the showing of good cause or mitigating circumstances, the college vice-president for student services may impose any lesser fine or penalty than those established in WAC 132G-116-290 and 132G-116-310, or he may grant an extension of time within which to comply with his determination and sentence.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-300, filed 12/17/82; Order 1-35:72, § 132G-116-300, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-310 Enforcement of determination of the vice-president for student services. In the event a student fails or refuses to comply with the determination of the college vice-president for student services, such alleged violator shall not be eligible to register for additional courses, to obtain a transcript of his grades or credits, or to receive a degree, or by any other legal means, until he has paid or otherwise complied with the determination. Any penalty is appealable through the college discipline committee.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-310, filed 12/17/82; Order 1-35:72, § 132G-116-310, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-320 Regulatory signs, markings, barricades, etc. The college security department is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and roadways for the regulation of traffic and parking upon state lands devoted mainly to the educational or research activities of the college. Such signs, barricades, structures, markings, and directions shall be so made and placed as in the opinion of the college business manager will best effectuate the objectives stated in WAC 132G-116-020.

No person without authorization from the college business manager shall move, deface, or in any way change a sign, barricade, structure, marking, or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

[Order 1-35:72, § 132G-116-320, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-330 Impounding of vehicles. Any vehicle parked upon state lands devoted mainly to the educational purposes of the college in violation of these regulations including the motor vehicle and other traffic laws of the state of Washington and the traffic code of King County, Washington as incorporated in WAC 132G-116-030 may be impounded and taken to such place for storage as the college selects. The expenses of such impoundings and storage shall be charged to the owner or operator of the vehicle and paid by him prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such impounding and storage.

[Order 1-35:72, § 132G-116-330, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-340 Delegations of authority. The authority and powers conferred upon the board of trustees, the president, and vice-president for business and personnel and/or the business manager of the college by these regulations shall be subject to delegation by him to his subordinates.

[Order 1-35:72, § 132G-116-340, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-350 Liability of college. The college assumes no liability under any circumstances for vehicles parked on campus. The college grants a license for use of a parking space to individuals desiring to park their vehicles on campus and who purchase a parking space or for those individuals described in WAC 132G-116-180. However, no bailment is created by the sale of a permit or for those individuals described in WAC 132G-116-180.

[Order 1-35:72, § 132G-116-350, filed 11/29/72, effective 1/1/73.]

**Chapter 132G-120 WAC
STUDENT CONDUCT CODE**

WAC

- 132G-120-010 Student conduct code—Preamble.
- 132G-120-020 Student conduct.
- 132G-120-030 Jurisdiction.
- 132G-120-040 Disciplinary authority.
- 132G-120-050 Student notification.
- 132G-120-060 Possible actions.
- 132G-120-061 Initiation of summary suspension proceedings.
- 132G-120-062 Permission to enter or remain on campus.
- 132G-120-063 Notice of summary suspension proceedings.
- 132G-120-064 Decision by the vice-president for student services.
- 132G-120-065 Suspension for failure to appear.
- 132G-120-070 College discipline committee.
- 132G-120-080 Discipline committee procedural guidelines and safeguards.
- 132G-120-090 The president's review.
- 132G-120-100 Appeals.
- 132G-120-110 Disciplinary terms.
- 132G-120-120 Lowering of grades.
- 132G-120-130 Readmission after expulsion.
- 132G-120-140 Reporting, recording and maintenance of records.

WAC 132G-120-010 Student conduct code—Preamble. Admission to the college carries with it the expectation that the student will conduct himself/herself as a responsible member of the academic community. This includes the expectation that the student will obey the law; comply with the rules and regulations of the college; maintain high standards of integrity and honesty; respect the rights, privileges, and property of other members of the college community; and will not interfere with legitimate college affairs.

The student will assume responsibility for his/her own conduct. Sanctions for violations of college rules and regulations or for conduct which interferes with legitimate college affairs will be dealt with by the college. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the college will not be used to duplicate the function of civil authority. Disciplinary action may be taken if the conduct

also involves a violation of college standards and if the interests of the academic community are distinct from those of the civil authority.

Sanctions, up to and including expulsion from the college, may be imposed for failure to satisfy the expectations stated in this section or for misconduct of the kinds indicated. These sanctions will determine whether, and under what conditions, the violator may continue at the college.

Most disciplinary proceedings will be conducted informally between the student and a division chairman, in matters relating to the student's academic work, and between the student and the vice-president for student services in other matters.

More formal procedures are provided, however, including an impartial hearing before a college discipline committee; these procedures may be invoked either by the officer dealing with the case or by the student involved. In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of (1) the truth or falsity of the charges against the student, (2) whether the alleged misconduct calls for sanctions, and, if so, (3) what those sanctions should be.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-010, filed 3/11/83; Order 1-35:72, § 132G-120-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-020 Student conduct. Student conduct which intentionally and substantially interferes with or disrupts lawful college activities is prohibited.

[Order 1-35:72, § 132G-120-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-030 Jurisdiction. The vice-president for student service and the division chairmen are hereby delegated the responsibility for initiating disciplinary proceedings in accordance with these rules for infractions of the rules and regulations of the college and for misconduct in academic work.

The division chairman is the primary agent for disciplinary matters arising solely out of scholarship. The vice-president for student services is the primary agent for the administration of discipline for unacceptable conduct or infraction of college rules in all matters except those which are the responsibilities of divisions and instructors. Division chairmen shall give written notice to the vice-president for student services of any disciplinary action which they take.

Instructors are hereby delegated the authority to take such summary actions as may be necessary to maintain order and proper conduct in the classroom and to maintain effective cooperation of the class in fulfilling the objectives of the course. Such actions may be appealed to the chairman of the division offering the course before the end of the next succeeding quarter.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-030, filed 3/11/83; Order 1-35:72, § 132G-120-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-040 Disciplinary authority. All disciplinary proceedings will be initiated by either the vice-president for student services or a division chairman. The vice-president for student services or a division chairman,

may, however, delegate this responsibility to others. In cases referred to it, the college discipline committee (see WAC 132G-120-070) assumes the responsibility for making a recommendation to the president of the college.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-040, filed 3/11/83; Order 1-35:72, § 132G-120-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-050 Student notification. The student shall be informed at the initial conference of what appears to be the maximum penalty which might result from consideration of the disciplinary matter. In order that the informality of procedure in these instances not mislead a student as to the seriousness of the matter under consideration, the student shall be informed in writing if expulsion is involved. If further consideration reveals that more severe disciplinary action may be appropriate, the student shall be so advised as soon thereafter as possible.

[Order 1-35:72, § 132G-120-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-060 Possible actions. After considering the evidence in the case and interviewing the students involved, the initiating authority may take one of the following actions.

(1) Terminate the proceedings, exonerating the student or students.

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

(3) Impose minor sanctions directly (disciplinary warning or disciplinary probation) subject to the student's right of appeal (see WAC 132G-120-100). The student shall be notified of the action taken; this notification must be in writing when a disciplinary warning or disciplinary probation is imposed. In the case of an unmarried student under 18 years of age being placed on disciplinary probation, written notice shall also be sent to the parents or the guardian of the student.

(4) Recommend to the college discipline committee that the student be denied registration or be expelled. The student shall be advised of his/her rights by reference to the appropriate sections of chapter 132G-120 WAC. If the denial of registration or expulsion is approved, the vice-president for student services shall notify the student in writing that he/she has been denied registration or that he/she has been expelled. In the case of an unmarried student under 18 years of age, written notice of this action shall be sent to the parents or guardian of the student.

(5) Refer the matter to the college discipline committee. The student shall be notified in writing that the matter has been referred to the committee.

In all cases, the student shall be advised of his/her rights by reference to the appropriate section of chapter 132G-120 WAC.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-060, filed 3/11/83; Order 1-35:72, § 132G-120-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-061 Initiation of summary suspension proceedings. The vice-president for student services or his/her designee may summarily suspend any student from the college for not more than ten academic calendar days

pending investigation, action or prosecution of charges of an alleged chapter 132G-120 WAC violation or violations, if the vice-president for student services has reason to believe that the student's physical or emotional safety and well-being, or the safety and well-being of other college community members, or the protection of property requires such suspension.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-061, filed 3/11/83.]

WAC 132G-120-062 Permission to enter or remain on campus. During the period of summary suspension, the suspended student shall not enter the campus other than to meet with the vice-president for student services or to attend the summary suspension hearing. However, the vice-president may grant the student special permission to enter for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-062, filed 3/11/83.]

WAC 132G-120-063 Notice of summary suspension proceedings. If the vice-president for student services or his/her designee finds it necessary to exercise the authority to summarily suspend a student, he/she shall:

(1) Give an oral or written notice of the alleged misconduct and violation(s) of any provision(s) of chapter 132G-120 WAC to the student;

(2) Give an oral or written explanation of the evidence in support of the charge(s) to the student;

(3) Give an oral or written explanation of the corrective action or punishment (up to a maximum of ten academic calendar days suspension) which may be imposed, to the student; and

(4) The student shall be provided an opportunity to present his or her explanation of the conduct alleged to be violative of the college student rights and responsibilities policy.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-063, filed 3/11/83.]

WAC 132G-120-064 Decision by the vice-president for student services. If the vice-president for student services, at the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of chapter 132G-120 WAC are alleged has committed one or more of such violations; and

(2) Such violation or violations of the law or of provisions of chapter 132G-120 WAC constitute grounds for disciplinary action; and

(3) Summary suspension of the student is necessary, the vice-president for student services may immediately suspend such student from the college for up to ten academic calendar days.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-064, filed 3/11/83.]

WAC 132G-120-065 Suspension for failure to appear. If the student against whom specific violations of provisions of chapter 132G-120 WAC have been alleged has been instructed by the vice-president for student services or his/her designee to appear for summary suspension proceedings and then fails to appear at the time designated for the summary suspension proceedings, the vice-president for student services may suspend the student from the college and shall give written notice of suspension to the student at his/her last address of record on file with the college.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-065, filed 3/11/83.]

WAC 132G-120-070 College discipline committee.

A standing college discipline committee will hear, *de novo*, and make recommendations on all disciplinary cases referred to it by the appropriate authority or appealed to it by students who have been disciplined. The committee will be established each fall. It will be composed of the following persons:

- (1) A member appointed by the president of the college.
- (2) A member of the faculty, appointed by the president of the college federation of teachers.
- (3) Two students. The two students will be appointed by the president of the student body association, but at the option of the student being disciplined, they may not hear the case.

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

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

In hearings before the discipline committee, at the discretion of the committee, an assistant attorney general will be requested to take the case. This action may be considered necessary in order to have a fair hearing.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-070, filed 3/11/83; Order 1-35:72, § 132G-120-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-080 Discipline committee procedural guidelines and safeguards. The student has a right to a fair and impartial hearing before the discipline committee on any charge of misconduct. His/her failure to cooperate with the hearing procedures, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations. Failure of the student to cooperate may be taken into consideration by the committee in recommending penalties.

- (1) The student shall be given notice of the time and place of the hearing, the charges against him/her, a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. This notice shall be given to the student in writing and shall be provided in sufficient time to permit him/her to prepare his/her defense. The notice may be amended at any time prior to the hearing, but, if such

amendment is prejudicial to the student's case, the hearing shall be rescheduled to a later date.

- (2) The student shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its sources; he/she shall be entitled to present evidence in his/her own behalf and to question witnesses testifying against him/her as to factual matters. The student shall have all authority possessed by the college to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.

- (3) Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether he/she is guilty of the misconduct charged, but the student's past record of conduct may be taken into account in formulating the committee's recommendation for disciplinary action.

- (4) The student may be represented by counsel and/or accompanied by an advisor of his/her choice.

- (5) No one will be required to give self-incriminating evidence.

- (6) Hearings conducted by the committee may be held in closed session at the discretion of the committee, the only exception being when the student involved invites particular persons or requests an open hearing. If at any time during the conduct of a hearing invited guests are disruptive of the proceedings, the chairman of the committee may exclude such persons from the hearing room.

- (7) All proceedings of the committee will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

- (8) An adequate summary of the proceedings will be kept. As a minimum, such a summary would include a tape recording of testimony.

- (9) The student will be provided with a copy of the findings of fact and with the conclusions and the recommendations of the committee. He/she will also be advised of his/her right to present, within seven calendar days, a written statement of appeal to the president of the college before action is taken on the recommendation.

- (10) If discipline is to be imposed after the review provided by this section, the officer who initiated the proceedings shall notify the student in writing of the discipline imposed. In the case of an unmarried student under 18 years of age, written notice of any action involving expulsion or disciplinary probation also will be sent to the parents or guardian of the student.

The committee shall establish general rules of procedure consistent with the foregoing procedural safeguards. A copy of any such rules of procedure shall be given to the student in advance of his/her hearing.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-080, filed 3/11/83; Order 1-35:72, § 132G-120-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-090 The president's review. The president of the college, or his/her designated representative, shall review all cases heard by the college discipline committee, including the report of the committee and any statement filed by the student, and shall either approve the recommendations of the committee or give directions as to

what other disciplinary action should be taken, and he/she shall notify the initiating authority.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-090, filed 3/11/83; Order 1-35:72, § 132G-120-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-100 Appeals. Any disciplinary action may be appealed to the college discipline committee. An appeal by a student shall be made in writing and addressed to the chairman of the committee within 15 days after the student has been notified of the action taken. In all proceedings wherein the student is not exonerated, there shall be one automatic review by a reviewing authority.

(1) Disciplinary action by a division chairman may be appealed to, and shall be reviewed by, the vice-president for student services.

(2) Disciplinary action by the vice-president for student services may be appealed to, and shall be reviewed by, the discipline committee.

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

(4) Final authority in all disciplinary action shall rest with the board of trustees of the college.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-100, filed 3/11/83; Order 1-35:72, § 132G-120-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-110 Disciplinary terms. The following definitions of disciplinary terms have been established to provide consistency in the application of penalties.

(1) **Disciplinary warning:** Formal action censuring a student for violation of college rules or regulations or for failure to satisfy the expectations of the college regarding conduct. Disciplinary warnings are always made in writing to the student by the officer or agency taking the action, with copies to the vice-president for student services' office. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions (see WAC 132G-120-110 (2) through (6)).

(2) **Hold:** Attachment of a student's academic record to encourage the fulfillment of the student's obligations to the college, particularly financial. Holds are always made in writing, including a detailed list of the obligations to be met, and are sent to the student. Requests for transcripts of the student's academic record will not be honored until the initiating authority is satisfied that the obligations have been met and provides the registrar with written notification of the release of the hold.

(3) **Registration denied:** Formal action refusing to allow a student to register for subsequent quarters, for violation of college rules or regulations, or failure to satisfy the expectations of the college regarding conduct. Students may be denied registration only on the approval of the president and on the recommendation of the college discipline committee. The initiating authority, in his/her written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be denied for

a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

(4) **Disciplinary probation:** Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the expectations of the college regarding conduct. The office placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions. Disciplinary probation warns the student that any further misconduct will make him/her liable to suspension or expulsion from the college. 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.

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

(6) **Expulsion:** Students may be expelled only on the approval of the president of the college and on the recommendation of the vice-president for student services and the college discipline committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any special conditions which must be met before readmission. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-110, filed 3/11/83; 79-06-106 (Order 12-10:79), § 132G-120-110, filed 6/6/79; Order 1-35:72, § 132G-120-110, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-120 Lowering of grades. The lowering of grades is not appropriate as a penalty for misconduct providing, however, that academic credit need not be given for work which is the product of cheating, plagiarism, or other academic misconduct.

[Order 1-35:72, § 132G-120-120, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-130 Readmission after expulsion. Any student expelled from the college may be readmitted only on written petition to the office which initiated the action resulting in his expulsion. Such petitions must indicate how specified conditions have been met and, if the term of the expulsion has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions expelling students from the college, decisions on such petitions for readmission must be reviewed and approved by the president before readmission is granted.

[Order 1-35:72, § 132G-120-130, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-140 Reporting, recording and maintenance of records. Records of all disciplinary cases shall be kept by the office taking or initiating the action. Except in proceedings wherein the student is exonerated, all

documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved insofar as possible, for not more than five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

[Order 1-35:72, § 132G-120-140, filed 11/29/72, effective 1/1/73.]

Chapter 132G-124 WAC GENERAL CONDUCT

WAC

132G-124-010	General conduct.
132G-124-020	Alcoholic beverages.
132G-124-030	Drugs.
132G-124-040	Smoking.
132G-124-050	Appeals.

WAC 132G-124-010 General conduct. Conduct which intentionally and substantially interferes with or disrupts lawful college activities is prohibited. Persons who engage in such conduct will hereby be denied license or privilege to enter or remain in or upon grounds or facilities owned or operated by Shoreline Community College, and are subject to disciplinary and/or other legal action. The dean of student services is responsible for initiating appropriate action regarding alleged infractions of this rule.

[Order 1-35:72, § 132G-124-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-124-020 Alcoholic beverages. The unlawful possession or use of alcoholic beverages on college property or on property under the supervision and control of the college is prohibited, and persons violating this regulation may be subject to disciplinary or other legal action. The dean of student services is responsible for initiating appropriate action regarding alleged infractions of this rule.

[Order 1-35:72, § 132G-124-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-124-030 Drugs. Persons illegally possessing, manufacturing, selling, using or causing someone else to use drugs on college property or on property under the supervision and control of the college may be subject to disciplinary or other legal action. The dean of student services is responsible for initiating appropriate action regarding alleged infractions of this rule.

[Order 1-35:72, § 132G-124-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-124-040 Smoking. Smoking is permitted anywhere on the campus except in the classrooms when classes are in session, the library service areas, the little theatre, the food service area, the physical education facility and elsewhere as posted. The dean of student services is responsible for initiating appropriate action regarding alleged infractions of this rule.

[Order 1-35:72, § 132G-124-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-124-050 Appeals. The application of any rule or regulation (WAC 132G-124-010 through 132G-124-

040) may be appealed in writing to the dean of student services who will adjudicate all such appeals.

[Order 1-35:72, § 132G-124-050, filed 11/29/72, effective 1/1/73.]

Chapter 132G-126 WAC REDUCTION IN FORCE AND TENURE CODE

WAC

132G-126-010	Rules and regulations governing reduction in force—Objective and definition.
132G-126-020	RIF—Procedures for determining the necessity.
132G-126-030	RIF—Layoff units.
132G-126-040	RIF—Seniority.
132G-126-050	RIF—Implementation of reduction in force.
132G-126-060	RIF—Notification, hearing and appeal.
132G-126-070	RIF—Rights of laid off academic employees.
132G-126-080	RIF—Special provisions.
132G-126-200	Tenure—Purpose.
132G-126-210	Tenure—Definitions.
132G-126-220	Tenure—Appointment review committees—Purpose of the committees and selection of membership.
132G-126-230	Tenure—Appointment review committees—Duties and responsibilities.
132G-126-240	Tenure—Appointment review committees—Operating procedures.
132G-126-250	Tenure—Authority of the board of trustees.
132G-126-260	Tenure—Rights and reasonable expectations of the probationer.
132G-126-270	Tenure—Dismissal of faculty members—Preamble.
132G-126-280	Tenure—Dismissal of faculty members—Faculty categories covered.
132G-126-290	Tenure—Dismissal of faculty members—Reasons for dismissal of a faculty member.
132G-126-300	Tenure—Dismissal of faculty members—Composition of the dismissal review committee.
132G-126-310	Tenure—Dismissal of faculty members—Selection of the dismissal review committee.
132G-126-320	Tenure—Dismissal of faculty members—Preliminary procedures relating to the dismissal of a faculty member.
132G-126-330	Tenure—Dismissal of faculty members—Initiation of formal proceedings.
132G-126-340	Tenure—Dismissal of faculty members—Procedural rights accorded the faculty member concerned.
132G-126-350	Tenure—Dismissal of faculty members—Responsibilities of dismissal review committee.
132G-126-360	Tenure—Dismissal of faculty members—Duties of the hearing officer of the dismissal review committee.
132G-126-370	Tenure—Dismissal of faculty members—Consideration by the board of trustees.
132G-126-380	Tenure—Dismissal of faculty members—Time limits.
132G-126-390	Tenure—Dismissal of faculty members—Publicity.
132G-126-400	Tenure—Dismissal of faculty members—Right of the faculty member to appeal the decision of the dismissal review committee and/or the board of trustees.

WAC 132G-126-010 Rules and regulations governing reduction in force—Objective and definition. The objective of this policy is to provide a means whereby the reduction of the academic employee work force may be accomplished in an orderly manner in the event that emergency circumstances arise. Such circumstances are defined as follows:

- (1) Inadequate funding to the college or to a specific program or individual discipline within the college;
- (2) Program termination or reduction;
- (3) Significant decreases in enrollment in the college or in some program or individual discipline;

(4) Changes in educational policy.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-010, filed 6/6/79.]

WAC 132G-126-020 RIF—Procedures for determining the necessity. (1) In the event that the president determines that a reduction in force may be necessary, he/she shall give notice of the potential reduction in force and extent thereof to the recognized academic employee organization. This notice shall be in writing and shall include the reasons upon which the president's conclusion shall have been based.

(2) Within five days from the date this notice is received, a three member committee of the recognized academic employee organization shall be provided with an opportunity to meet with the president regarding the problems arising out of the emergency situation facing the college. Such meeting shall include exchanges of information concerning the potential need to implement a reduction in force, and any alternatives or options which either party feels are reasonably available. Such options may include:

(a) Examination of the college budget by the administration and academic employee organization for the purpose of identifying potential budget savings;

(b) The transfer of academic employees from one area or division to another in instances wherein an individual has adequate qualifications;

(c) Providing the means by which an academic employee threatened by a potential reduction in force can gain additional competencies in those areas considered necessary to the maintenance of quality education at Shoreline Community College. This means would include: Sabbatical leave priority, transfer to an administrative or nonteaching position, use of activity supervision as part of the academic load, arrangement of employment schedules, etc.;

(d) Use of summer quarter and/or night classes as a regular part of the college year, in an emergency situation, to give an employee a full academic load;

(e) Encouragement of nonmandatory early retirements in those instances wherein such retirements would work little or no hardship upon the retiree and would provide a means whereby the college might continue to offer employment to a less senior academic employee threatened by reduction in force.

During these discussions the college president will document his findings by supplying data that may be reasonably produced. Such meetings shall conclude within ten working days from the date of the first meeting between the president and the recognized academic employee organization. In the event that the academic employee organization fails to respond to the notice issued by the college president, or upon the conclusion of ten days, the president shall submit his recommendations to the board of trustees.

(3) In the event the president determines a reduction in force to be necessary, he shall develop and submit to the board of trustees recommendations regarding the extent of such reduction. Such recommendations shall protect the instructional capacity and flexibility required to maintain the highest quality education possible for students. The academic employee organization may simultaneously present any alternates to reduction at its discretion.

(4) The board of trustees in its role of appointing authority shall make the final determination regarding the necessity of a reduction in force and extent thereof. Any court review of such decisions shall not act as a stay to any further actions taken by the employer in accordance with this chapter.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-020, filed 6/6/79.]

WAC 132G-126-030 RIF—Layoff units. (1) The following layoff units are hereby created:

- (a) Business administration;
- (b) Humanities;
- (c) Ethnic studies;
- (d) Health occupations;
- (e) Science;
- (f) Social science;
- (g) Physical education and athletics;
- (h) Library/media center;
- (i) Student personnel services.

(2) A committee consisting of the executive vice president, dean of student services, and faculty president shall assign each academic employee to one of the above layoff units and shall maintain an updated list reflecting new hires and changes in work assignments of any individual academic employee. Such list shall rank each employee in the appropriate unit in accordance with the seniority procedures defined herein and shall designate whether the individual is an associate, probationary, or tenured academic employee.

(3) Disputes regarding layoff unit assignments shall be appealed to the committee and if not resolved shall be submitted directly to the American Arbitration Association under its voluntary rules.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-030, filed 6/6/79.]

WAC 132G-126-040 RIF—Seniority. Seniority shall be based on the number of years of employment beginning with the date of the signing of the first full-time faculty contract for the most recent period of continuous full-time service for Shoreline Community College (commencing in the year 1964). Such time shall include all authorized leaves of absence consistent with terms set forth in the current agreement between the board of trustees and the exclusive bargaining agent for the faculty. The person with the highest number of qualifying years shall be the most senior; in the case of ties, seniority shall be determined in the following order:

- (1) First date of the signature of a letter of intent to accept employment or first date of signature of an employment contract;
- (2) First date of application for employment.

Seniority for a faculty member who has assumed an administrative role shall be determined by the procedure set forth above as long as the individual, as part of his/her regular contract, continues to function as a faculty member at no less than one-third regular faculty load for his/her division. In the case of a faculty member who moves to an administrative position without continuing a one-third faculty assignment as part of his/her regular contract, seniority shall

remain at the same level as when the faculty member ceased faculty function and moved to an administrative post. If the same member returns from administration to full-time faculty assignment or assumes a one-third faculty load as part of his/her regular contract, seniority shall continue from the seniority level the member had reached when he/she moved to an administrative post.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-040, filed 6/6/79.]

WAC 132G-126-050 RIF—Implementation of reduction in force. (1) If the number of academic employees is to be reduced, the president shall decide which course offerings and/or support services are most necessary to maintain quality education in the district. The president shall declare the duties associated with such course offerings or support services to be needed duties of an academic employee and thus subject to protected status in reduction in force decisions.

The president shall consider, but not be limited to, the following factors:

(a) The enrollment and the trends in enrollment for six consecutive quarters (excluding summer quarters) if applicable, and their affect upon each layoff unit;

(b) The goals and objectives of Shoreline Community College and the state board for community college education;

(c) Information concerning vacancies occurring through retirement, resignation, sabbaticals or other leaves of absence.

(2) The college president shall then decide the number of academic employees to be laid off in each layoff unit. Such decision shall observe the protected status of certain courses and support services.

(3) Within each affected layoff unit, the president shall observe the following order of layoff:

(a) First - associate academic employees;

(b) Second - full-time probationary employees in order of least seniority;

(c) Third - full-time tenured employees in order of least seniority.

(4) The above order and/or application of seniority may be interrupted in the event that:

(a) Strict adherence to it would result in no qualified individual being available to fully perform all duties of a protected course or support service; or

(b) Strict adherence to it would cause a regression in the progress of the college toward its affirmative action goals.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-050, filed 6/6/79.]

WAC 132G-126-060 RIF—Notification, hearing and appeal. Such matters shall be held in accordance with WAC 132G-126-270 through 132G-126-400, subject to the following conditions:

(1) Preliminary proceedings concerning the fitness of a faculty member regarding suspension, and regarding peremptory challenge, shall be limited to the removal of one peer member.

(2) No academic employee who has received a layoff notice shall participate as a member of the dismissal review committee.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-060, filed 6/6/79.]

WAC 132G-126-070 RIF—Rights of laid off academic employees. Recall lists shall be created and maintained for each affected layoff unit at Shoreline Community College. The names of those academic employees laid off shall be placed on the appropriate recall lists according to seniority. Recall shall be in order of reverse seniority; those qualified academic employees at the highest levels of seniority will be the first ones considered for recall. The right of recall shall extend three calendar years from the date of actual layoff. No new hires shall be permitted to fill academic employee vacancies at the college unless there are no qualified academic employees on the recall lists to fill the vacancies. The name of any academic employee refusing a recall offer shall be removed from the recall list, and said academic employee will no longer be considered eligible for recall. It is the responsibility of those academic employees desiring recall to furnish the college with the appropriate addresses to which notices and other pertinent recall information can be sent. Upon recall, academic employees shall retain all benefits such as sick leave, tenure, and seniority which had accrued to the date of layoff.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-070, filed 6/6/79.]

WAC 132G-126-080 RIF—Special provisions. (1) Upon the request of an academic employee laid off for reasons of this chapter, the college president shall write a letter to other institutions of the northwest stating:

(a) The reasons for said layoff;

(b) The qualifications of the affected academic employee; and

(c) Any other pertinent information which may be of assistance in securing another employment position.

(2) No application of the terms or procedures of this chapter shall be subject to grievance procedures.

(3) Upon written mutual consent between the academic employee and the board of trustees, appeal rights may be waived in favor of final and binding arbitration.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-080, filed 6/6/79.]

WAC 132G-126-200 Tenure—Purpose. The board of trustees of Community College District Number Seven hereby establishes (in accordance with RCW 28B.50.850 through 28B.50.869), the following rules on faculty tenure the purpose of which are twofold:

(1) To protect faculty employment rights and faculty involvement in the establishment and protection of these rights at Shoreline Community College and any other community college hereafter established within Community College District Number Seven; and

(2) To define a reasonable and orderly process for the appointment of faculty members to tenure status, or for the nonrenewal of probationary faculty members.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-200, filed 6/6/79.]

WAC 132G-126-210 Tenure—Definitions. Except as specifically provided elsewhere in this chapter, the definitions in this section apply throughout this chapter.

(1) "Appointing authority" shall mean the board of trustees of Community College District Number Seven.

(2) "Tenure" shall mean a faculty appointment for an indefinite period of time which may be revoked only for adequate cause and due process. RCW 28B.50.851(1).

(3) "Faculty appointment" shall mean full-time employment as a teacher, counselor, librarian or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments. Faculty appointment shall also mean department heads, division heads and administrators to the extent that such department heads, division heads or administrators have had or do have status as a teacher, counselor, or librarian. RCW 28B.50.851(2).

(4) "Probationary faculty appointment" shall mean a faculty appointment for a designated period of time which may be terminated without cause upon expiration of the probationer's term of employment. RCW 28B.50.851(3).

(5) "Probationer" shall mean any individual holding a probationary faculty appointment. RCW 28B.50.851(4).

(6) "Administrative appointment" shall mean employment in a specific administrative position as determined by the appointing authority. RCW 28B.50.851(5).

(7) "Regular college year" shall mean that period of time extending from the beginning of the fall quarter through the end of the following spring quarter.

(8) "President" shall mean the president of Community College District Number Seven, or in the president's absence, the acting president.

(9) "College" shall mean Shoreline Community College and any other community college hereafter established in Community College District Number Seven.

(10) "Appointment review committee" shall mean a committee composed of the probationer's tenured faculty peers, a student representative and a member of the administrative staff of the college: *Provided*, That a majority of the committee shall consist of the probationer's faculty peers. RCW 28B.50.850(7).

(11) "Nonrenewal" shall mean the decision of the board of trustees not to renew the appointment of a probationary faculty member for the succeeding academic year.

(12) "Department head" as used in RCW 28B.50.869 shall mean division chairman or chairwoman, the director of the learning resources center, the director of physical education and athletics, and the director of counseling for the purposes of this policy.

(13) "Full-time" shall mean an individual assigned a full load for the entire regular college year.

(14) "A faculty peer" shall mean an individual holding a faculty appointment.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-210, filed 6/6/79.]

WAC 132G-126-220 Tenure—Appointment review committees—Purpose of the committees and selection of

membership. Each probationer shall have a five-member appointment review committee assigned to him or her by October 15 of the first year of his/her appointment, or in the case of probationers appointed at some time other than the beginning of fall quarter, within six weeks of the date of the appointment. Appointment review committees shall serve as standing committees until such time as the probationer is either granted tenure or his/her employment in a probationary faculty appointment is terminated.

(1) The divisional or administrative unit tenured faculty shall submit a list of three or more nominees who will be tenured faculty to serve on the appointment review committee. The teaching faculty and faculty department heads acting in a body shall then vote to select two such nominees as members of the appointment review committee.

(2) The probationer may submit to the divisional or administrative unit faculty a list of two or more nominees who will be tenured faculty to serve on the appointment review committee. The teaching faculty and faculty department heads acting in a body shall then vote to select one such nominee as a member of the appointment review committee: *Provided*, That in the event the probationer does not submit nominations, the teaching faculty and faculty department heads acting in a body shall then vote to select a third appointment review committee member.

(3) The administrative representative on the committee shall be appointed by the president.

(4) The full-time student member on each appointment review committee shall be appointed by the student body president with ratification by the student legislature.

(5) If a vacancy occurs upon any appointment review committee, a replacement shall be appointed: By the faculty president from among the faculty members in the probationer's discipline or related disciplines in the case of a vacancy in a faculty position on the committee; by the student body president in the case of a vacancy in the student position on the committee; or by the college president in the case of a vacancy in the administrative position on the committee.

(6) Insofar as possible, at least one member of the committee should be in the probationer's academic discipline or field of specialization.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-220, filed 6/6/79.]

WAC 132G-126-230 Tenure—Appointment review committees—Duties and responsibilities. The general duty and responsibility of the appointment review committee shall be to:

- (1) Evaluate the probationer;
- (2) Advise him/her of his/her strengths and weaknesses;
- (3) Develop with him/her programs to overcome his/her deficiencies.

The evaluation process shall place primary importance upon the probationer's effectiveness in his/her appointment. The appointment review committee shall be responsible for making a recommendation, in accordance with the procedures in WAC 132G-126-240, as to whether the probationer shall be granted nonrenewal of his/her probationary status.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-230, filed 6/6/79.]

WAC 132G-126-240 Tenure—Appointment review committees—Operating procedures. (1) The first meeting of an appointment review committee shall be upon the call of the executive vice president of the college. A chairperson shall be elected by the committee at its first meeting.

(2) All meetings of an appointment review committee after the first shall take place upon the call of the chairperson. Appointment review committees may meet with or without the probationer. The committee shall determine whether the probationer's presence is necessary or advisable; in any event, the committee shall meet with the probationer at least once a month.

(3) The evaluative process employed by each appointment review committee shall include the stipulations outlined below:

(a) The first order of business for each appointment review committee shall be to establish, in consultation with the probationer, the procedures it will follow in evaluating the performance and professional competence of the probationer assigned thereto.

(b) Criteria to be used in the evaluation shall be limited to faculty-staff relationships, instructional and/or guidance skills, general college service and knowledge of subject matter.

(c) Evaluation shall be based partly on first-hand observations of the probationer's performance in his/her position. The evaluation process shall also include a self-evaluation by the probationer, an evaluation by his/her discipline peer group, an evaluation by the probationer's students, and an evaluation by the probationer's immediate administrator.

(d) In those areas such as the library and the counseling center wherein classroom visits and/or student evaluation might be unreasonable, irrelevant or unproductive, the appointment review committee shall be free to devise and employ evaluative techniques and procedures which they deem more appropriate.

(e) All evaluative judgments shall be written in narrative report form.

(4) When deficiencies in the performance of a probationer have been noted by an appointment review committee the following steps should be taken by the committee:

(a) Areas of deficiency should be put in writing and discussed at a conference with the probationer as soon as these deficiencies are recognized.

(b) The appointment review committee should develop with the probationer a written program to improve these deficient areas.

(c) Frequent conferences (at least once a month) should follow step (b) above to help the probationer improve.

(5) Each appointment review committee, as a result of its ongoing evaluation of the probationer, shall periodically advise the probationer, in writing, of his/her progress during the probationary period and receive the probationer's written acknowledgement thereof. The following written reports, at the minimum will be rendered to the probationer, the president, and the appointing authority on or before the times specified herein during each regular college year that such appointee is on probationary status; or, as is also required, within fifteen days of the president's written request therefor; except that the recommendation for tenure or continued

probationary status shall not be required when the committee in an earlier report has recommended nonrenewal:

(a) A written progress report by the end of fall quarter outlining the probationer's strengths and weaknesses. This report shall also include a list of steps that can be taken by the probationer to improve any such deficiencies.

(b) A written evaluation of the probationer's performance and progress, including the degree to which the probationer has overcome stated deficiencies, on or before February 1.

(c) A written recommendation regarding the renewal or nonrenewal of the probationer's contract for the ensuing regular college year, on or before February 1.

(d) A written recommendation for tenure or continued probationary status by May 1.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-240, filed 6/6/79.]

WAC 132G-126-250 Tenure—Authority of the board of trustees. The appointing authority shall provide for the award of faculty tenure following a probationary period not to exceed three consecutive regular college years, excluding summer quarters: *Provided*, That tenure may be awarded at any time as may be determined by the appointing authority after it has given reasonable consideration to the recommendations of the review committee.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-250, filed 6/6/79.]

WAC 132G-126-260 Tenure—Rights and reasonable expectations of the probationer. (1) Sufficient rapport should be established between the probationer and his/her appointment review committee so that the purposes of the classroom visits and evaluation sessions are clear.

(2) The classroom visits should be arranged with the probationer so that he/she will be prepared for the visit.

(3) The probationer should have been acquainted with the evaluative instrument prior to its use.

(4) Conferences with the probationer should be scheduled and should cover each category on the evaluation instruments used in the preparation for the conference(s).

(5) When a disagreement occurs between the probationer and his/her appointment review committee over any area of evaluation, the probationer may submit a written statement of these disagreements, and shall be entitled to a written response from the committee.

(6) If the probationer disagrees with the recommendation of his/her appointment review committee to the board of trustees, he/she may request a meeting of the teaching faculty and department heads, in a body, to review and approve or disapprove the committee's recommendation. This request shall be made in writing to the faculty president within five days after the probationer's receipt of the committee's recommendation. The faculty president shall call the meeting within ten days of receipt of such request. Within one week of the meeting, the decision of the teaching faculty and department heads, acting in a body, shall be sent, in writing, to the board of trustees for the board's consideration. This report shall be advisory and shall not be construed to be contrary to or supersede any provision of RCW 28B.50.850 through 28B.50.869.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-260, filed 6/6/79.]

WAC 132G-126-270 Tenure—Dismissal of faculty members—Preamble. In the effective college, a dismissal proceeding involving a faculty member on tenure, or one occurring during the term of an appointment, will be a rare exception, caused by individual human weakness and not by an unhealthful setting. When it does come, however, the college should be prepared for it, so that both institutional integrity and individual human rights may be preserved during the process of resolving the trouble. The faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to give full weight to a faculty judgment favorable to a colleague. (AAUP statement on procedural standards in faculty dismissal procedures.)

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-270, filed 6/6/79.]

WAC 132G-126-280 Tenure—Dismissal of faculty members—Faculty categories covered. (1) Dismissal of tenured faculty and the dismissal of probationary and temporary faculty during the term of their appointment shall be governed by chapter 132G-126 WAC and are not subject to grievance procedures.

(2) Dismissals of other faculty members during the terms of their appointments are exempt from chapter 132G-126 WAC but subject to grievance procedures. Decisions relating to granting of subsequent employment are vested exclusively with the employer.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-280, filed 6/6/79.]

WAC 132G-126-290 Tenure—Dismissal of faculty members—Reasons for dismissal of a faculty member. A full-time faculty member shall not be dismissed from his/her appointment except for sufficient cause, nor shall a faculty member who holds a probationary appointment be dismissed prior to the written terms of the appointment except for sufficient cause. Sufficient cause shall mean any of the following:

- (1) Incompetence in the performance of professional duties.
- (2) Serious neglect of duty.
- (3) Malfeasance.
- (4) Physical or mental incapacity to perform duties as a professional employee.
- (5) Gross misconduct.
- (6) Willful, frequent and intransigent violation of college rules and regulations.
- (7) Aiding and abetting or participating in:
 - (a) Any unlawful act of violence;
 - (b) Any unlawful act resulting in destruction of community college property;
 - (c) Any unlawful interference with the orderly conduct of the educational process (RCW 28B.50.862).

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-290, filed 6/6/79.]

WAC 132G-126-300 Tenure—Dismissal of faculty members—Composition of the dismissal review committee. A six member dismissal review committee created for the express purpose of hearing dismissal cases shall be established no later than October 15 of any academic year (except if this provision is passed after October 15 of any academic year, the dismissal review committee will be chosen no later than thirty days after passage).*

*The parenthetical reference is to the passage of the provision for purposes of inclusion in the negotiated agreement, Agreement By and Between the Board of Trustees of Community College District Number VII and the Shoreline Community College Federation of Teachers, Local Number 1950, AFT/AFL-CIO.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-300, filed 6/6/79.]

WAC 132G-126-310 Tenure—Dismissal of faculty members—Selection of the dismissal review committee. The following procedures will be employed in the selection of the members and alternate members:

(1) The six seats on the committee shall be designated Position 1, Position 2, Position 3, Position 4, Position 5, and Position 6.

(2) The administrative appointment shall hold Position 6 and shall be appointed by the college president.

(3) The student appointment shall hold Position 5 and shall be appointed by the student body president and ratified by the student legislature.

(4) The four members representing the faculty peers on the dismissal review committee shall be selected by a majority of the teaching faculty and the faculty division heads acting in a body in the following manner:

(a) Two nominees shall be nominated from the tenured faculty for each of Positions 1 through 4 by a random selection process, developed and administered by the president of the faculty bargaining unit.

(b) These nominees shall be voted upon by all those who hold a tenured or probationary faculty appointment.

(c) Those nominees who receive a majority of the vote cast shall be considered elected. The four nominees not selected shall be the alternates and shall be identified as Alternate 1, Alternate 2, Alternate 3, and Alternate 4.

(d) In the case of a vacancy in any of the positions numbered 1 through 4 at any time after the election, the vacancy shall be filled by Alternate 1. Further vacancies shall be filled by Alternate 2, 3, and 4 in that order.

(5) The dismissal review committee shall select one of its members to serve as chairperson.

(6) The dismissal review committee shall also include an impartial and neutral hearing officer who shall be appointed by the board of trustees after consultation with the faculty president.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-310, filed 6/6/79.]

WAC 132G-126-320 Tenure—Dismissal of faculty members—Preliminary procedures relating to the dismissal of a faculty member. Preliminary proceedings concerning the fitness of a faculty member: When reason rises to question the fitness of a college faculty member whose appointment has not expired, the appropriate division

chairperson or unit administrator should discuss the matter with him/her in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, the division chairperson or other unit administrator shall refer the matter to the college president. At this juncture the executive committee of the faculty bargaining agent shall be charged with the functions of inquiring into the situation, rendering confidential advice to the parties, and effecting an adjustment, if possible. If the college president, even after considering a recommendation of the committee favorable to the faculty member, expresses his conviction that a proceeding should be undertaken, action should be commenced within a reasonable time following the procedures for formal proceedings set forth in WAC 132G-126-330.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-320, filed 6/6/79.]

WAC 132G-126-330 Tenure—Dismissal of faculty members—Initiation of formal proceedings. (1) If the president determines that the faculty member is to be dismissed the president shall deliver a short and plain written notice of dismissal to the faculty member which shall contain:

(a) The grounds for dismissal in reasonable particularity;
 (b) A statement of the legal authority and jurisdiction under which a hearing requested by the faculty member would be held;

(c) Reference to any particular statutes or rules involved.

(2) After receiving the president's notice of dismissal, the affected faculty member may request a hearing within the following ten days. Such request should be in written form and delivered to the president's office.

(3) The president shall call into action the dismissal review committee and deliver the statement in WAC 132G-126-330(1) to the members of the dismissal review committee, if the faculty member requests a hearing in accordance with WAC 132G-126-330(2).

(4) If the president receives a request for a hearing, the dismissal review committee shall, after receiving the written notice of dismissal from the college president, establish a date for a committee hearing giving the faculty member not less than ten days notice of such hearing, and shall inform the faculty member in writing of the time, date and place of such a hearing.

(5) Suspension of the faculty member during the proceedings involving him/her is justified only if immediate physical or emotional harm to himself/herself or others is threatened by his/her continuance. Any such suspension shall be with pay.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-330, filed 6/6/79.]

WAC 132G-126-340 Tenure—Dismissal of faculty members—Procedural rights accorded the faculty member concerned. The faculty member concerned shall be accorded the following procedural rights:

(1) The right to remove up to three peer members of the dismissal review committee by peremptory challenge prior to the commencement of the hearing proceedings.

(2) The right to confront and cross-examine adverse witnesses, provided that, when a witness cannot appear and compelling reasons therefore exist, the identity of the witness and a copy of the statement of the witness reduced to writing shall be disclosed to the faculty member at least ten days prior to the hearing on the matter towards which the testimony of the witness is considered material.

(3) The right to be free from compulsion to divulge information which he could not be compelled to divulge in a court of law.

(4) The right to be heard in his own defense and to present witnesses, testimony, and evidence on all issues involved.

(5) The right to the assistance of the dismissal review committee in securing the witnesses and evidence pursuant to chapter 28B.19 RCW.

(6) The right to counsel of his choosing who may appear and act on his behalf at the hearings.

(7) The right to determine whether the hearing before the dismissal review committee shall be open or closed.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-340, filed 6/6/79.]

WAC 132G-126-350 Tenure—Dismissal of faculty members—Responsibilities of dismissal review committee. The responsibilities of the dismissal review committee are:

(1) To hear testimony from all interested parties, including but not limited to other faculty members and students and receive any evidence offered by same;

(2) To allow the college administration to be represented by the attorney general;

(3) To arrive at its recommendations in conference on the basis of the hearing. Before doing so, it should give the faculty member or his/her counsel and the representative designated by the president of the college the opportunity to argue orally before it. If written briefs would be helpful, the dismissal review committee may proceed to a recommendation promptly or await the availability of a transcript if making a fair recommendation would be aided thereby. As soon as reasonably practicable, the written recommendation of the committee will be presented to the president, the affected faculty member, and the board of trustees. A copy of the record of the hearing will be provided upon the request of any one of the above three parties.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-350, filed 6/6/79.]

WAC 132G-126-360 Tenure—Dismissal of faculty members—Duties of the hearing officer of the dismissal review committee. The duties of the hearing officer of the dismissal review committee are:

(1) To make all rulings regarding the evidentiary and procedural issues presented during the course of the dismissal review committee hearings;

(2) To meet and confer with the members of the dismissal review committee and advise them in regard to procedural and evidentiary issues considered during the course of the committee's deliberations;

(3) To appoint a court reporter, who shall operate at the direction of the hearing officer and shall record all testimony, receive all documents and other evidence introduced

during the course of the hearing, and record any other matters related to the hearing as directed by the hearing officer;

(4) To prepare, in accordance with the determination of the majority of the dismissal review committee, proposed findings and recommendations to the appointing authority. The hearing officer shall also be responsible for preparing and assembling a record for review by the appointing authority which shall include:

- (a) All pleadings, motions and rulings;
- (b) All evidence received or considered;
- (c) A statement of any matters officially noticed;
- (d) All questions and offers of proof, objections and rulings thereon;
- (e) Proposed findings and exceptions;
- (f) A copy of the recommendations of the dismissal review committee.

(5) To furnish upon written request a transcribed copy of the record to the faculty member whose case has been heard.

(6) To comply with the rules of evidence specified in RCW 28B.19.120 in conducting dismissal hearings.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-360, filed 6/6/79.]

WAC 132G-126-370 Tenure—Dismissal of faculty members—Consideration by the board of trustees. Within twenty days of the completion of the hearing, the dismissal review committee shall transmit to the board of trustees a full report including findings of fact, stating its recommendation. Review by the board of trustees should be based on the record of the hearing previously established, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The recommendation of the dismissal review committee shall either be sustained or the proceedings shall be returned to the committee with objections specified within fifteen days of receipt of the dismissal review committee report. In such a case the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it within five days in the same manner as above. Only after study of the committee's reconsideration should the board of trustees make a final decision overruling the committee. The board of trustees shall, within ten days, following the conclusion of such review notify the accused faculty member in writing of its final decision. Any decision to dismiss shall be based solely upon the original charges as brought to the board and established by a preponderance of evidence at the hearing to be sufficient cause or causes for dismissal.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-370, filed 6/6/79.]

WAC 132G-126-380 Tenure—Dismissal of faculty members—Time limits. In computing any time prescribed or allowed by these rules the day of the act, or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the

next day which is neither a Saturday, a Sunday, nor a legal holiday.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-380, filed 6/6/79.]

WAC 132G-126-390 Tenure—Dismissal of faculty members—Publicity. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, no public statements about the case by either the faculty member, dismissal review committee or administrative officers shall be made until all proceedings and appeals have been completed. Announcement of the final decision shall include a statement of the dismissal review committee's original recommendation, if this has not previously been made known.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-390, filed 6/6/79.]

WAC 132G-126-400 Tenure—Dismissal of faculty members—Right of the faculty member to appeal the decision of the dismissal review committee and/or the board of trustees. Any faculty member dismissed shall have the right to appeal the board of trustees' and the dismissal review committee's decision within ten days of receipt of the notice in accordance with RCW 28B.19.150 (Higher Education Administrative Procedure Act); as now or thereafter amended. For purposes of chapter 28B.19 RCW, any appeal pursuant to the above stated provision shall be considered a contested case as defined in RCW 28B.19.020.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-400, filed 6/6/79.]

Chapter 132G-132 WAC COLLEGE CALENDAR

WAC

132G-132-010	College calendar.
132G-132-020	College closure.
132G-132-030	Time schedule—Cancellation of classes.

WAC 132G-132-010 College calendar. At their regular February meeting the board of trustees will adopt the college calendar for the ensuing academic year. This calendar will specify for each quarter the days upon which instruction will begin and end, the days which will constitute the final examination period and the days which will be designated as college holidays. The calendar for each academic year will begin with the fall quarter. The calendar adopted under the procedure outlined above will be published in the college catalog and will be available in the office of the director of admissions and registration during regular college business hours.

[Order 1-35:72, § 132G-132-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-132-020 College closure. In the event of extremely severe weather conditions or a major disaster, the college may be closed by the college president or his designated representative.

[Order 1-35:72, § 132G-132-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-132-030 Time schedule—Cancellation of classes. Classes on the printed time schedule may be canceled by the registrar when necessary.

[Order 1-35:72, § 132G-132-030, filed 11/29/72, effective 1/1/73.]

Chapter 132G-133 WAC ORGANIZATION

WAC

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

WAC 132G-133-020 Organization—Operation—Information. (a) Organization. Shoreline Community College is established in Title 28B RCW as a public institution of higher education. The institution is governed by a 5 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.

(b) Operation. The institution's administrative office is located at the following address: 16101 Greenwood Avenue N., Seattle, Washington 98133. The office hours are 8 a.m. to 5 p.m., Monday through Friday, except legal holidays. Educational operations are also located at the following addresses: 16101 Greenwood Avenue N., Seattle, Washington 98133; Canyon Park Jr. High School, 23723-23rd Avenue S.W., Bothell, Washington 98021; Inglemoor High School, 15400 Simonds Road N.E., Bothell, Washington 98011; Kenmore Jr. High School, 20323-66th Avenue N.E., Bothell, Washington 98011; and Woodinville High School, 19819-136th Avenue N.E., Woodinville, Washington 98072.

(c) Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address: 16101 Greenwood Avenue N., Seattle, Washington 98133.

[Statutory Authority: Title 28B RCW. 90-13-050, § 132G-133-020, filed 6/15/90, effective 7/16/90.]

Chapter 132G-136 WAC USE OF COLLEGE FACILITIES

WAC

132G-136-010	Rental of college facilities.
132G-136-020	Authorization for use of facilities.
132G-136-030	Trespass regulations.
132G-136-040	Collections.
132G-136-050	Presentation of media, distribution of materials, and posting of signs.
132G-136-060	Distribution of materials—Off-campus organizations and nonstudents.
132G-136-070	Student facilities or services—Appeals.
132G-136-080	College events—Admission restrictions.
132G-136-090	Physical education facility—Equipment stored in baskets.
132G-136-100	Physical education facility—Dress regulations.
132G-136-110	Eye protection.
132G-136-120	Off-campus student-invited speakers—Preamble.
132G-136-130	Off-campus student-invited speakers—Rules for scheduling.

WAC 132G-136-010 Rental of college facilities.

College facilities are primarily to service the instructional program of the college. However, the facilities, when not required for scheduled college use, are available for rental by the public in accordance with specified fee schedules and other relevant terms and conditions for such use. The board of trustees of Community College District Number Seven, shall establish, from time to time, the fee schedules, rules and regulations for the use of its facilities.

[Order 1-35:72, § 132G-136-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-020 Authorization for use of facilities.

Persons may use or be licensed to use the facilities of the college upon authorization from a duly authorized representative of the college or his designee. An individual or individuals registered and enrolled as a student shall be granted such authorization during scheduled hours or upon written permission of an authorized employee. The college maintains regular hours for conducting classes and other college business during scheduled days. Regular hours and scheduled days are available at designated locations or by telephoning the college.

[Order 1-35:72, § 132G-136-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-030 Trespass regulations. Individuals without license or privilege to be on the grounds or inside buildings or enclosures may be required to identify themselves or be detained by college employees until the appropriate law enforcement officer(s) takes jurisdiction of the situation.

[Order 1-35:72, § 132G-136-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-040 Collections. Any person, persons, or organization soliciting funds from the student body at large, for collections and/or contributions must register with the director of student activities to be located in a designated area.

[Order 1-35:72, § 132G-136-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-050 Presentation of media, distribution of materials, and posting of signs.

To assure orderly scheduling of facilities, any student or student organization is asked to register with the director of student activities prior to the presentation of media, distribution of materials, or posting of signs. It is understood that the director of student activities may not approve or disapprove of the content of the material; he may, however, counsel and advise with respect to the character of the material or its mode of presentation.

In order to preserve orderly use of college facilities, the director of student activities will designate area(s), date(s), and time(s) available for distribution, posting and/or presentation.

Media, materials, or signs must bear identification as to publishing agency, sponsoring organization and/or individual, and take-down date.

[Order 1-35:72, § 132G-136-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-060 Distribution of materials—Off-campus organizations and nonstudents. Off-campus organizations and nonstudents are asked to register with the director of student activities before distribution of handbills, leaflets, or similar materials so that he can assure them a suitable facility for this distribution. Such materials must bear identification as to publishing agency and distributing organization or individual. The director of student activities shall designate the vicinity of the Pagoda Union Building as the primary area of distribution.

[Order 1-35:72, § 132G-136-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-070 Student facilities or services—Appeals. The application of any college rule or regulation pertaining to student facilities or services may be appealed in writing to the dean of student services.

[Order 1-35:72, § 132G-136-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-080 College events—Admission restrictions. From time to time the college will sponsor events with admission restrictions on patrons. (e.g., no smoking, no exit and reentry on same admission cost) These restrictions will be posted at the admission area or printed on the admission ticket or both.

[Order 1-35:72, § 132G-136-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-090 Physical education facility—Equipment stored in baskets. All personal equipment stored in baskets in the gym and not picked up at the end of each quarter, by a date specified by the director of physical education and posted in advance, will be removed. The equipment will be stored for one quarter and can be picked up by the owner for a fee. The board of trustees will establish this fee.

[Order 1-35:72, § 132G-136-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-100 Physical education facility—Dress regulations. Dress regulations will be established, from time to time, by the director of physical education. These regulations are to assure the health and safety of individuals utilizing the physical education facilities and/or to avoid damage to physical education equipment.

[Order 1-35:72, § 132G-136-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-110 Eye protection. Every person shall wear eye protection devices when participating in, observing, or performing any function in connection with any courses or activities taking place in eye hazardous areas of the college in compliance with RCW 70.100.020.

[Order 1-35:72, § 132G-136-110, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-120 Off-campus student-invited speakers—Preamble. The board of trustees, administration and faculty of Shoreline Community College subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs, therefore, in conformity with the American traditions of free speech and free inquiry, it is hereby provided that any recognized

[Title 132G WAC—p 20]

student organization, with the knowledge and approval of its advisor, may invite to the campus any speaker the group would like to hear. Although it is the advisor's responsibility through the inviting group to insure the educational relevance of such programs, all such speakers have complete discretion in the content and manner of their presentation, subject to restraints imposed by federal and/or state constitutions and statutes. Moreover, the appearance of an invited speaker on the campus does not involve any endorsement, either implicit or explicit, of his views by Shoreline Community College, its faculty, its students, its administration, or its board of trustees.

It is understood that no person who is not a member of the student body, faculty or staff of Shoreline Community College has an inherent right to speak on the campus unless he has been invited by a member of the faculty or by a recognized student organization; and further, that no person not a member of the Shoreline Community College student body, faculty or staff has a right to demand that he be allowed to listen to an address of an invited speaker.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-136-120, filed 6/6/79.]

WAC 132G-136-130 Off-campus student-invited speakers—Rules for scheduling. (1) The scheduling of facilities for hearing speakers must be through the office of the director of student activities and will always be subject to the availability of the appropriate space.

(2) Registration forms are available in the office of the director of student activities during regular office hours.

(3) Registration forms must be completed at least forty-eight hours prior to the appearance of the invited speaker. (Any exception to this rule is subject to the approval of the president or his appointed representative.)

(4) The sponsoring organization shall assign an individual to preside over any program where a speaker has been invited.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-136-130, filed 6/6/79.]

Chapter 132G-140 WAC COLLEGE RECORDS

WAC

132G-140-010	Student records—Requests from outside the college.
132G-140-020	Students records—Requests from parents and legal guardians.
132G-140-030	Student records—Requests for test data.
132G-140-040	Student records—Counseling information.
132G-140-050	Student records—Subpoena of information.
132G-140-060	Library circulation records.
132G-140-062	Withholding services for outstanding debts.
132G-140-064	Notification.
132G-140-066	Informal hearing notification.
132G-140-068	Procedure for informal hearing.
132G-140-070	Withholding of transcripts and registration privileges.
132G-140-080	Student records—Dean of student services authority.
132G-140-090	Professional personnel records—Application file.
132G-140-100	Professional personnel records—Area file.
132G-140-110	Classified staff personnel records.

WAC 132G-140-010 Student records—Requests from outside the college. Unless the student specifically

requests otherwise, the college will routinely respond to requests for the following information about a student: Name, place and date of birth, home and campus address, dates of attendance, curriculum, and degrees, if any.

[Order 1-35:72, § 132G-140-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-020 Students records—Requests from parents and legal guardians. Parents and legal guardians of unemancipated minors will be provided, upon request, information about academic record and status, misconduct in academic or other campus activity including disciplinary action, and reports of academic counseling.

[Order 1-35:72, § 132G-140-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-030 Student records—Requests for test data. Standard test data regarding individual tests required to form a basis for a decision about an individual may be provided at the discretion of the agent with the data in response to a proper request from a recognized institution of higher education.

[Order 1-35:72, § 132G-140-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-040 Student records—Counseling information. Information obtained during professional medical and psychological treatment or counseling will be released by the professional only in accordance with the ethics of his profession.

[Order 1-35:72, § 132G-140-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-050 Student records—Subpoena of information. A valid judicial or legislative subpoena of information about a student will be answered upon the advice of the attorney general's office.

[Order 1-35:72, § 132G-140-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-060 Library circulation records. Librarians and library employees shall not make available library circulation records to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

[Order 1-35:72, § 132G-140-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-062 Withholding services for outstanding debts. If any person, including faculty, staff, student or former student, be indebted to the institution for the outstanding overdue debt, the institution shall not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by any such person.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-062, filed 6/6/79.]

WAC 132G-140-064 Notification. Upon receipt of such a request for services where there is an outstanding

debt due the institution from that person, the institution shall notify the person by first-class mail that the services will not be provided since there is an outstanding debt due the institution, and further that until that debt is paid in full or arrangements are made to pay debt over time, no such services as are requested will be provided the individual.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-064, filed 6/6/79.]

WAC 132G-140-066 Informal hearing notification. The letter of notification contained in WAC 132G-140-064 shall also notify the individual that he has a right to a hearing before a person designated by the president of the institution to the extent that he believes the records of the institution are incorrect concerning his indebtedness. The letter shall also indicate that the request for the hearing must be made within twenty days from the date of mailing said letter.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-066, filed 6/6/79.]

WAC 132G-140-068 Procedure for informal hearing. Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether in fact the institution is correct in withholding services for the outstanding debt, and if the outstanding debt is in fact owed by the individual involved, no services shall be provided and notification of this shall be sent to the individual within five days after the hearing. Said decision shall constitute an informal proceeding established by the institution pursuant to the Higher Education Administrative Procedure Act as defined in RCW 28B.19.110.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-068, filed 6/6/79.]

WAC 132G-140-070 Withholding of transcripts and registration privileges. The college may withhold transcripts and deny registration privileges to any student who has failed to fulfill a financial obligation to the college. Such obligations include, but are not limited to, the payment of the following fees and fines:

- (1) Application fees;
- (2) General tuition and fees;
- (3) Charges for credit hour changes;
- (4) Transcript fees;
- (5) Laboratory fees;
- (6) Parking fines;
- (7) Library fines;
- (8) Short-term loans;
- (9) Nursing loans;
- (10) National direct student loans.

In addition, transcripts may be withheld and/or registration privileges denied based upon failure to complete required exit interviews with the office of financial aid and failure to return borrowed college property, including college library books.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-070, filed 6/6/79; Order 1-35:72, § 132G-140-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-080 Student records—Dean of student services authority. The dean of student services will be responsible for reviewing unusual requests for information concerning students and assisting in interpretation of the rules pertaining to the release of such information. His decision will be final in these matters.

[Order 1-35:72, § 132G-140-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-090 Professional personnel records—Application file. A personnel application file shall be maintained for each professional staff member. This file shall be closed to all personnel except those designated by approved college policy and procedural guidelines.

[Order 1-35:72, § 132G-140-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-100 Professional personnel records—Area file. For each professional staff member, a file shall be kept in the appropriate area or division office as a repository for information on professional preparation and evaluation as it pertains to any matter related to professional competence in assigned duties and for collection and retention of evidence which may be used in formal disciplinary hearings. This file shall be closed to all personnel except those designated by approved college policy and procedural guidelines.

[Order 1-35:72, § 132G-140-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-110 Classified staff personnel records. Personnel records are retained in the office of the college classified personnel officer. However, at any time during regular working hours and with appropriate advance notice, an employee may review the contents of his own personnel file or may in the case of a grievance authorize his representative to inspect his personnel file. Also, other appropriate college officials shall have access to these same files.

No anecdotal records or other prejudicial information will be placed in an employee's personnel file without his prior knowledge.

[Order 1-35:72, § 132G-140-110, filed 11/29/72, effective 1/1/73.]

Chapter 132G-152 WAC HEALTH AND SAFETY

WAC

132G-152-010	Food service areas.
132G-152-020	Animals in buildings.
132G-152-030	Animals on grounds.
132G-152-040	Immunization for Hepatitis B.

WAC 132G-152-010 Food service areas. Shoes and shirts are required in all food service areas on campus. Grievances may be appealed to the director of student activities.

[Order 1-35:72, § 132G-152-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-152-020 Animals in buildings. Animals are not permitted in any of the buildings under the supervision of the college. Notwithstanding the foregoing, seeing eye dogs are permitted inside these facilities if they are on a leash and accompanied by their owner. Also, animals used for instructional purposes are permitted within college supervised buildings.

[Order 1-35:72, § 132G-152-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-152-030 Animals on grounds. Animals are not permitted on college supervised grounds unless they are on a leash and accompanied by their owner.

[Order 1-35:72, § 132G-152-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-152-040 Immunization for Hepatitis B. All individuals applying for admittance into the following program(s):

DENTAL HYGIENE

are required to have received an immunization for Hepatitis B. No individual shall be admitted or enrolled until they produce proof of immunization for Hepatitis B.

[Statutory Authority: RCW 28B.50.140. 92-08-040, § 132G-152-040, filed 3/24/92, effective 4/24/92.]

Chapter 132G-156 WAC HOUSING

WAC

132G-156-010 Student housing—Posting regulations.

WAC 132G-156-010 Student housing—Posting regulations. Rental units listed on Shoreline Community College bulletin boards must be available to all students regardless of race, creed, or national origin. Rental conditions and agreements are between student and landlord.

Any person who fails to comply with the above rule will have their notices removed from the bulletin boards. This action may be appealed to the director of student activities.

[Order 1-35:72, § 132G-156-010, filed 11/29/72, effective 1/1/73.]

Chapter 132G-160 WAC ADMISSION AND REGISTRATION PROCEDURES

WAC

132G-160-010	Availability of information.
132G-160-020	Admissions.
132G-160-030	Registration—Appointments.
132G-160-040	Registration—Change of program.
132G-160-050	Residency status.
132G-160-060	Matriculation fee.
132G-160-080	Advanced registration payment—Foreign students.
132G-160-500	Graduation requirements.

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

132G-160-070 Advanced registration fee. [Order 5-13:74, § 132G-160-070, filed 4/26/74.] Repealed by Order 11-12:77, filed 5/23/77.

WAC 132G-160-010 Availability of information. Information concerning specific qualifications, requirements, deadlines and dates for admission, registration, and residency status, may be secured from the office of admissions and registration, Shoreline Community College, 16101 Greenwood Avenue North, Seattle, Washington 98133.

[Order 1-35:72, § 132G-160-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-020 Admissions. Students who are 18 years of age or high school graduates are admitted on a first-come, first-served basis in accordance with state law. Notwithstanding the foregoing, certain special procedures must be followed for: Special programs, former students, veterans, and foreign students. These special procedures are established from time to time by the board of trustees and are on file in the admissions office for examination during regular college business hours.

[Order 1-35:72, § 132G-160-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-030 Registration—Appointments. Appointments to register are issued upon completion of designated preregistration procedures as described in the current college catalog. Continuing students register first, followed by former students, then new regular students, and finally special students (having incomplete files). Open late registration (no appointment needed) takes place during designated times after completion of all regular registration.

[Order 1-35:72, § 132G-160-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-040 Registration—Change of program. Classes may be changed or added only during times and under procedures specified by the college in the current college catalog. Classes may be dropped during most of the quarter as outlined in the current college catalog, but refunds (complete or partial) as allowed only in cases of complete withdrawals within a predetermined framework of time which is specified in the current college catalog.

[Order 1-35:72, § 132G-160-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-050 Residency status. In determining tuition and fee charges, students are considered to be residents if they have lived in the state for one year and also meet the requirements as outlined in chapter 28B.15 RCW.

Students wishing to appeal nonresidency classification may:

- (1) Contact the registrar for clarification
- (2) Obtain change in residence status form from the registrar
- (3) Submit completed form to the registrar for classification
- (4) If resident status is denied and further appeal is desired, submit the appeal in writing to the registrar with a request that the entire file be referred to the college's attorney, whose decision will be final.

(1992 Ed.)

[Order 1-35:72, § 132G-160-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-060 Matriculation fee. Applicants for admission who wish credit are to submit the standard application for admission to Washington community colleges to the director of admissions and registration, along with a nonrefundable matriculation fee of five dollars.

[Order 4-12:74, § 132G-160-060, filed 4/26/74.]

WAC 132G-160-080 Advanced registration payment—Foreign students. Upon acceptance by the foreign student academic committee, foreign students must remit tuition for their first quarter and the nonrefundable five dollars matriculation fee. In the event that a foreign student does not complete registration or withdraws from the college forty-five dollars of this first quarter tuition is nonrefundable except when the student has been refused a visa by the American embassy or consulate, the entire forty-five dollars is refundable. The forty-five dollars may be applied to fees for any future quarter registration within two years of the original quarter of acceptance.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 82-24-027 (Order 40:82), § 132G-160-080, filed 11/23/82; Order 6-14:74, § 132G-160-080, filed 4/26/74.]

WAC 132G-160-500 Graduation requirements. A student seeking to graduate from Shoreline Community College may elect to meet the requirements in the current catalog or one for any prior year of his/her attendance. The student must secure an application for a degree from the graduation window in the registration office during normal business hours and fill it out as instructed.

Any deviation from graduation requirements must be requested by petition to the registrar, who has final decision-making authority in these matters.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-160-500, filed 6/6/79.]

**Chapter 132G-168 WAC
USE OF LIBRARY**

WAC

132G-168-010	Purpose of the library's existence.
132G-168-012	Library hours.
132G-168-014	Inspection.
132G-168-016	Prohibited entry.
132G-168-018	Gifts.
132G-168-020	Basis of policies and procedures.
132G-168-030	Modification of these regulations.
132G-168-040	Borrower classification.
132G-168-050	Identification card.
132G-168-060	Loan time periods.
132G-168-070	Special collections.
132G-168-080	Number of items that may be borrowed.
132G-168-090	Date library materials are due.
132G-168-100	Renewal of library materials.
132G-168-110	Holds, recalls and searches.
132G-168-120	Return of library materials.
132G-168-130	Schedule of fines and charges.
132G-168-140	System-wide applicability of fines.
132G-168-150	Notice of overdue materials.
132G-168-160	Accrual date or time of fines.
132G-168-170	When fines will be levied.
132G-168-180	Failure to pay fines or charges, or both.

[Title 132G WAC—p 23]

132G-168-190 Appeals of fines and charges.

WAC 132G-168-010 Purpose of the library's existence. The Shoreline Community College library exists to further the objectives of the college.

[Order 1-35:72, § 132G-168-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-012 Library hours. The library is generally open from 7:30 a.m. to 9:00 p.m. Monday through Thursday, and 7:30 a.m. to 5:00 p.m. on Friday. The library will be closed on holidays. These hours are subject to change with advance notice.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-012, filed 6/6/79.]

WAC 132G-168-014 Inspection. The library shall have the right to inspect packages, brief cases, containers, articles, materials, etc., leaving the building to prevent unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-014, filed 6/6/79.]

WAC 132G-168-016 Prohibited entry. The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-016, filed 6/6/79.]

WAC 132G-168-018 Gifts. The library welcomes the donations of books and other library materials as well as money to be used for the library. Gifts become library property when accepted and received, and their disposition is a library matter. The college, through the board of trustees or their designee, reserves the right to reject, refuse to accept, or return to the donor any gift made available to the Shoreline Community College library.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-018, filed 6/6/79.]

WAC 132G-168-020 Basis of policies and procedures. Policies and procedures are based on the belief that the needs of the college community as a whole take precedence over the individual convenience.

[Order 1-35:72, § 132G-168-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-030 Modification of these regulations. The board of trustees reserves the right to add, delete, or modify portions of these regulations including the fine schedules in accordance with its regulations and applicable laws.

[Order 1-35:72, § 132G-168-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-040 Borrower classification. Within the college community there are several readily identifiable library material user groups for which the character and intensity of use differs. The primary groups are credit and noncredit students, faculty, administrative personnel and

nonacademic staff. The library extends services to persons not affiliated with the college. Borrowing privileges may be extended to such persons if they reside within Community College District Number Seven, or if they are a duly enrolled student or faculty member of one of the other state community colleges, or if they are spouses of Shoreline Community College faculty, administrative or nonacademic staff members. The library extends services to special rental borrowers or other libraries through the "inter-library loan" process. Borrowers are classified as:

- (1) Credit students
- (2) Faculty consisting of: The president, the vice presidents, professors, associate professors, assistant professors, instructors, visiting lecturers, associate or part-time faculty, administrative personnel
- (3) Nonacademic staff
- (4) Continuing education, noncredit students
- (5) Community patrons
- (6) Reciprocal students and faculty from other state community colleges
- (7) Spouses of borrower classes (2) and (3)
- (8) Retired faculty of Shoreline Community College
- (9) Special rental borrowers (Washington state schools, community organizations, etc.)
- (10) Other libraries through the "inter-library loan" process.

[Order 1-35:72, § 132G-168-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-050 Identification card. Each borrower is responsible for obtaining an official identification card from the college library. A community patron must pay an annual fee to the library cashier for this identification card. This fee shall be that established from time to time by the board of trustees of the college. Reciprocal students and faculty must provide official identification from their institutions in order to obtain a Shoreline Community College identification card.

[Order 1-35:72, § 132G-168-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-060 Loan time periods. The college library has established loan time periods based on anticipated demand for the various forms of material by the several classes of borrowers. This loan time schedule will be established by the director of instructional resources and will be available in his office during regular college business hours.

[Order 1-35:72, § 132G-168-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-070 Special collections. Certain materials are maintained in special collections in the library because of format, subject, rarity, etc. Borrowers should consult the library staff member in charge of the particular department concerning conditions of use for library materials in special collections.

[Order 1-35:72, § 132G-168-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-080 Number of items that may be borrowed. Except for material in certain special collections, there is no limit to the number of items that may be checked out to a single borrower.

[Order 1-35:72, § 132G-168-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-090 Date library materials are due.

The director of instructional resources shall establish from time to time a schedule of due dates. This schedule will be available in his office during regular college business hours.

[Order 1-35:72, § 132G-168-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-100 Renewal of library materials.

(1) Renewals are generally allowed for circulating materials unless requested by other borrowers by means of a HOLD or a RECALL (see WAC 132G-168-110).

(2) Overdue material may be renewed subject to the same conditions as similar material not overdue.

(3) Prepaid telephone renewals are accepted for circulating materials but are not encouraged in special collections. The library assumes no responsibility for errors resulting from such transactions. Borrowers appearing in person at a check-out desk will receive service first.

(4) Some materials from reserve and special collections may be renewed only once.

[Order 1-35:72, § 132G-168-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-110 Holds, recalls and searches.

(1) Holds: A borrower may place a HOLD on any circulating material except reserve material, some special collections material and library materials already checked out to that borrower.

(2) Recalls: Library materials for which another borrower has placed a HOLD may be recalled after two weeks from the date checked out. Material on long-term loan to faculty may be recalled at any time. Material needed for reserve may be recalled at any time. Material checked out to noncollege borrowers may be recalled at any time for use by an on-campus borrower.

(3) A SEARCH may be requested by borrowers who have not succeeded in locating material on the shelves.

[Order 1-35:72, § 132G-168-110, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-120 Return of library materials.

(1) Materials are considered returned to the library as of the date returned to any of the receiving points for library materials except that of reserve, overnight, reference, and special collections materials. Equipment must [be] returned to the location in the library from which it was borrowed.

(2) After-hours "book returns" are emptied each morning the library is open and material found in them is considered to have been returned at closing time on the previous day.

[Order 1-35:72, § 132G-168-120, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-130 Schedule of fines and charges.

A schedule of fines and charges employed by the college library shall be that established from time to time by the board of trustees of the college. This schedule will be available in the office of the director of instructional resources during regular college business hours.

[Order 1-35:72, § 132G-168-130, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-140 System-wide applicability of fines. All borrowers are subject to a uniform system of fines for late returns of library materials and replacement costs when required.

[Order 1-35:72, § 132G-168-140, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-150 Notice of overdue materials. The library will attempt to:

(1) Telephone one week after an item is overdue or earlier if the material has been requested by another borrower or is to be placed on reserve.

(2) Send a notice two weeks after an item is overdue or earlier if the material has been requested by another borrower or is to be placed on reserve.

(3) Failure to receive a notice does not relieve the borrower of responsibility of payment of fines.

[Order 1-35:72, § 132G-168-150, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-160 Accrual date or time of fines. When fines are levied, they accrue from the first day or hour library materials are overdue.

[Order 1-35:72, § 132G-168-160, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-170 When fines will be levied. Fines may be levied on:

(1) Circulating material when:

(a) Any item becomes overdue

(b) There is a HOLD or RECALL on the library materials and they are or become overdue, such fines are to be calculated from the first day library materials are overdue

(c) The library materials are not returned when called in for reserve.

(2) Overdue reserve, reference and other circulating materials from special collections and equipment whether or not such material has been requested by another borrower.

[Order 1-35:72, § 132G-168-170, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-180 Failure to pay fines or charges, or both. A failure to pay fines or charges, or both, may result in:

(1) Holds being placed on borrower classification (1) (see WAC 132G-168-040) grades, transcript and college records, and/or

(2) Loss of borrowing privileges

(3) Other appropriate action will be taken for borrower classifications (2) through (9).

[Order 1-35:72, § 132G-168-180, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-190 Appeals of fines and charges. Appeals of fines or charges, or both, may be filed with the circulation librarian by securing appropriate forms from the circulation desk at which the charge was levied. All disputed appeals are adjudicated by the director of instructional resources.

[Order 1-35:72, § 132G-168-190, filed 11/29/72, effective 1/1/73.]

Chapter 132G-276 WAC
PUBLIC RECORDS

WAC

132G-276-010	Purpose.
132G-276-020	Definitions.
132G-276-030	Description of central and field organization of Community College District Number Seven.
132G-276-040	Operations and procedures.
132G-276-050	Public records available.
132G-276-060	Public records officer.
132G-276-070	Office hours.
132G-276-080	Requests for public records.
132G-276-090	Copying.
132G-276-100	Exemptions.
132G-276-110	Review of denials of public records requests.
132G-276-120	Protection of public records.
132G-276-130	Records index.
132G-276-140	Adoption of form.
132G-276-900	Appendix A—Form—Request for public record to Community College District Number Seven.

WAC 132G-276-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Community College District Number Seven with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular with RCW 42.17.250 - 42.17.320 of that act, dealing with public records.

[Order 3-11:74, § 132G-276-010, filed 4/26/74.]

WAC 132G-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.

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

(3) **Community College District Number Seven.** The Community College District Number Seven is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District Number Seven shall hereinafter be referred to as the "college" and includes the institution known as Shoreline Community College. Where appropriate, the term college also refers to the board of trustees, and the officers, agents, and employees of the college.

[Order 3-11:74, § 132G-276-020, filed 4/26/74.]

WAC 132G-276-030 Description of central and field organization of Community College District Number Seven. District Number Seven is a community college district organized under RCW 28B.50.040. The college administrative office and its staff are located at Shoreline Community College, 16101 Greenwood Avenue North, Seattle, Washington, 98133.

[Order 3-11:74, § 132G-276-030, filed 4/26/74.]

WAC 132G-276-040 Operations and procedures.

The college is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet the third Friday of each month on the campus in accordance with public notice and hold such special meetings as are announced by public notice. At such time, the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Order 3-11:74, § 132G-276-040, filed 4/26/74.]

WAC 132G-276-050 Public records available. All public records of the college, as defined in WAC 132G-276-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 132G-276-100.

[Order 3-11:74, § 132G-276-050, filed 4/26/74.]

WAC 132G-276-060 Public records officer. The college's public records shall be in the charge of the public records officer designated by the college president. The person so designated may in turn designate persons in the administrative office to implement this section. The public records officer and his designees shall be responsible for the following: The implementation of the college's rules and regulations regarding release of public records, coordinating the staff of the college in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

[Order 3-11:74, § 132G-276-060, filed 4/26/74.]

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

[Order 3-11:74, § 132G-276-070, filed 4/26/74.]

WAC 132G-276-080 Requests for public records. In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

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

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;

(c) The nature of the request;

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

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

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

(3) The public records officer and/or his designee to whom the request is presented shall respond promptly and shall:

(a) Make the requested document available, or

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

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

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

[Order 3-11:74, § 132G-276-080, filed 4/26/74.]

WAC 132G-276-090 Copying. No fee shall be charged for the inspection of public records. The college shall charge a minimum fee of ten cents per page of copy for providing copies of public records. In the event the copying of public records would unreasonably burden existing personnel of the college, or additional personnel and/or equipment would have to be added because of the request(s) for copying public records, then a reasonable charge may be added to the ten cents per copy minimum to reflect the cost for additional personnel or equipment. The increased cost shall be determined by the public records officer and shall be stated on the form requesting the copying of public records when the same request is approved by the public records officer. In any case where the public records officer estimates that the cost of duplication of a request will exceed ten dollars, then the same officer may in his/her discretion require an advance payment of all or a percentage of the cost estimate prior to complying with the request for duplication. When, in the opinion of the public records officer, it would be less expensive or more practical to duplicate public records by contract with a printing company, then the public records officer shall have the authority to do the same and the actual cost of the printing shall be paid by the person requesting the duplication.

[Order 3-11:74, § 132G-276-090, filed 4/26/74.]

WAC 132G-276-100 Exemptions. (1) The college reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132G-276-080 is exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.260, the college reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer and/or his designee will fully justify such deletion in writing.

(1992 Ed.)

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

[Order 3-11:74, § 132G-276-100, filed 4/26/74.]

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

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

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

[Order 3-11:74, § 132G-276-110, filed 4/26/74.]

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

[Order 3-11:74, § 132G-276-120, filed 4/26/74.]

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

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

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

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

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

"(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any

other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others";

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

(g) Financial records and budgets; and

(h) Board of trustees minutes and reports.

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

[Order 3-11:74, § 132G-276-130, filed 4/26/74.]

WAC 132G-276-140 Adoption of form. The college hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A [WAC 132G-276-900], entitled "Request for public record."

[Order 3-11:74, § 132G-276-140, filed 4/26/74.]

WAC 132G-276-900 Appendix A—Form—Request for public record to Community College District Number Seven.

APPENDIX "A"

REQUEST FOR PUBLIC RECORD TO COMMUNITY COLLEGE DISTRICT NUMBER SEVEN

(a) Name (Please Print) Signature
Name of Organization, if Applicable
Mailing Address of Applicant Phone Number
(b) Date Request Made at Community College District Number Seven 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 Number Seven's Current Index

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

Denied Date

Reasons for Denial:

Referred to Date

By Public Records Officer and/or his designee

[Order 3-11:74, Appendix A (codified as WAC 132G-276-900), filed 4/26/74.]

Chapter 132G-300 WAC GRIEVANCE PROCEDURE, TITLE IX

WAC 132G-300-010 Grievance procedure, Title IX.

WAC 132G-300-010 Grievance procedure, Title IX. Shoreline Community College is covered by Title IX prohibiting sex discrimination in education. It is the policy of Shoreline Community College to insure equal opportunity without regard to sex in all areas of admission, education, application for employment and employment.

Grievance procedure. I. Any applicant for admission, enrolled student, applicant for employment and employee of Shoreline Community College who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by:

A. Step 1: Informal meeting. Requesting an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern.

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

If the complainant requests a single meeting, that meeting shall be attended by the complainant, the person to whom the complaint is directed, and the Title IX officer who will chair the meeting. Either or both parties to the complaint may be accompanied by an individual of his or her choice during the Title IX official hearing.

C. Step 3: Presidential appeal. If the complaint is not resolved as a result of the hearing conducted by the Title IX officer, either the complainant or the person to whom the complaint is directed may request an appeal to the college president in writing within ten days after receiving the written results of the Title IX official hearing. Within fifteen days after receiving the written 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.

(1) The college president or designee, the Title IX officer, the complainant and the person to whom the complaint is directed shall attend the presidential appeal hearing. Either or both parties to the complaint may be accompanied by an individual of his or her choice during the presidential appeal hearing. The college president or presidential designee shall preside.

(2) Either the complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.

(3) The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

II. If desired, inquiries or appeals beyond the institutional level may be directed to:

Regional Director, Office of Civil Rights, HEW, 1321 Second Avenue, Seattle, Washington 98101;

The Equal Opportunity Commission, 705 Second Avenue, Seattle, Washington 98101;

Human Rights Commission, 402 Evergreen Plaza Building, Seventh and Capitol Way, Olympia, Washington 98504.

[Order 9-26:76, § 132G-300-010, filed 6/30/76.]

Chapter 132G-325 WAC

**STATE ENVIRONMENTAL POLICY ACT (SEPA)
RULES**

WAC

- 132G-325-010 State Environmental Policy Act (SEPA).
- 132G-325-020 Designated SEPA official.
- 132G-325-030 SEPA public information center.

WAC 132G-325-010 State Environmental Policy Act (SEPA). It shall be the policy of Community College District Number Seven that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the state board for community college education.

[Order 9-26:76, § 132G-325-010, filed 6/30/76.]

WAC 132G-325-020 Designated SEPA official. In compliance with WAC 197-10-820, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy.

[Order 9-26:76, § 132G-325-020, filed 6/30/76.]

WAC 132G-325-030 SEPA public information center. In compliance with WAC 197-10-830, the office of business manager for Shoreline Community College, located in the administration building, is hereby designated the SEPA public information center for Community College District Number Seven.

[Order 9-26:76, § 132G-325-030, filed 6/30/76.]